

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

Enhancing Our Community, One Family at a Time.



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

Explore, Learn & Prepare

for your future.

Keep until
June

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



• Essential Hospitality/ Customer Service Skills Certification Course

(18) 2-Hour Sessions \$245

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.

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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

Daniel Pierce Library

328 Main Street, Gramhamsville

Livingston Manor Public Library

92 Main Street, Livingston Manor

Liberty – RPEC

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

Fallsburg Library

12 Railroad Plaza, South Fallsburg

United Methodist Church – Liberty

172 South Main Street, Liberty

Kauneonga Lake Fire Hall

3574 State Route 55,
Kauneonga Lake

WSPL - Western Sullivan Public Library

19 Center Street, Jeffersonville
45 Lower Main Street, Callicoon

Liberty Public Library

189 North Main Street, Liberty

January 2018

S	M	T	W	T	F	S
	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 2018

S	M	T	W	T	F	S
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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			

March 2018

S	M	T	W	T	F	S
				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

April 2018

S	M	T	W	T	F	S
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					

May 2018

S	M	T	W	T	F	S
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27	28	29	30	31		

June 2018

S	M	T	W	T	F	S
					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

2018 Holidays - Classes Cancelled

1/1 New Year's Day
3/30 Good Friday

1/15 Martin Luther King Jr. Day
5/28 Memorial Day

2/19 President's Day

WELCOME

Discover what the Sullivan County BOCES offers in adult and continuing education! During regular office hours, our door is open for walk-in inquiries. Telephone calls are also welcome. Reach us live from 8:00 AM until 3:30 PM Monday through Friday. Call us at (845) 295-4915. Our knowledgeable staff will help you with your career goals and personal enrichment.

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.

District Superintendent

Robert M. Dufour, Ed.D.

Deputy Superintendent

Susan Schmidt

Assistant Superintendent for Instructional Programs

Donna Flynn-Brown

Board of Education

Ms. Linda Berkowicz, President
Fallsburg 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) 295-4915,
visit us at the St. John Street
Education Center or email us at
adulthoodeducation@scbooces.org

New for 2018

Math on the Job (pg. 7)

Automotive/Motorcycle & Truck Technology (pg. 10)

Gas Metal Arc Welding (GMAW/MIG) (pg. 11)

French for the Traveler (pg. 12)

Introductory Wellness Workshops: (pg. 15)

Twelve Day All Natural Whole Food Detox

Low Carb and Loving It

Essential Oils 101

Goal Setting and Daily Planners

Menu Planning and Couponing

Make Your Own Liquid Laundry Detergent (pg. 14)

Make Your Own Powdered Laundry Detergent (pg. 14)

COMING SOON!

Afternoon / Evening Cosmetology Training

Entrepreneur Classes: Real Estate & Start Your Own Business



HEALTH OCCUPATIONS



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

**When enrolling in any of our Health Occupations or Trades classes, you can qualify for military enlistment, financial aide reimbursement, and up to a \$20,000 cash bonus.
For information, please contact (845) 295-4901**

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, clinical experience, and 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: CNA053-18WSJS
Day/Date: T/W/F Feb. 27– May 11
Time: 1:00 PM – 5:00 PM

Tuition: \$1,800 * 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 training 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: DLT014-18WSJS
Day/Date: T/Th Mar. 20 – May 8
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, and 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: EKG014-18WSJS
Day/Date: T/Th Mar. 20 - May 15
Time: 6:00 PM – 9:30 PM
Tuition: \$999 + Certification Fee (textbooks included)

HA Exam - May 15

HEALTH OCCUPATIONS



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

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. This recent technology intertwines health information from a variety of sources, known as an electronic health record. 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: EHR004-18WSJS
Day/Date: T/Th Mar. 13 – Jun. 21
Time: 6:00 PM – 9:30 PM
Tuition: \$1,999 (textbooks included)

NHA Exam - Jun. 21

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 venipuncture 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 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) Certified Phlebotomy Technician exam; fee payable to certifying entity. **The course consists of 90-hours lecture and 40-hours clinical.**

Course Number: PHL010-18WSJS
Day/Date: T/Th Mar. 13 - Jun. 19
Time: 6:00 PM – 9:30 PM
Tuition: \$1,599 + Certification Fee
(textbooks included)

NHA Exam - Jun. 19

Pharmacy Technician 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. In addition to classroom lecture and labs, this program includes a clinical externship through a local pharmacy. To be eligible for a clinical externship, students must successfully complete the 50-hour program, 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: PHT014-18WSJS
Day/Date: T/Th Mar. 20 - May 8
Time: 6:00 PM – 9:30 PM
Tuition: \$999 (textbooks included)



HEALTH OCCUPATIONS



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

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 among other things 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. 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: CMA010-18WSJS
Day/Date: T/Th Mar. 13 - Aug. 2
Time: 6:00 PM – 9:30 PM
Tuition: \$2,399 + Certification Fee (textbooks included)

NHA Exam - Aug. 2

Medical Administrative Assistant Program

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the healthcare 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 healthcare 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: MAA014-18WSJS
Day/Date: T/Th Mar. 20 - May 15
Time: 6:00 PM – 9:30 PM
Tuition: \$999 + Certification Fee (textbooks included)

NHA Exam - May 15

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-10CM 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: MCC009-18WSJS
Day/Date: T/Th Mar. 13 - May 31
Time: 6:00 PM – 9:30 PM
Tuition: \$1,899 + Certification Fee (textbooks included)



HEALTH OCCUPATIONS



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

Medical Assistant Career Track with Clinical Externship

Today's dynamic medical practice needs health care professionals who possess both administrative and clinical skills. Health care professionals who can process incoming patients, manage medical billing processes, code ongoing medical procedures for third party insurance reimbursement, draw blood and read EKG results are a diverse and invaluable resource to the medical practice. In response to the growing need for healthcare professionals with multiple skills, this course is designed to give students a full and comprehensive suite of administrative and clinical skills.

The program includes the following:

Medical Terminology:

20 hours

CMAA Exam - May 17

Medical Assistant/Administrative Assistant:

50 hours

CMAA Exam - May 17

Medical Billing & Coding:

50 hours

The Medical Billing & Coding Exam can be scheduled as needed, please call for information (845) 295-4915.

Clinical Medical Assistant (Including EKG & Phlebotomy Technician):

140 hours

CCMA on December 13

CET on October 2 & CPT on December 11

After successful completion of the program, you will possess the skills required to perform multiple tasks in a complex and dynamic healthcare environment. The combined course provides the foundation for a highly marketable healthcare 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.

Total Career Track Contact Hours: 260 hours + Clinical Externship: 80 Hours

Course Number: MAC005-18WSJS
Day/Date: T/Th Mar. 6 – Dec. 4
Time: 6:00 PM – 9:30 PM
Tuition: \$5,299 (textbooks included)

We can customize training for your needs!

If you are looking for a class we offer to be held at your place of business, we can do that! If you are looking for a class we don't currently offer, we can work with you to create what you need! We have classroom technology that will allow for web-based training and Smart Boards for your seminar presentations. We can also assist with your staff development or leadership needs.

Contact our office (845) 295-4915, to see how we can be of assistance.



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 your becoming a Security Guard is an Eight 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: SGT044-18WSJS
Day/Date: T Jan. 30 & Feb. 6

Course Number: SGT045-18WSJS
Day/Date: T Feb. 27 & Mar. 6

Course Number: SGT046-18WSJS
Day/Date: T Apr. 24 & May 1

Time: 5:30 PM – 9:30 PM
Tuition: \$100

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: OJT020-18WSJS
Day/Date: T Mar. 13 - Apr. 3

Course Number: OJT021-18WSJS
Day/Date: T Mar. 13 - Apr. 3

Time: 5:30 PM – 9:30 PM
Tuition: \$185

8-Hour Annual In-service Training

The third required training program is the Eight 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: AIS012-18WSJS
Day/Date: T Jun. 19 & Jun. 26
Time: 5:30 PM – 9:30 PM
Tuition: \$100



Math on the Job

Casino job or any job - a math skills brushup is a smart investment in your career advancement. Join us for a practical and enjoyable review of math that applies to your current and your next job. Become adept in the math skills demanded by your career path. Be sure to include this training on your resume and during interviews for potential job opportunities!

Course Number: MOJ001-18WSJS
Day/Date: T/Th Jan. 23 - Feb. 1
Time: 6:30 PM - 9:30 PM
Tuition: \$225

Essential Hospitality/Customer Service Skills

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

Course Number: HOS005-18WSJS
Day/Date: T/Th Jan. 23 - Mar. 22
Time: 5:30 PM - 7:30 PM
Tuition: \$245

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 you can develop your computer and typing skills while interacting with other students. You will have marketable skills at the end of the course along with a certificate of completion. Each module is self-paced with individualized teacher instruction. Choose one or a combination of modules to complete your own learning sequence. QuickBooks, a computer based bookkeeping program, is also offered to qualified students.

Course Number: OPM044-18WSJS

Day/Date: M/T/W Jan. 22 - Apr. 16

Course Number: OPM045-18WSJS

Day/Date: M/T/W Apr. 23 - Jun. 27

Time: 12:30 PM - 3:30 PM

Tuition: \$ 1,250

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 are applying for an Orange County pistol permit. You must take the class from an instructor on the Orange County list.

Course Number: HFS054-18WKLF

Day/Date: Sat. Jan. 20

Course Number: HFS055-18WKLF

Day/Date: Sat. Feb. 17

Course Number: HFS056-18WKLF

Day/Date: Sat. Mar. 10

Course Number: HFS057-18WKLF

Day/Date: Sat. Apr. 21

Course Number: HFS058-18WKLF

Day/Date: Sat. May 19

Course Number: HFS059-18WKLF

Day/Date: Sat. Jun. 16

Time: 9:00 AM – 1:00 PM

Tuition: \$85

Location: Kauneonga Lake Fire Hall



TRADES

When enrolling in any of our Health Occupations or Trades classes, you can qualify for military enlistment, financial aide reimbursement, and up to a \$20,000 cash bonus.
For information, please contact (845) 295-4901

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

Basic Construction Skills & General Home Repair

This course provides 240 hours with lessons on safety, basic residential electrical, basic plumbing, soldering, basic HVAC, masonry, carpentry, painting, finishing, grounds and a dash of solar panel installation. All of the components will build your entry level skills for jobs available today in Sullivan County. 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. Please contact our career counselors at (845) 295-4915 for details and start dates.



Course Number: BCS005-18ASJS
Day/Date: M-F Jan. 22; Flexible start dates available
Time: 12:00 PM – 3:30 PM
Tuition: \$2,350

Basic 40 hour modules: \$525 each

Course Number: BCC001-18ASJS Carpentry
Course Number: BCP001-18ASJS Plumbing
Course Number: BCE001-18ASJS Electrical
Course Number: BCH001-18ASJS HVAC

Basic 20 hour modules: \$270 each

Course Number: BCM001-18ASJS Masonry
Course Number: BCF001-18ASJS Finishes: Painting & Staining
Course Number: BCL001-18ASJS Landscaping and Grounds
Course Number: BSS001-18ASJS Site Safety plus OSHA 10



OSHA 10-Hour General Industry Training

The OSHA 10-hour 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 a 10-hour class delivered by an OSHA authorized trainer. When you successfully complete the OSHA 10-hour General Industry course, you will receive the OSHA 10 Card.

Course Number: OSH10010-18WSJS
Day/Date: T/Th Jan. 16 - 30
Time: 5:30 PM – 7:30 PM

Course Number: OSH10011-18WSJS
Day/Date: T/Th Mar. 13 - 27
Time: 5:30 PM – 7:30 PM

Tuition: \$125

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 appropriate for supervisors or workers with some safety responsibility or who desire to be fully informed concerning OSHA Standards for General Industry.

Course Number: OSH30006-18WSJS
Day/Date: T/Th Apr. 3 - May 10
Time: 5:30 PM – 8:15 PM
Tuition: \$300



Automotive/Motorcycle & Truck Technology

Do not miss this career opportunity to learn a trade in the automotive fields within the USA's biggest industry: Become an Automotive Tech, Motorcycle Tech, Automotive Service Writer, Parts Counter Professional, and/or General Automotive Dealership Professional. This course will prepare you for many Entry Level positions with lucrative salary ranges. Curriculum will include classroom instruction as well as practical, hands-on experience. Invest in yourself by earning a skill that has no boundaries or limits.

Course Number: AUT001-18WRPC
Day/Date: M-F Jan. 22 - Jun. 13
Time: 4:00 PM – 7:00 PM
Tuition: \$4,500 (Textbook included)
Location: RPEC Automotive Tech Shop

CDL Class A & B Permit Preparation

Prepare for the Class A & B CDL written test. This 2-Saturday 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: CDL023-18WSJS
Day/Date: Sat Jan. 27 & Feb. 3
Time: 8:30 AM – 4:30 PM

Course Number: CDL024-18WSJS
Day/Date: Sat Mar. 17 & Mar. 24
Time: 8:30 AM – 4:30 PM

Tuition: \$230

*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 2-Saturday class will prepare you for the Air Brakes portion of the DMV written test for the learner's permit.

Course Number: CAB018-18WSJS
Day/Date: Sat Apr. 21 & Apr. 28
Time: 9:00 AM – 1:00 PM
Tuition: \$110

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. It's always rewarding to repair your own equipment. Learn skills you can utilize for years to come. **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: SEM017-18WRPC
Day/Date: Sat May 12 & May 19
Time: 8:30 AM – 5:00 PM
Tuition: \$230
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: SER015-18WRPC
Day/Date: Sat Jun. 2, Jun. 9, & Jun. 16
Time: 8:30 AM – 5:00 PM
Tuition: \$370
Location: RPEC Auto Tech Shop



Register Early!

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

TRADES

Welding: Advanced

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: WEA004-18WRPC
Day/Date: M/W May 21 - Jun. 25
Time: 5:00 PM – 8:00 PM

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

Welding: Shielded Metal Arc Welding (SMAW/Stick)

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: WES002-18WRPC
Day/Date: M/W Jan. 22 - Feb. 26
Time: 5:00 PM – 8:00 PM
Tuition: \$500 (includes supplies and materials)
Location: RPEC Welding Shop



Welding: Gas Metal Arc Welding (GMAW/MIG)

Designed to instruct welders in welding safety and the Gas Metal Arc Welding process (GMAW – MIG). Learn fundamentals of GMAW (MIG).

Instruction on the metal arc transfers of short-circuiting, globular, spray arc, pulsed spray arc methods. Learn how various shielding gases affect gas metal arc welding.

Prerequisite: None

Course Number: WEG001-18WRPC
Day/Date: M/W Apr. 9 - May 9
Time: 5:00 PM – 8:00 PM
Tuition: \$500 (includes supplies and materials)
Location: RPEC Welding Shop



PROFESSIONAL DEVELOPMENT



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

Basic Excel

Microsoft Excel is a spreadsheet software program used for accounting and budgeting. Spreadsheets allow you to keep track of data, create charges 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: EXC005-18WSJS
Day/Date: T/Th Feb. 20 - Mar. 6
Time: 5:30 PM – 8:30 PM
Tuition: \$155



French for the Traveler

Do you like to travel? Maybe you have plans to go to Quebec or to La Belle France. People there love hearing you speak their language! Learn how to order in a restaurant without

receiving a mystery meal. Enjoy following directions that you are able to understand.

Course Number: FRE001-18WSJS
Day/Date: T Apr. 3 - May 1
Time: 5:30 PM – 7:30 PM
Tuition: \$120

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: NPP014-18WSJS
Day/Date: T Jan. 23

Course Number: NPP015-18WSJS
Day/Date: T Mar. 20

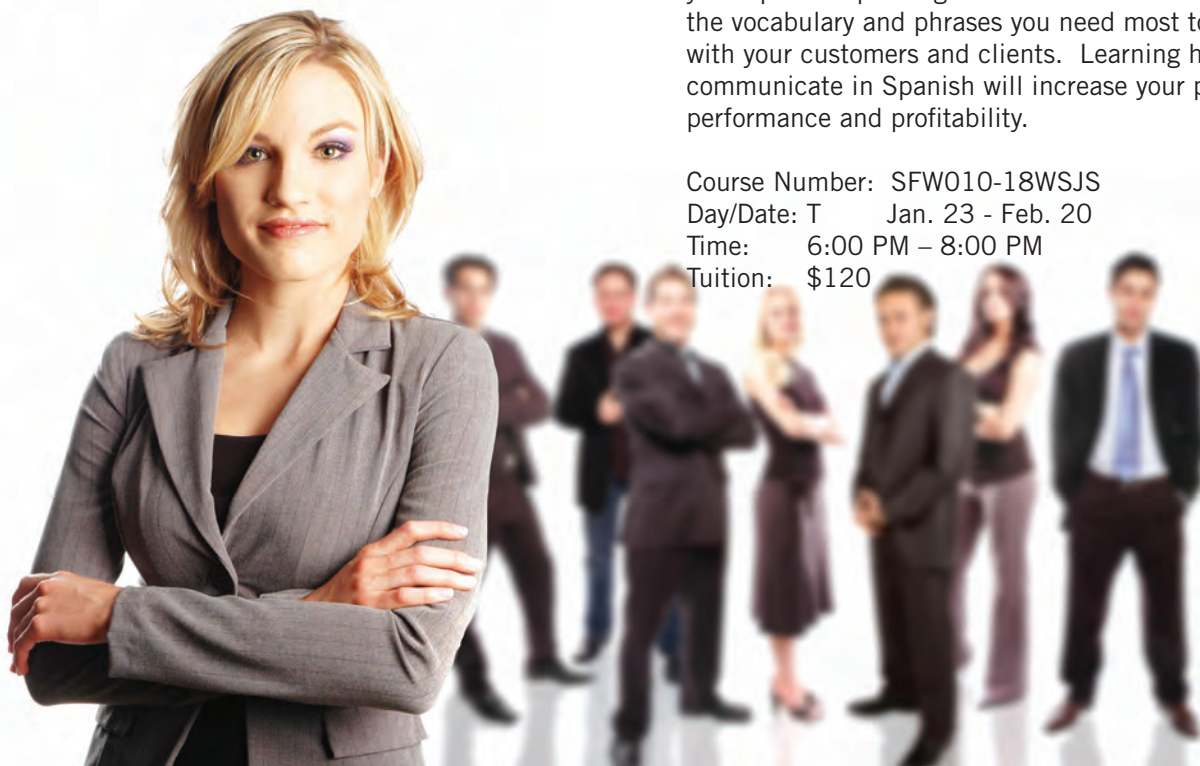
Course Number: NPP016-18WSJS
Day/Date: T May 22

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: SFW010-18WSJS
Day/Date: T Jan. 23 - Feb. 20
Time: 6:00 PM – 8:00 PM
Tuition: \$120



PERSONAL ENRICHMENT



Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Fitness & Dance 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: ERI003-18WSJS
Day/Date: Th Mar. 29
Time: 6:00 PM – 9:00 PM
Tuition: \$40

Computer Basics (English & Spanish)

The instructor for this class is a BOCES computer technician. Learn all you need to maintain and troubleshoot home or work computer. Subjects include: CPU, hard drive, memory and more, physical set-up, updates, restoring, creating accounts, web browser, open and organizing files, communications, maintenance, cleaning, troubleshooting and much more!

El instructor de esta clase es un técnico en computación BOCES. Aprenda todo lo que necesita para convertirse en un profesional o para mantener su propia computadora personal. Los temas incluyen: CPU, disco duro, memoria y más, instalación, actualizaciones, y como restaurarla en caso necesario, la creación de cuentas de usuario, uso del navegador web, crear y organizar archivos, comunicaciones, mantenimiento, limpieza, solución de problemas y mucho más!

Course Number: COB009-18WSJS
Day/Date: T Jan. 23 - Feb. 20
Time: 6:00 PM – 8:00 PM
Tuition: \$125

Creative Insights to Writing

Have you ever wanted to express your creative thoughts about food, sex, mysticism, or pain, but didn't know where to begin? Have you ever thought about self-publishing your work? As a beginner or experienced writer, let Creative Insights to Writing encourage you to tap into your strengths, find your voice, learn new techniques to express yourself through writing and gain different ideas for getting published.

Course Number: CIW011-18WSJS
Day/Date: T Feb. 20 - Mar. 20
Time: 6:00 PM – 8:00 PM
Tuition: \$78

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: CRS003-18WSJS
Day/Date: Th Mar. 29 - Apr. 26
Time: 6:00 PM – 8:00 PM
Tuition: \$78

Dog Obedience

Work with your dog in class and at home. Dogs must be over 4 months and have proof of rabies and canine distemper. Please do not bring your dog to first class, 2 hours (6:00 - 8:00 PM), which will include a demonstration. After the first session, you will be required to purchase a suitable training collar and leash appropriate for your dog. Please list dog's name, breed and age at time of your registration

First class is 2 hours without dogs.

Course Number: DOB017-18WRPC
Day/Date: T Apr. 17 - Jun. 19
Time: 6:00 PM – 7:00 PM
Tuition: \$135
Location: RPEC Parking Lot

Drawing: Beginner - Intermediate

Expand and learn the fundamentals of drawing, while exploring your individual style. 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 and principles. Enjoy guided instruction in application using learned principles.

Course Number: DRB011-18WSJS
Day/Date: M Jan. 29 - Mar. 19
Time: 2:00 PM – 4:30 PM
Tuition: \$135

Required supplies (purchased prior to class): 6b -6H

Continued on next pg.

PERSONAL ENRICHMENT

10%
DISCOUNT

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

pencils, hard to soft charcoal pencils, one package of Vine charcoal, sketchpad 18" x 12". You may wish to purchase a smaller sketchpad as a Daily Journal.

Interior Design: Decorate Your Home Like a Pro

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

Course Number: DEC005-18WSJS
Day/Date: T/Th May 29 & May 31

Course Number: DEC006-18WSJS
Day/Date: T/Th Jun. 26 & Jun. 28

Time: 6:00 PM – 8:00 PM
Tuition: \$45



Make Your Own Liquid Laundry Detergent

Learn to make liquid laundry detergent for a fraction of the cost of purchasing at the store with inspiration from the history of soap making. Go home with two small containers of your product and the recipe for one (1) gallon, two and one-half (2.5) gallons or five (5) gallons of laundry detergent.

Course Number: LLD001-18WSJS
Day/Date: Th Apr. 19
Time: 6:00 PM – 8:00 PM
Tuition: \$40

Required supplies (items for you to bring to class): two (2) small empty laundry detergent containers. An additional supplies fee of \$10 is payable by cash, check or money order to the instructor on the day of the class.



Make Your Own Powdered Laundry Detergent

Learn to make your own wonderfully scented, or unscented, powdered laundry detergent while gaining insight into the history of soap making. Take home one (1) pound of laundry detergent of your own creation. Prepare a laundry stain bar and use it at home on those tough stains. Please note: An additional supplies fee of \$10 is payable by cash, check or money order to the instructor on the day of the class.

Course Number: PLD001-18WSJS
Day/Date: T Feb. 20
Time: 6:00 PM – 9:00 PM
Tuition: \$40

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: MED003-18WSJS
Day/Date: T Mar. 27
Time: 6:00 PM – 8:00 PM
Tuition: Free

Painting: Beginner - Intermediate

Learn how to mix colors, use a variety brushes and apply several principles of paint medium to create still life paintings and thumbnail scenes. The class will explore and learn techniques in use of three paint mediums - Gouache, Watercolor and Acrylic.

Course Number: PAB011-18WSJS
Day/Date: W Jan. 31 - Mar. 14
Time: 2:00 PM – 4:30 PM
Tuition: \$135

Required supplies (purchased prior to class): a variety of brushes small to large, palette to put paint on, (3) 18 x 24 canvases. Also requires - 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 (a variety of colors). *May bring any materials you already have in listed mediums. Watercolor Pad 15 x 11 textured (140 lb.)

PERSONAL ENRICHMENT



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

The Power of Words

Do words have power? One might say that words have no power at all and they're just words. If that is true, then why do people use words to manipulate, tear down, and express love or praise? With The Power of Words, participants will engage in a group setting using words to find ways to learn to respond in situations rather than react. Please anticipate the possibility of intense topic discussions leading to your learning new ways to do an introspection of self – using words.

Course Number: PWD011-18WSJS
Day/Date: T/Th Jan. 23 - Feb. 1
Time: 6:00 PM – 7:30 PM
Tuition: \$60



Wellness Workshops

Twelve Day All Natural Whole Food Detox

Many people don't realize that the sluggish and even bloated feeling we get during the day can be the result of excess toxins in the body. A Detox helps to naturally reduce inflammation, boost energy, support digestion, cleanse the liver and promote healthy skin. Join us to learn how to safely and effectively detox with whole foods purchased at your local grocery store.

Course Number: NFD001-18WSJS
Day/Date: Th Jan. 25
Time: 5:15 PM – 6:45 PM
Tuition: \$40

Low Carb and Loving It

A low-carb nutrition plan is designed to aid in weight loss and promote overall health by consuming fewer unhealthy carbohydrates and a higher proportion of healthy fats. Let's talk about healthy carbs and how to stick to the plan. Join us for tips on health food replacements, recipes and more.

Course Number: LOW001-18WSJS
Day/Date: Th Feb. 1
Time: 5:15 PM – 6:45 PM
Tuition: \$40

Essential Oils 101

Are you ready to take back control of your health and to maintain good health, and good body functions overall? Essential oils are used to bring balance and positive changes to emotions, aid in physical health & wellness, create glowing skin and hair, and even purify your home. Learn how using essential oils can promote overall health, vitality, and longevity. \$10 fee paid to instructor includes oil samples and literature.

Course Number: ESS001-18WSJS
Day/Date: Th Feb. 8
Time: 5:15 PM – 6:45 PM
Tuition: \$40

Goal Setting and Daily Planners

Goal setting is a powerful process for thinking about your ideal future, for making the most of your time, and for motivating yourself to keep on the path you choose. Join us to learn how to set SMART (specific, measureable, attainable, relevant and time-bound) goals that motivate you and how to write them down to make them feel tangible. Sample daily, weekly, monthly year long goal worksheets will be handed out.

Course Number: GOA001-18WSJS
Day/Date: Th Feb. 15
Time: 5:15 PM – 6:45 PM
Tuition: \$40

Menu Planning and Couponing

Goal setting is a powerful process for thinking about your Save money, eat well? It's easy--with a menu plan. Join us to learn how to start meal planning and saving money using coupons. Workshop includes printable menu planners and shopping lists.

Course Number: MEN001-18WSJS
Day/Date: Th Feb. 22
Time: 5:15 PM – 6:45 PM
Tuition: \$40

FITNESS & DANCE



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

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: TCC018-18WSJS
Day/Date: W Jan. 24 - Mar. 14
Time: 12:00 PM – 1:00 PM

Course Number: TCC019-18WSJS
Day/Date: W May 2 - Jun. 20
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: WAL003-18WSJS
Day/Date: M Jan. 29, Feb. 5, 12, & 26;
Mar. 5, 12, 19, & 26
Time: 5:15 PM - 6:15 PM

Course Number: WAL004-18WSJS
Day/Date: W Jan. 24, 31, Feb. 7, 14, 21, & 28;
Mar. 7, 14
Time: 5:15 PM – 6:00 PM

Tuition: \$42



Register Early!

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



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**
- **Precision Machining**
- **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/CTE
or call (845) 295-4152



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	Beginner - Advanced
T & Th	5:30 PM – 8:30 PM	Beginner - Advanced
W	12:00 PM – 1:00 PM	Crossroads Café

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

M & F	8:00 AM - 12:00 PM	Beginner - Advanced
Sat	9:00 AM – 1:00 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 - Th 9:00 AM – 12:00 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

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

Free 2-hour TASC™ Calculator Training

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

Date: Feb 23rd & July 6th
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.

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 but does 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

**Mar. 2 & 3
July 13 & 14**

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.**

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

Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) assists individuals with disabilities 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 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.

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.scboces.org

Facebook: Sullivan County BOCES

Twitter: @SullivanCtyBOCES

Mail: Sullivan 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, 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.

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	

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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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Liberty NY

Enhancing Our Community, One Family at a Time.

Postal Customer

Please Join Us!

We invite you to
visit and discover
your path to endless
possibilities!

Our door is open for walk-in inquirers
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.*

