

COURSE OPTIONS

- CAREER BUILDING
- CERTIFICATE PROGRAMS
- ENL (ESL) INSTRUCTION
- HOSPITALITY & GAMING
- HSE/TASC DIPLOMA PREP
- HEALTH OCCUPATIONS
- PERSONAL ENRICHMENT
- TRADES TRAINING

Sullivan BOCES Adult & Continuing Education

Explore, Learn & Prepare

for your future.

Classes Start Soon, Register Early!
(845) 295-4915 | scbores.org



FALL 2017

Keep until
December

*Enhancing Our
Community,
One Family
at a Time.*

Sullivan BOCES: Adult & Continuing Education
22 St. John Street, Monticello, NY 12701



• Essential Math Skills for the Gaming Industry Certification Course

(4) 3-Hour Sessions \$225

The Essential Math Skills for the Gaming Industry course focuses on teaching participants the essential math skills needed to pursue a new and exciting career in the gaming industry.



This self-paced course will focus on a detailed review of the general underlying math skills required by most gaming occupations including:

- Guest services
- Cashiers
- Food services
- Casino gaming positions (pre-requisite skills)

The pre-requisites for this course include: A HS Diploma/High School Equivalency and a 7th grade reading and math level.

SULLIVAN COUNTY BOCES

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Course Locations

All classes are held at SJSEC unless indicated otherwise.

Monticello – SJSEC

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

Kauneonga Lake Fire Hall

3574 State Route 55,
Kauneonga Lake

United Methodist Church – Liberty

172 South Main Street, Liberty

Liberty – RPEC

Rubin Pollack Education Center
52 Ferndale-Loomis Road, Liberty
Auto Technology Shop
Welding Shop

Liberty Public Library

189 North Main Street, Liberty

WSPL - Western Sullivan Public Library

19 Center Street, Jeffersonville
45 Lower Main Street, Callicoon

Livingston Manor Public Library

92 Main Street, Livingston Manor

Daniel Pierce Library

328 Main Street, Grahamsville

Mamakating Library

128 Sullivan Street, Wurtsboro

Fallsburg Library

12 Railroad Plaza, South Fallsburg

SUNY Sullivan

112 College Road, Loch Sheldrake

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

2017 Holidays - Classes Cancelled

9/4 Labor Day
9/21 Rosh Hashanah
9/30 Yom Kippur
10/9 Columbus Day
11/10 Veterans Day
11/23 - 11/25 Thanksgiving
12/25 - 12/30 Winter Recess
1/1 New Year's Day
1/15 Martin Luther King Jr. Day

WELCOME

Discover what the Sullivan BOCES offers in adult and continuing education! During regular office hours, our door is open for walk-in inquirers and we welcome telephone callers. Reach us live from 8:30 AM until 7:00 PM Monday through Thursday, and from 8:30 AM until 3:30 PM on Friday. Find us at the St. John Street Education Center, 22 St. John Street, Monticello, New York. Call us at (845) 295-4915. Our knowledgeable staff will help you visualize your path to your future of endless possibilities!

Non-discrimination / Anti-harassment Policy

The Sullivan County BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding Sullivan BOCES' non-discrimination policies should be directed to the U.S. Dept. of Education Office of Civil Rights or Sullivan BOCES, 6 Wierk Avenue, Liberty, NY 12754 attn:

Jennifer DeFrank
Compliance Officer-Employee Concerns
(845) 295-4057
jennifer.defrank@scboces.org

Donna Flynn-Brown
Compliance Officer-Student Concerns
(845) 295-4030
donna.flynnbrown@scboces.org

Mission

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.

Interim District Superintendent

Dr. Charles Khoury

Deputy Superintendent

Susan Schmidt

Assistant Superintendent for Instructional Programs

Donna Flynn-Brown

Board of Education

Ms. Linda Berkowicz, President
Fallsbury Central School

Mr. Simmie Williams III
Vice President
(At-Large)

Ms. Carol Bliefertich
Eldred Central School

Ms. Anne Colman
Liberty Central School

Ms. Linda Fisk
Livingston Manor Central School

Dr. Kenneth Hilton
Sullivan West Central School

Ms. Susan Horton
Monticello Central School

Mr. Scott Mickelson
Tri-Valley Central School

Ms. Carol Park
Roscoe Central School

Success is within your reach at the Adult Education Program

**Do you have a question?
Not sure what to do?
Want to register for a test?**

Our Adult Education
Counselors are here
to help!

Call (845) 295-4913,
visit us at the St. John Street
Education Center or email us at
adulthoodeducation@scboces.org

New for 2017

Essential Math Skills for the Gaming Industry
Certification Course (inside front cover - pg. 9)

Essential Hospitality/Customer Service Skills
Certification Course (pg. 9)

Creatively Speaking (pg.12)

The ABCs of Mortgage Protection and Final Expense
Coverage (pg. 14)

Interior Design: Decorate Your Home Like A Pro (pg. 13)

Walk 15 @ Group Class (pg. 15)



- **Essential Hospitality/
Customer Service
Skills Certification
Course**

(15) 3-Hour Sessions \$650

The Essential Hospitality Skills course provides students with the understandings and skills needed to be successful at work. The format of this course is highly interactive, addressing a wide variety of “realistic” situations employees face on a daily basis.

Providing high level customer service is an essential skill for a broad variety of employment opportunities. Listed below are just a few job opportunities that demand excellent customer service skills:

- Hotel/Casino Guest services
- Food service
- Housekeeping
- Retail
- Office personnel
- Supervisory careers



The course is structured around four modules, which focus on employee attitude, behavior and commitment to doing their job well.

Being Professional:

Learn how to present a professional appearance, follow the chain of command and display a positive attitude.

Being an Effective Communicator:

Learn how to communicate professionally, build rapport, respect differences and interpret body language.

Handling Constructive Feedback:

Learn how to give and receive feedback and handle difficult situations.

Being a Team Player:

Learn how collaborate with others, understand your role at work and how to be a good team player.

HEALTH OCCUPATIONS



All Health Occupations courses are approved by the Veterans Association for the GI Bill.

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 course hours and clinical experience and the passing of the NYS Department of Health Certificate Exam, students will be qualified to work in hospitals, nursing homes and residential health care facilities. Students will need a High School Equivalency Diploma to gain employment with this certification. If you do not have your High School Diploma, please tell the Adult Education Counselor so that we can better accommodate your career goals. All students will be tested and interviewed. A 7th grade reading level is required for admission. **The course consists of 100-hours lecture and 30-hours clinical.**

Prerequisites:

1. A HS Diploma/High School Equivalency (HSE) or actively working on HSE and have a 7th grade reading level.
2. An interview is required prior to the start of class.
3. A reading and math assessment is required prior to enrollment. The assessment will be scheduled by your Adult Education Counselor.

Course Number: CNA052-18FSJS

Day/Date: M/W/F Oct. 2 – Dec. 15

Time: 1:00 PM – 5:00 PM

Tuition: \$1,680 * State Test Fee: \$115

* Tuition includes: Books, scrubs, CPR, physical exam, PPD, Proof of Immunity: titers (rubella/rubeola/mumps/varicella)

This class is NYSED ACCES approved for current HSE and ESOL students.

Dialysis Technician Program

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. 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. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program.

Course Number: DLT013-18FSJS

Day/Date: M/W Oct. 16 – Dec. 6

Time: 6:00 PM – 9:30 PM

Tuition: \$999 (textbooks included)

EKG Technician Certification Program

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams (fee payable to certifying entity). This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

Course Number: EKG013-18FSJS

Day/Date: M/W Oct. 16 – Dec. 6

Time: 6:00 PM – 9:30 PM

Tuition: \$999 + Certification Fee (textbooks included)

For Course Updates
check our website at scbores.org
Click on Adult Education
or check the Sullivan BOCES App

HEALTH OCCUPATIONS



All Health Occupations courses are approved by the Veterans Association for the GI Bill.

Phlebotomy Technician Certification Program with Clinical Externship

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. This program includes a clinical externship rotation for all students. To be eligible for the 40-hour clinical rotation, students must successfully complete the 90-hour program, submit to a thorough background check, drug screening and meet other requirements. Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (fee payable to certifying entity). **The course consists of 90-hours lecture and 40-hours clinical.**

Course Number: PHL009-18FSJS
Day/Date: T/Th Oct. 12 – Jan. 23
Time: 6:00 PM – 9:30 PM
Tuition: \$1,599 + Certification Fee
(textbooks included)

Pharmacy Technician Comprehensive Program with Clinical Externship

This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam (fee payable to certifying entity). Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

Upon successful completion of this Pharmacy Technician Program, you will be eligible to participate in a 40-hour clinical externship with a local Retail Pharmacy. You will need to submit to a thorough background check, drug screening and meet other requirements. **The course consists of 50-hours lecture and 40-hours clinical.**

Course Number: PHT013-18FSJS
Day/Date: T/Th Oct. 17 – Dec. 7
Time: 6:00 PM – 9:30 PM
Tuition: \$999 (textbooks included)

Clinical Medical Assistant Certification Program with Clinical Externship



This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes 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, professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140-hours of classroom lecture and hands on labs and a 160-hours 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. Note: 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 (fee payable to certifying entity). **The course consists of 140-hours lecture and 160-hours clinical.**

Course Number: CMA009-18FSJS
Day/Date: T/Th Oct. 17 - Jan. 23
Sat Nov. 4, Nov. 18, Dec. 2, Dec. 9,
Dec. 16 and Jan. 6, Jan. 20
Time: 6:00 PM – 9:30 PM &
Sat. 9:00 AM – 4:30 PM
Tuition: \$2,399 + Certification Fee (textbooks included)



HEALTH OCCUPATIONS



All Health Occupations courses are approved by the Veterans Association for the GI Bill.

Medical Administrative Assistant Program

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam (fee payable to certifying entity).

Course Number: MAA013-18FSJS

Day/Date: M/W Oct. 16 – Dec. 6

Time: 6:00 PM – 9:30 PM

Tuition: \$999 + Certification Fee (textbooks included)



Medical Billing & Coding Program

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-10 manuals), 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-10 (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-10 and HCPCS). Note: 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 (fee payable to certifying entity).

Course Number: MCC008-18FSJS

Day/Date: M/W Oct. 16 – Jan. 23

Time: 6:00 PM – 9:30 PM

Tuition: \$1,899 + Certification Fee
(textbooks included)

Electronic Health Record Management Program

This 95-hour Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient's medical history, surgeries, allergies to medicines, and recent doctor's visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An electronic health record (EHR) includes computerized lifelong healthcare data from a variety of sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database. Note: After the successful completion of this program, students will be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam (fee payable to certifying entity).

Course Number: EHR003-18FSJS

Day/Date: T/Th Oct. 12 - Dec. 21

Sat Oct. 21, Nov. 4, Nov. 18, Dec. 9

Time: 6:00 PM – 9:30 PM

Sat. 9:00 AM – 4:00 PM

Tuition: \$1,999 (textbooks included)

TRADES

This course
is FREE,
if you participate
in our ESL and/or
HSE Program

Basic Construction Skills

This is a 240-hour course which covers the following areas of instruction. All of the components will build your entry level skills for jobs available today in Sullivan County.

- Safety
- OSHA 10-hour training
- Basic Residential Electrical
- Basic Plumbing & Soldering
- Basic HVAC
- Masonry
- Carpentry & Finishing
- Painting
- Landscaping & Grounds
- Solar panel installation

Funding is available for eligible participants.



This course allows new participants to enroll on Mondays. The course will continue until you have completed the 240-hours.

Course Number: BCS005-18ASJS

Day/Date: M-F

Time: 12:30 PM – 4:30 PM

Tuition: \$2,350



OSHA 10-Hour General Industry Training

The OSHA 10 General Industry Course is an OSHA Authorized course providing training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this program, workers will attend 10-hours of classes delivered by an OSHA-authorized trainer. When you successfully complete the OSHA 10 General Industry course, you will receive the OSHA 10 Card.

Course Number: OSH10009-18FSJS

Day/Date: M/T/Th Nov. 6 - Nov. 14

Time: 5:30 PM – 7:30 PM

Tuition: \$75

OSHA 30-Hour General Industry Training

The OSHA 30-Hour Training provides safety and health information and education for general industry. It provides training for workers and employers on the recognition, avoidance abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint.

Through this program, workers attend 30-hours of classes delivered by an OSHA-authorized trainer. The 30-hour class is more appropriate for supervisors or workers with some safety responsibility or who desire to be more fully informed concerning OSHA Standards for General Industry. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

Course Number: OSH30005 -18FSJS

Day/Date: M/T/Th Oct. 2 - Oct. 30

Time: 5:30 PM – 8:15 PM

Tuition: \$195

CDL Class A & B Permit Preparation

Prepare for Class A & B CDL written test. This training will provide you with all relevant information including various 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.

Course Number: CDL022-18FSJS
Day/Date: Sat Oct. 28 & Nov. 4
Time: 8:30 AM – 4:30 PM
Tuition: \$190

*Once you have your CDL permit,
call us for driving training.*

CDL Class A & B Air Brakes System

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 a learner's permit.

Course Number: CAB017-18FSJS
Day/Date: Sat Sept. 16 & Sept. 23
Time: 9:00 AM – 1:00 PM
Tuition: \$110

Advanced Welding

Designed to instruct welders in welding safety and welding techniques utilizing various processes such as Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and plasma cutting. Hands on time gives more attention to out of position welding, horizontal, vertical up and down and overhead.

Prerequisite: Previous completion of one of the other welding classes, or instructor's authorization and ability to pass an introductory exam.

Course Number: WEA003-18FRPC
Day/Date: T/Th Sept. 19, 26, 28;
Oct. 3, 5, 10, 12, 17, 19, & 24
Time: 5:00 PM – 8:00 PM

Tuition: \$500 (includes supplies and materials)
Location: RPEC Welding Shop

Shielded Metal Arc Welding

Designed to instruct welders in arc welding safety and the Shielded Metal Arc Welding process (SMAW – Stick). Introduction to welding safety and electrodes: types, selection, classification and qualification. Discussion of power source: types, selection and duty cycle as well as cable sizing, arc blow and welding symbols.

Prerequisite: None

Course Number: WES001-18FRPC
Day/Date: T/Th Nov. 2, 7, 9, 14, 16, 28, 30
Dec. 5, 7, & 12
Time: 5:00 PM – 8:00 PM
Tuition: \$500 (includes supplies and materials)
Location: RPEC Welding Shop

Small Engine Maintenance

Regular maintenance and service are part of keeping a small engine in running condition. Master the tune-up procedures and schedules for small 2-stroke and 4-stroke engines. Change spark plugs, filters, and oil. Practice troubleshooting, maintenance, and repair of fuel and ignition systems. Learn skills you can utilize for years to come. It's always rewarding to repair your own equipment. ***Bring your motorcycle, snowmobile, lawn mower, chain saw, or other small engine to this hands-on class, as well as your owner's manual, tools, and eye protection.***

Course Number: SEM016-18FRPC
Day/Date: Sat Oct. 14 & Oct. 21
Time: 8:30 AM – 5:00 PM
Tuition: \$185
Location: RPEC Auto Tech Shop

Small Engine Repair and Rebuilding

Beyond basic maintenance - Learn to troubleshoot and repair your small gasoline engines with hands-on exercises and tools. Disassemble and rebuild all types of small engines. ***Bring your two-stroke, four-stroke and/or riding mower engines to class, along with your owner's manual, tools and eye protection.***

Course Number: SER014-18FRPC
Day/Date: Sat Dec. 2, 9, & 16
Time: 8:30 AM – 5:00 PM
Tuition: \$250
Location: RPEC Auto Tech Shop

CERTIFICATE PROGRAMS

New York State Security Guard Training

Sullivan County BOCES offers the three courses that are mandated by the Security Guard Act of 1992 and provided by the NYS Division of Criminal Justice Services with oversight by the Office of Public Safety. For more information, visit <http://www.criminaljustice.ny.gov/ops/sgtraining/index.htm>.

8-Hour Pre-Assignment Security Guard Training

The first required course for you to become a Security Guard is an 8-Hour Pre-Assignment Training course. Upon successful completion of this general introductory course, you would be issued a training certificate. Once you have submitted your certificate and your security guard registration application to the Department of State, you would have 90 days to complete the 16-Hour OJT course.

Course Number: SGT041 -18FSJS
Day/Date: Sat Oct. 14
Time: 8:30 AM – 5:00 PM

Course Number: SGT042 -18FSJS
Day/Date: T/Th Nov. 14 & Nov. 16
Time: 5:30 PM – 9:30 PM

Course Number: SGT043-18FSJS
Day/Date: Sat. Dec. 16
Time: 8:30 AM – 5:00 PM

Tuition: \$90

16-Hour On-the-Job Security Guard Training

The second required course is the 16-Hour On-the-Job Training course (OJT). This training program is relevant to the guard's duties, the work site requirements, and the employer's needs.

Course Number: OJT019-18FSJS
Day/Date: Sat Dec. 2 & 9
Time: 8:30 AM – 5:00 PM
Tuition: \$185

8-Hour Annual In-service Training

The third required training program is the 8-Hour Annual In-service course. This training must be completed each calendar year following completion of the 16-Hour OJT course. This program is designed to meet current training needs and refresh or update guards in changes in the security field. The guard must complete this course as a prerequisite for renewal of his or her guard registration.

Course Number: AIS011-18FSJS
Day/Date: Sat. Nov. 4
Time: 8:30 AM – 5:00 PM
Tuition: \$ 90



Essential Math Skills for the Gaming Industry

Take advantage of the 750 million dollar casino coming to our area - become certified in the math skills required by gaming occupations and the jobs that most commonly use these skills. Learn to calculate bets, count cash and learn more about odds and payouts. Become adept at solving math skills problems for the casino table games. Be sure to include this training on your resume and during interviews for potential job opportunities in the Gaming Industry now!

Course Number: EMS001-18FSJS
Day/Date: Sat Oct. 14 - Nov. 4
Time: 9:00 AM - 12:00 PM
Tuition: \$225



Essential Hospitality/Customer Service Skills

Gain the understanding and skills you need to be successful in your current job, and in your next one, perhaps in Sullivan County's new Gaming Industry! In this highly interactive class, you will focus on presenting yourself professionally, improving your communication skills, giving and receiving feedback, problem solving, and being a team player.

Course Number: HOS002-18FSJS
Day/Date: M/W Oct. 2 - Nov. 27
Time: 12:00 PM - 3:00 PM

Course Number: HOS003-18FSJS
Day/Date: M/W Oct. 2 - Nov. 27
Time: 6:00 PM - 9:00 PM

Tuition: \$650

CERTIFICATE PROGRAMS

This course
is FREE
if you participate
in our ESL and/or
HSE Program

Office Procedures & Management (OPM)

This is a unique 100-hour course that offers a mock office setting where the student can develop his/her computer and typing skills while interacting with

other students. Students will obtain marketable skills, along with a certificate of completion. Emphasis is based on proper typing technique as well as learning the basics of Microsoft Word. Students can then choose to learn any of the below listed applications or combination of applications via a self-paced and instructor guided format.

Course work includes:

- Typing
- Intro to Computers/Internet/Email
- MS Office 2016:
 - Word
 - Excel
 - PowerPoint
 - Access
- Resume writing
- Interviewing Techniques
- Job Searching, Cover, and Thank You letters
- Quickbooks 2015 (to qualified individuals)

Course Number: OPM043-18FSJS
Day/Date: M/T/W Sept. 18 - Nov. 22
Time: 12:30 PM - 4:00 PM
Tuition: \$ 1,100

This class is NYSED ACCES approved for current HSE and ESOL students.



This course is approved by the Veterans Association for the GI Bill.

Pistol Permit Pre-Licensing Course

This 4-hour non-shooting course introduces the pistol permit applicant to the basic skills necessary for the safe storage and handling of firearms and ammunition. You will learn the basic rules of safe firearms handling, the primary causes of firearms accidents, basic firearms nomenclature, safe unloading and loading procedures, common ammunition types and components, basic care and cleaning, and ways to safely store firearms in the home. Gain advice on what to look for when purchasing a handgun. The course provides a brief overview of New York State laws that cover firearms and use of force. Upon completion of this course you will receive a certificate of training to present with your pistol permit application. The instructor is a 20 year veteran law enforcement officer who has 10 years in SWAT. He is a New York State Certified Firearms Instructor, FBI Certified Firearms Instructor, and NRA Certified Instructor. He has taught numerous firearm classes to law enforcement, SWAT, and civilians.

Important: This class is not applicable to you if you applying for an Orange County pistol permit. You must take the class from an instructor on the Orange County list.

Course Number: HFS050-18FKLF
Day/Date: Sat. Sept. 23

Course Number: HFS051-18FKLF
Day/Date: Sat. Oct. 21

Course Number: HFS052-18FKLF
Day/Date: Sat. Nov. 18

Course Number: HFS053-18FKLF
Day/Date: Sat. Dec. TBA

Time: 9:00 AM – 1:00 PM
Tuition: \$85
Location: Kauneonga Lake Fire Hall

PROFESSIONAL DEVELOPMENT



Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Professional Development Courses.

Notary Public Prep

This fast-paced course is a review of topics including notarial acts, professional ethics and conduct, and principles of notarizing action along with test-taking tips and practice examinations. The applicant for licensure must be at least 18 years of age and a U.S. citizen of the US or a Permanent Resident Alien at the time of application. Licensing requires a NY state examination, which carries a licensing fee payable to the Department of State. An additional book fee of \$10 is payable by cash, check or money order to the instructor on the day of the class.

Course Number: NPP012-18FSJS
Day/Date: W Oct. 18
Time: 5:30 PM – 9:30 PM

Course Number: NPP013-18FSJS
Day/Date: Th Nov. 16
Time: 5:30 PM – 9:30 PM

Tuition: \$75

Spanish for the Workplace

This must-have course is for business owners, supervisors, managers and staff of any industry including governmental, public, not-for-profit or private business. This course will teach the basics to communicate with your Spanish speaking clientele and co-workers. Learn the vocabulary and phrases you need most to converse with your customers and clients. Learning how to communicate in Spanish will increase your productivity, performance and profitability.

Course Number: SFW010-18FSJS
Day/Date: W TBA
Time: 6:00 PM – 8:00 PM
Tuition: \$100

Conversational Spanish

This class is a continuation of Spanish for the Workplace, but a basic knowledge of Spanish is all you need to enroll. Students will have the opportunity to practice conversing with each other and the teacher while learning the new vocabulary. The class will reinforce basic Spanish in a practical conversational setting while introducing new phrases and terminology for everyday life and work.

Course Number: CVS005-18FSJS
Day/Date: W TBA
Time: 6:00 PM – 8:00 PM
Tuition: \$100



PERSONAL ENRICHMENT



Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Personal Enrichment Courses.

20 Ways to Earn Residual Income

Uncover over twenty specific ways to earn dependable, ongoing and reliable income from stocks, bonds, mutual funds, equity index annuities and insurance; taxes, retirement income and social security; your mortgage; self-publishing and on demand printing, residuals from showing appreciation, electricity and natural gas; network marketing; how to evaluate the merits of a home-based business; beach money, and so much more! Instructor: Jim Farnham, MBA, MS, has traveled the US and Canada as a professional speaker and author, and he has over 20 years experience in insurance and financial services.

Course Number: ERI002-18FSJS

Day/Date: M Dec. 11

Time: 6:00 PM – 8:00 PM

Tuition: \$40

Computer Basics (English & Spanish)

Do you understand little to nothing about how to use a computer? You will learn what Windows is and grasp common computer terms. Acquire a basic understanding of the Internet. Master the correct names of computer components and elemental computer security, to prevent virus and other attacks. Learn how to maintain your home computer. The instructor for this class is a BOCES computer technician.

¿Entiende usted un poco a nada acerca de cómo usar una computadora? Usted aprenderá qué es Windows, términos comunes de la computadora. Comprensión básica de Internet. Los nombres correctos de los componentes de la computadora y la seguridad elemental de la computadora, para prevenir virus y otros ataques. Aprenda a mantener su computadora en casa. El instructor de esta clase es un técnico de computadoras de BOCES.

Course Number: COB008-18FSJS

Day/Date: T Nov. 7 - Dec. 12

Time: 6:00 PM – 8:00 PM

Tuition: \$125

Creative Insights to Writing

For five weeks Creative Insights to Writing will encourage beginners and more experienced writers to tap into their strengths, find their voices, and learn new techniques to express themselves through writing. Participants will engage in group activities using writing prompts, public speaking, editing, and sharing their work with other participants during class. You will leave the class feeling energized to finish that memoir you started, write a novel or a children's book, or join a writers group; however, whether you do so is up to you. To begin, bring a pen or pencil and an open mind.

Course Number: CIW009-18FSJS

Day/Date: T Sept. 19 - Oct. 17

Time: 6:00 PM – 8:00 PM

Course Number: CIW010-18FSJS

Day/Date: T Nov. 14 - Dec. 12

Time: 6:00 PM – 8:00 PM

Tuition: \$55



Creatively Speaking

So what makes a Poem Poetry? An emotion, a potion, a sound, a rhythm, a rhyme, counting each tick tock of the clock, bigotry and hate, the sentence the teacher gave, a haiku, my first kiss, a form of Dante my piece decided to meet? Why don't you join me for the next five weeks and we can find out.

Course Number: CRS001-18FSJS

Day/Date: Th Sept. 28 - Oct. 26

Time: 6:00 PM – 8:00 PM

Course Number: CRS002-18FSJS

Day/Date: Th Nov. 9 - Dec. 14

Time: 6:00 PM – 8:00 PM

Tuition: \$55

PERSONAL ENRICHMENT



Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Fitness & Dance Courses.

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 PM – 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 training collar and leash appropriate for their individual dogs. Please list dog's name, breed and age.

First class is 2 hours without dogs.

Course Number: DOB016-18FRPC
Day/Date: T Oct. 3 – Dec. 5
Time: 6:00 PM – 7:00 PM
Tuition: \$135
Location: RPEC Parking Lot

Beginner Drawing

Learn the fundamentals of drawing! You will draw from observation and learn how to produce a cohesive two dimensional drawing of a three dimensional space by incorporating shading and other elements & principles.

Course Number: DRB010-18FSJS
Day/Date: M Sept. 25 - Nov. 13
Time: 5:00 PM – 7:30 PM
Tuition: \$95

Required supplies (purchased prior to class): 6b – 6h pencils, hard to soft charcoal pencils, one package of vine charcoal and 18"x 12" sketchpad.

Basic Excel

Microsoft Excel is a spreadsheet software program used for accounting and budgeting. Spreadsheets allow you to keep track of data, create charts based from data and perform complex calculations. Just like a book ledger, spreadsheets store information in columns and rows. Use Excel for budgeting displays, checkbook registers, enrollment records, inventories, and more.

Course Number: EXC004-18FSJC
Day/Date: T/W Oct. 24 - Nov. 13
Time: 5:30 PM – 7:30 PM
Tuition: \$85



Interior Design: Decorate Your Home Like a Pro

Work with an interior designer to create a space that reflects your personal style! Learn the steps to transforming an ordinary room into an exciting new setting.

Course Number: DEC002-18FSJC
Day/Date: T/Th Sept. 26 & Sept. 28

Course Number: DEC003-18FSJC
Day/Date: T/Th Oct. 24 & Oct. 26

Course Number: DEC004-18FSJC
Day/Date: T/Th Dec. 5 & Dec. 7

Time: 6:00 PM – 8:00 PM
Tuition: \$45

Medicare 101

Are you currently enrolled in Medicare?
Or are you soon to be eligible for Medicare?
Will you be turning 65 over the next year or two? Learn about how and when to enroll, when you can make changes, and the insurance options available to you. Review and compare Medicare Parts A, B, C and D. Explore and evaluate Original Medicare, Prescription Drug Plans, Medicare Supplement Insurance and Medicare Advantage Plans. Receive the most up-to-date information and simplify the choices you need to make. This program will help you become more well-informed and confident about what Medicare means for you!
Instructor: Jim Farnham, MBA, MS, Licensed Agent

Course Number: MED002-18FSJS
Day/Date: T Oct. 10
Time: 6:00 PM – 8:00 PM
Tuition: Free

For Course Updates
check our website at scooces.org
Click on Adult Education
or check the Sullivan BOCES App

PERSONAL ENRICHMENT



Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Fitness & Dance Courses.

Beginner Painting

Students will learn how to mix colors to create still life paintings, using a variety of paints including gouache, watercolor and acrylic paint.

Course Number: PAB010-18FSJS
Day/Date: W Sept. 27 - Nov. 8
Time: 5:00 PM – 7:30 PM
Tuition: \$95

Required supplies (purchased prior to class): A variety of paint brushes small to large, palette to put paint on, (3) 18 X 24 canvases, as well as the following acrylics: Mars Black, Titanium White, Burnt Sienna, Raw Sienna, Burnt Umber, Red, Yellow, Blue and Purple. Gouache paint set & Watercolor set of (12) small tubes (variety of colors). Watercolor Pad 15 x 11 textured (140 lb.).



The ABCs of Mortgage Protection and Final Expense Coverage

Explore the differences between mortgage protection versus payment protection. Compare four different ways to meet those needs and discover how to save money through a technique called bundling. Safeguard your and your family's lifestyle against chronic, critical and terminal medical conditions. Also, find out how to get "living benefits" that can be included with mortgage protection. Learn how to continue to make mortgage payments if you become sick or disabled and uncover how to pay off your mortgage early.

In addition, many people don't consider how much money will be needed to wrap up their affairs after they're gone. Explore how final expense coverage works, what kinds of protection are available and figure out how to tailor this protection to meet your particular needs. This is a straight-forward, no-nonsense approach on how to address those concerns. You'll also receive a complimentary planning guide!

This is not a financial planning course and no investments or financial products are sold.

Course Number: ABC001-18FSJS
Day/Date: M Sept. 25
Time: 6:00 PM – 8:00 PM
Tuition: \$30

The Power of Words

As human beings we communicate through words, yet we don't always interpret words or meanings accurately. This can often be based on our own egos, understanding or lack thereof, or our inability to listen and hear what's really being said to us. So the question is do words themselves have power or do we give them power based on our own internal conversations, interpretations, and experience? This class may involve some intense group discussion.

Course Number: PWD009-18FSJS
Day/Date: M Sept. 18 - Oct. 16
Time: 6:00 PM – 7:30 PM

Course Number: PWD010-18FSJS
Day/Date: M Nov. 20 - Dec. 11
Time: 6:00 PM – 7:30 PM

Tuition: \$55



FITNESS & DANCE



Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Fitness & Dance Courses.

Ballroom 101

If you are new to ballroom dancing, this 8-session course is for you. The curriculum will include a variety of Ballroom and Latin Dances. The instructional style allows for individual attention. If you have always wanted to learn how to dance, our very social, no pressure, have-fun-as-you-learn classes will lead you straight to the dance floor! Dance genres to choose from include Waltz, Fox Trot, East Coast Swing Salsa, Cha-Cha, Merengue, Rumba, Bachata, American Tango and Samba.

Course Number: DLS010-18FSJS
Day/Date: T Oct. 10 - Dec. 12
Time: 6:00 PM – 7:15 PM
Tuition: \$140*

***Kick up your heels with a partner! Register two students for \$250 and save \$30 off the full tuition price.**

Ballroom 102

If you have previously participated in Ballroom 101 or have equivalent background and wish to take your experience to the next level, you will find satisfaction in this 8-session intermediate dance program. Professional instruction, with individual attention, will lead you toward mastery of the steps of a variety of Ballroom and Latin Dances. Register as an individual or with a partner, and let the band play on!

Course Number: BRD004-18FSJS
Day/Date: T Oct. 10 - Dec. 12
Time: 7:15 PM – 8:30 PM
Tuition: \$140*

***Kick up your heels with a partner! Register two students for \$250 and save \$30 off the full tuition price.**

Tai Chi / Chi Kung

Tai Chi / Chi Kung 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.

Course Number: TCC017-18FSJS
Day/Date: W Sept. 20 - Nov. 8
Time: 12:00 PM – 1:00 PM
Tuition: \$65



Walk 15[®] Group Class

Taking the best features from low impact, aerobic style, group exercise, Walk 15[®] live classes keep it “easy” to follow but effective in results with our exclusive 15-minute, BIG Calorie-Burning Miles system! It's designed with “walking based” moves, and is a low impact, multi muscle, calorie torching workout that all fitness levels, all ages, all walks of life can do standing or sitting! The teacher of this class is a Master Level Instructor.

A Firm Band is required for this class; bring your own, or purchase from teacher on first day.

Course Number: WAL001-18FSJS
Day/Date: M Sept. 25 - Nov. 20
Time: 4:15 PM – 5:00 PM
Tuition: \$36

Course Number: WAL002-18FSJS
Day/Date: W Sept. 27 - Nov. 15
Time: 5:15 PM – 6:00 PM
Tuition: \$36



Register Early!

*Our classes run based on enrollment.
Please register well in advance of the
class start date!*



English for Speakers of Other Languages (ENL/ESOL)

Beginner / Intermediate / Advanced / Civics & Citizenship

All students must PRE-REGISTER before attending classes!

Classes are offered in Monticello, Liberty and South Fallsburg
Call our Adult Education Counselors for an appointment (845) 295-4913

Classes at the SJSEC, 22 St. John Street, Monticello

M-Th	9:00 AM – 1:00 PM	Beginners
M-Th	9:00 AM – 12:00 PM	Intermediate/Advanced
M & T	1:00 PM – 5:00 PM	Civics & Citizenship
W & Th	1:00 PM – 5:00 PM	Crossroads Café
F	9:00 AM – 3:30 PM	(HSE) TASC™ in Spanish
W & Th	5:30 PM – 8:30 PM	Beginner - Advanced

Classes at the Methodist Church, 172 North Main St, Liberty

M-Sat	9:00 AM – 1:00 PM	Beginner - Advanced
F	9:00 AM - 3:30 PM	Beginner - Advanced
T/Th	5:30 PM – 8:30 PM	Beginner - Advanced

Classes at the Fallsburg Library, 12 Railroad Plaza, S. Fallsburg

M & W	5:30 PM – 8:30 PM	Beginner - Advanced
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Our FREE literacy classes can prepare you for obtaining the diploma and for your COLLEGE ADMISSIONS TESTS too!

Call our Adult Education Counselors
at (845) 295-4913 to make an
appointment and get started right away!



New York State High School Equivalency (HSE)

To register for **FREE** classes, call **(845) 295-4913** to schedule an intake appointment.

After intake and orientation, an assessment test will be scheduled.

New York State has initiated a new pathway to earning your High School Equivalency Diploma (HSE). Our programs are designed to prepare you to take the New York State approved test - TASC™ (Test Assessing Secondary Completion). Having a New York State High School Equivalency Diploma is one of the most important steps in the pathway toward career, further education, lifelong well-being and success. To register for our classes, call (845) 295-4913 to schedule an intake appointment. After this orientation, we will schedule your assessment test and you will begin your preparation.

Call our Adult Education Counselors at (845) 295-4906 or 295-4913 for the TASC™ Exam schedule or to make an appointment and get started right away!

Do you have a Partial-Pass GED® Record?

Refocus on Your Goal!

Grandfathering GED® test scores:

A candidate may use up to four (4) passing GED® sub-tests (score of 410 or above) taken between 2002-2013 to count towards earning a New York State High School Equivalency Diploma. Each TASC™ sub-test that the candidate passes will be posted on the candidate's transcript. If the candidate does not pass the TASC™ sub-test but passed the same GED® sub-test, the GED® score will be accepted as a passing score. If a candidate has already passed all five (5) GED® sub-tests but did not attain the minimum total score of 2250, such candidate must pass at least one of the TASC™ sub-tests to obtain a New York State High School Equivalency Diploma.

St. John Street Education Center Classes

M - F 8:30 AM – 12:30 PM

M - Th 9:00 AM – 12:00 PM

SUNY Sullivan (New York State Plus Class)

T 3:30 PM – 6:30 PM

Community Classes

Each of the following Library-based classes is a Distance Learning Home Study Program that includes a weekly/bi-weekly 3-hour tutoring session based on individual site needs. **Call (845) 295-4913 for Orientation and Intake appointment**

T	4:00 PM - 7:00 PM	Daniel Pierce Library, Grahamsville
Sun	10:00 AM - 1:00 PM	Fallsburg Library
Th	4:00 PM - 7:00 PM	Liberty Library
M	11:00 AM - 2:00 PM	Livingston Manor Library
M	11:00 AM - 2:00 PM	Mamakating Library
W	12:00 PM - 3:00 PM	Western Sullivan Public Library Jeffersonville Branch

Free 2-hour TASC™ Calculator Training

Improve your test score by learning how to properly use the TASC™ calculator.

Date: The class runs the first and third Wednesdays of every month

Time: 10:00 AM – 12:00 PM



LITERACY



Distance Learning Program - NOW Offers Expanded Services!

Do you need to advance your education but need a study-at-home option? When we assess your intake math and reading levels at 4th grade or higher, we can help you to reach your goals using **SMART** (Skills to Make Adults Ready to Succeed) and GRASP (Giving Ready Adults a Study Program)! You must be at least 21 years old to register. Call 295-4913 for Orientation/Intake appointment.

Is continuing education in your future? When we assess your intake levels at 10th grade Reading, 7th grade Math computation and 8th grade Applied Math, you may enroll in our Distance Learning GRASP College Transition Class. Allow us to guide your focus on both passing the TASC™ and developing a foundation for success in college or post-secondary training. Tutoring is held at SUNY Sullivan.

As a SMART/GRASP students attending any Sullivan BOCES Adult Education location will be expected to consistently drop off and pick up packets at least every two (2) weeks, schedule six (6) hours to work on homework each week and (optionally) attend the three (3) hour session as scheduled at your location, as discussed with your teacher.

High School Equivalency in Spanish

Study for the New York State official High School Equivalency (HSE) Diploma test in Spanish. Please call the Adult Education Counselors at (845) 295-4913 for more information.

Do you need individualized Tutoring or Tutor Assistance?

The Sullivan County Literacy Volunteers offers programs to assist you.

Our partner in literacy improvement is the Literacy Volunteers of Sullivan County. Sometimes a student will benefit from having the one-on-one support of a volunteer and not want to attend classes. Sometimes a student can benefit from both! Literacy Volunteers of Sullivan County 501(c) (3) is a not-for-profit organization that provides a variety of free services to help people achieve personal goals through literacy. Through a trained corps of volunteer tutors, the mission is to foster and enhance family literacy, assist adults functioning at low levels of literacy and further proficiency in English as a second language. It is our shared goal to halt the rising tide of illiteracy in Sullivan County. **The Literacy Volunteers of Sullivan County is located at 63 North Street, in Monticello.**

Call (845) 794-0017 or email at lvascny@gmail.com

The best way to prepare for this HSE/TASC™ Exam is by taking HSE classes with the Adult & Continuing Education Program at Sullivan BOCES.

TASC™ Examination Schedule

Sept. 15 & 16

Nov. 17 & 18

Applications for the TASC™ examination are processed through the Adult & Continuing Education Program.

Applications may be obtained at the St. John Street Education Center in Monticello. Public testing is held on scheduled Friday evenings and Saturdays. Candidates desiring a different arrangement due to religious observance, handicap, or disability may apply for a special modification of the exam.

Exams are given at
Rubin Pollack Education Center,
52 Ferndale-Loomis Rd., Liberty

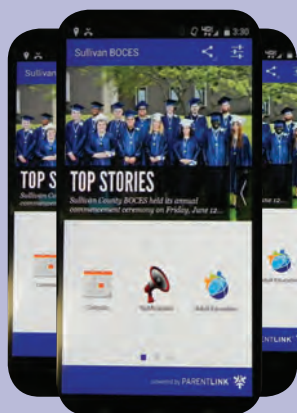
Call our Adult Education Counselors
at (845) 295-4906 or 295-4913
to make an appointment and get started right away!

**SULLIVAN BOCES IS AN APPROVED
TESTING SITE FOR THE TASC™ EXAM.**

Do you have a skill or special talent? Would you like to share it with others?

Hobbyists/teachers are wanted for our next catalog!
Classes are designed to run in short time frames during early evening hours.

If you would like to share your talent, please send your resume
and a course description to the Adult Education Division at
adulthoodeducation@scboces.org or fax it to 791-4081
Call us at (845) 295-4915



Get our Mobile App!

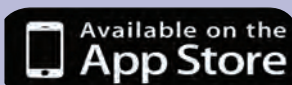
Instant Closing & Emergency Notifications

Course Information & Updates

Resources for Parents & Educators

News & Social Media Feeds and more...

Available for download at:



Adult Course Information & Updates are also available at www.scboces.org
Click on Adult Courses under the Site Shortcuts



Sullivan County Career & Technical Education Center

"Skills, knowledge and work ethic
for the 21st century"

Studies have shown that

students who attend career and technical training during high school demonstrate higher levels of success in post-secondary education and employment.

During a time when many college students can't find a job after graduation, this group of high school seniors is catching the eyes of future employers.

The Career & Technical Educational Center at BOCES offers high school students the opportunity to learn job skills through instruction and hands-on experience. The Center offers relevant training to meet the requirements of employers. Our programs have articulation agreements with colleges or trade schools. This affords successful students the opportunity to earn credit toward an associates or bachelor degree while still in high school, which is a significant financial savings for parents/students.

- **Animal Science**
- **Auto Body**
- **Automotive Technologies**
- **Construction / Electrical Technology**
- **Cosmetology**
- **Culinary Arts & Sciences**
- **Diversified Health Occupations**
- **Early Childhood Education**
- **Hospitality/Tourism**
- **Innovative Design**
- **Natural Resources**
- **New Vision Health**
- **Pre-Tech Exploration**
- **Public Safety Services**
- **Welding**

For more information on the programs offered at the Career & Tech Center, please visit us at

www.scboces.org
or call (845) 295-4152



ONLINE COURSES



Condensed Curriculum International

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.healthedtoday.com>



Ed2go

Find hundreds of quality online courses through ed2go and its network of 2100+ college and university partners. Ed2go is the industry leader in online learning for adults with online continuing education courses that are affordable and easy to use. Most courses run for six weeks (with a ten-day grace period). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Categories include Accounting and Finance, Business, College Readiness, Computer Applications, Design and Composition, Health Care and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, Writing and Publishing.

For online registration: <http://www.ed2go.com/scboces>



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 with courses in the areas of Business, Business Communication, Career Skills, Health, Human Resources, Leadership, LEED Green Workplace, Management, New Media Marketing, Professional Development, Social Media for Business, Courses for Parents, Training and Education, Training for K12 Teachers.

For online registration:
<http://www.lern.org/uncategorized/ugotclass/>

From Sullivan County BOCES website:
<http://www.scboces.org/site/Default.aspx?PageID=78>



Pearson VUE Testing Center
Check online for availability.
www.pearsonvue.com

OUR PARTNERS

ACCES-VR (Formerly VESID)

Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) assists individuals with disabilities to obtain vocational trainings and maintain employment. (845) 454-8388

CACHE

CACHE provides direct outreach support to individuals and families to assist them in their quest for self-sufficiency. Using the Family Development, strength based approach; FD workers will work to help in numerous areas including apartment/home search, employment search, money management, locating counseling and assisting families to access community resources to reach their goals. (845) 292-5821

Cornell Cooperative Extension



Cornell University
Cooperative Extension

CCE Sullivan County serves both residents and visitors in Sullivan County by providing knowledge, life skills and experience 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 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

Sullivan County Public Health Latino Service Provider Coalition



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

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 ATTAIN Lab

The SUNY ATTAIN Lab is co-located at the St. John Street Education Center in Monticello with the BOCES Adult & Continuing Education programs. The 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

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



United Way of Sullivan County

Mission: To mobilize the caring power of our community through participation in fundraising, volunteerism, advocacy, education and partnerships for the purpose of improving lives and building a strong and vital Sullivan County. United Way of Sullivan depends on the kindness and generosity of local businesses and individuals to carry out its mission. Although United Way of Sullivan County is a member of United Way of America, we operate as a private not-for-profit agency and receive no financial support from our national organization or the government. The people who count on us are counting on you! (845) 794-1771



Public Library Partners

Daniel Pierce, Fallsburg, Liberty,
Livingston Manor, Ethelbert B. Crawford,
and Western Sullivan

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.

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). **ONLY one (1) discount applies per class.**

Note: Discounts only apply to Fitness, Professional Development, and Personal Enrichment 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. Refunds or credit will not be given for one day classes which the registrant does not attend.

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.

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, tobacco, alcohol and drug use 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.

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 as Sullivan BOCES Adult Program. We will also post the information on our website, Facebook and Twitter.

You can now download the Free Sullivan BOCES App to get program updates and notices of Delays/Cancellations. Downloads are available on our website or at the App Store or Google Play Store.

Phone: (845) 295-4915

Web Site: www.scbores.org

Facebook: Sullivan County BOCES

Twitter: @SullivanCtyBOCES

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

REGISTRATION

TO REGISTER, COMPLETE THE REGISTRATION FORM BELOW AND MAIL IT WITH YOUR PAYMENT **WELL IN ADVANCE** OF THE START DATE OF THE COURSE(S).

- By Phone** Telephone registration available for Discover, MasterCard or VISA credit card holders. Call (845) 295-4915.
- 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 Thursday, 9:00 AM to 6:30 PM; Friday, 9:00 AM to 3:00 PM.
You may pay by cash, check, money order or credit card (VISA/MasterCard/Discover only).

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	

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. Refunds or credit will not be given for one day classes which the registrant does not attend.



Sullivan County BOCES
Adult & Continuing Education Program
6 Wierk Ave, Liberty, New York 12754
(845) 295-4915 | fax (845) 791-4081

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your path to endless
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from **9:00 AM – 2:00 PM.**



St. John Street Education Center
22 St. John Street
Monticello, New York 12701

*Our classes run based on enrollment.
Please register **well in advance**
of the class start date!*

REGISTER TODAY!
(845) 295-4915

*Make the call and
learn the skills to
reach your dreams.*

