



## HOW TO REGISTER:

(REGISTRATION IS ON-GOING)

All students must be 18 years of age or older and cannot be enrolled in high school.



# ON-LINE

Visit our website at [www.esboces.org/AEV](http://www.esboces.org/AEV)  
Search Catalog/Register On-line



### MAIL

Complete and mail the registration form on this flyer with a check, money order or credit card information to our address.



### IN-PERSON

Register in-person Monday-Friday from 8:30 A.M. to 3:30 P.M. Payment is due at time of registration.



**PHONE** (631) 286-6585  
(631) 244-5893  
(631) 369-7567

Register by phone Monday-Friday from 8:30 A.M. to 3:30 P.M. Payment is due at time of registration (credit card only).



**FAX** (631) 286-6582  
(631) 244-5877  
(631) 208-3527

Complete and fax the registration form on this flyer with credit card information.

### SPECIAL PHONE AND IN-PERSON EVENING REGISTRATION DATE:

Our office will be open late for special evening registration on March 6, 2012 from 4:00 PM to 6:00 PM.

Our registration office is located at:

**Eastern Suffolk BOCES  
Adult Education Office  
350 Martha Avenue  
Bellport, NY 11713**

### PAYMENT

Unless otherwise marked, payment is due at time of registration.

We accept the following forms of payment:

|                |            |
|----------------|------------|
| Personal Check | Mastercard |
| Bank Check     | VISA       |
| Money Order    |            |

## THERE IS STILL TIME TO REGISTER FOR:

- Basic Business Office Technology - 3/5/12
- Comprehensive Automotive Skills  
- Evening - 2/13/12  
- Evening - 2/14/12

Check online or call 631-286-6585  
for further information

## CAREER TRAINING LOANS

You may apply for a loan for any eligible course over \$1,000.00.

Please call (631) 286-6585 for more information.

★ = Courses approved for the training of Veterans and other eligible personnel by the  
New York State Bureau of Veterans' Education

Tuition vouchers accepted for ACCES, WIA and CSEA Partnership

## ANIMAL SCIENCE

### BASIC VETERINARY CARE ★

This course is designed for individuals who are interested in working with and caring for a variety of small animals. This class combines theory and hands-on applications that will prepare the student to work in the veterinary field. Students will learn basic animal care, handling and restraining techniques, external anatomy, parasitology, controlling infection, laboratory skills, animal nutrition, animal first aid, an introduction to alternative and preventative medicine and care of small and exotic animals. A scrub top will be required for the class. It is recommended that all students have a current tetanus vaccination. A textbook is included in tuition.

|                 |                       |             |           |
|-----------------|-----------------------|-------------|-----------|
| <b>ASC1010B</b> | 3/19/2012 - 6/20/2012 | 24 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM     | BTC         | \$850.00  |

### ANIMAL FIRST AID

This course is designed for people interested in learning first aid techniques for animals. Topics to be covered include: restraining techniques, types of wounds and proper care, bandaging, vital signs, symptoms of/and treatment for shock, allergic reactions, and birthing emergencies. This course is recommended for groomers, individuals considering a career involving animals or for the individual with animals of his/her own. Textbook included. It is recommended that all students have a current tetanus vaccination.

|                 |                       |            |          |
|-----------------|-----------------------|------------|----------|
| <b>ASC1030B</b> | 3/22/2012 - 5/10/2012 | 7 sessions | Days: Th |
|                 | 6:30 PM - 9:30 PM     | BTC        | \$350.00 |

### VETERINARY HOLISTIC HEALING

This comprehensive course is highly useful to veterinary technicians, veterinary assistants and pet owners who are interested in learning about a variety of holistic practices as they are applied in the animal health care field. The content of this course explores what holistic nursing is, the different types of healing, holistic assessment, intervention and expected outcomes. A variety of complementary holistic procedures such as aromatherapy, topical treatments, herbs, nutritional therapy, therapeutic touch, acupuncture, magnetic and laser therapy will be covered.

|                 |                       |             |          |
|-----------------|-----------------------|-------------|----------|
| <b>ASC1040A</b> | 3/20/2012 - 5/29/2012 | 10 sessions | Days: T  |
|                 | 6:30 PM - 9:30 PM     | BTC         | \$420.00 |

### PUPPY KINDERGARTEN

*Prerequisite: Puppies MUST be between 8 weeks and 6 months old and have had their first series of puppy shots.*

It is never too early to start training your pup. This course is designed to get you off to a great start of raising a well mannered dog. Emphasis is placed on socialization along with the introduction of sit, stay, down, take it, leave it, come, crawl and loose leash walking through the use of positive reinforcement. Common problem behaviors will also be discussed, such as nipping and jumping.

|                 |                      |            |          |
|-----------------|----------------------|------------|----------|
| <b>ASC1050B</b> | 3/22/2012 - 5/3/2012 | 6 sessions | Days: Th |
|                 | 6:30 PM - 8:00 PM    | BTC        | \$130.00 |

### CANINE BASIC OBEDIENCE TRAINING

*Prerequisite: Dogs must be at least 6 months old and current on their immunizations. Owners will need to provide proof of inoculations.*

It is never too late to start training your dog to be a more obedient member of your pack. This course is designed to teach dogs basic obedience through the use of positive reinforcement. Lessons include sit, stay, down, leave it, take it, come and loose leash walking. Problem behaviors will be discussed.

|                 |                       |            |          |
|-----------------|-----------------------|------------|----------|
| <b>ASC1060B</b> | 5/10/2012 - 6/14/2012 | 6 sessions | Days: Th |
|                 | 6:30 PM - 8:00 PM     | BTC        | \$130.00 |

## VIDEO PRODUCTION

### INTRODUCTION TO DIGITAL FILM PRODUCTION

Many new films, recognized as being successful theatrical releases, are being "shot" on digital film/HD. Do you want to define your vision? Digital Film Production is a new course that will teach the student how to create his/her first successful digital film. The student will learn the process of producing a film step by step, how to write a script, budgeting, marketing and entering film festivals worldwide. Your future in digital film production starts here.

|                 |                      |             |          |
|-----------------|----------------------|-------------|----------|
| <b>AVP2000B</b> | 3/28/2012 - 6/6/2012 | 10 sessions | Days: W  |
|                 | 6:30 PM - 9:00 PM    | BTC         | \$260.00 |

### INTRODUCTION TO DVD AUTHORIZING WITH "DVD STUDIO PRO"

*Prerequisite: Students are required to have knowledge of "Final Cut-Pro" Editing software.*

In this course, you will learn the basics of how to author professional looking DVDs that can be played on any home DVD player. Put together story boards, make chapter links for quick viewing of any scene and put together stills or motion menus that are of professional quality. In this course, you will be using DVD Studio Pro 4, a simple and professional way to transfer home movies and make stunning DVDs that will last for decades. All software and computers are based on Apple/Macintosh operating system.

|                 |                      |             |          |
|-----------------|----------------------|-------------|----------|
| <b>AVP2040B</b> | 3/28/2012 - 6/6/2012 | 10 sessions | Days: W  |
|                 | 6:30 PM - 9:30 PM    | BTC         | \$320.00 |

### BROADCAST JOURNALISM - LIFE IN FRONT OF THE CAMERA AND BEHIND THE MICROPHONE

The Broadcast Journalism course encompasses a full range of communication skills. Students will be exposed to the news gathering process where they will learn to: conduct engaging interviews, write in a conversational style, tell a compelling story and become confident in front of the camera and behind the microphone. Students will leave the class with a 3 to 5 minute demo reel.

|                 |                       |             |            |
|-----------------|-----------------------|-------------|------------|
| <b>AVP2050B</b> | 3/20/2012 - 5/15/2012 | 15 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM     | BTC         | \$310.00   |

## FILM STUDIES

Have you ever wondered how great films become great art? This course will explore the art of film from its humble beginnings to its modern masterworks. In this class you will watch some of the most influential films from various genres that have shaped the industry today. The class will then discuss the importance and cultural relevance of these works.

|                 |                       |             |          |
|-----------------|-----------------------|-------------|----------|
| <b>AVP2070B</b> | 3/19/2012 - 6/18/2012 | 12 sessions | Days: M  |
|                 | 6:30 PM - 9:30 PM     | BTC         | \$260.00 |

## BUSINESS

### HOW TO START UP AND OPERATE A SMALL BUSINESS

This course is designed for students who are considering starting their own business. Topics will include: how to start up your business and stay in business, planning ahead, cash management, do's and don'ts of selling goods and/or services, getting help when needed, and how to determine proper pricing. Before considering starting a business, be prepared by learning all that is involved in such a venture.

|                 |                      |             |           |
|-----------------|----------------------|-------------|-----------|
| <b>BUS1000B</b> | 3/19/2012 - 5/2/2012 | 12 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM    | MTC         | \$320.00  |

### HOW TO USE SOCIAL MEDIA TO GROW YOUR BUSINESS

Social networking is an exciting new way for business and organizations to use the internet and mobile technology to communicate with vast audiences in order to build brand recognition and business relationships. Tap into the on-line world of social networking. Market your business, build your community and watch your business begin to grow. This class will examine the basics on how to set up, manage and promote your business using various forms of social media.

|                 |                      |            |          |
|-----------------|----------------------|------------|----------|
| <b>BUS1005B</b> | 3/20/2012 - 5/1/2012 | 6 sessions | Days: T  |
|                 | 6:00 PM - 8:00 PM    | MTC        | \$300.00 |

## BOOKKEEPING BASICS

This introductory course prepares the individual to better understand the bookkeeping process for a small business. This course will help the entrepreneur understand the principles of the accounting cycle. Basic instruction in banking, payroll, sales, receivables, payables and other transactions will be covered. Includes use of ledgers, journals and financial statements. It is **STRONGLY RECOMMENDED** to take this course prior to taking **BUS1040 QUICKBOOKS**.

|                 |                       |            |           |
|-----------------|-----------------------|------------|-----------|
| <b>BUS1010B</b> | 3/19/2012 - 4/18/2012 | 8 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM     | MTC        | \$320.00  |

### QUICKBOOKS PRO 2011 - BASIC

*BUS1010 Bookkeeping Basics and basic computer skills are strongly recommended in order to take this course.*

This course introduces the fastest and easiest way to manage a small business. Students will learn how QuickBooks Pro maintains account receivables and account payables, tracks inventory, prepares payroll and so much more. Students will learn how to integrate financial statements and produce multiple reports. Book included in tuition.

|                 |                       |            |            |
|-----------------|-----------------------|------------|------------|
| <b>BUS1040E</b> | 3/20/2012 - 4/19/2012 | 8 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM     | MTC        | \$320.00   |

|                 |                       |            |            |
|-----------------|-----------------------|------------|------------|
| <b>BUS1040F</b> | 3/20/2012 - 4/19/2012 | 8 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM     | WCTC       | \$320.00   |

### QUICKBOOKS PRO 2011 - INTERMEDIATE

*Prerequisite: BUS1040 QuickBooks Pro - Basic or QuickBooks experience is a must!*

This course picks up where course BUS1040 leaves off. Topics to be covered include: advanced job costing, advanced payroll, progress invoicing, sales tax issues, and account adjustments. Students will plan and execute the creation of a QuickBooks Company and explore converting data from other programs to QuickBooks. Students must purchase book if not provided in course BUS1040.

|                 |                      |            |            |
|-----------------|----------------------|------------|------------|
| <b>BUS1050B</b> | 5/1/2012 - 5/15/2012 | 5 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM    | MTC        | \$210.00   |

|                 |                      |            |            |
|-----------------|----------------------|------------|------------|
| <b>BUS1050C</b> | 5/1/2012 - 5/15/2012 | 5 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM    | WCTC       | \$210.00   |

## CAREERS IN THE MUSIC BUSINESS

This class will consist of how music is produced, distributed, marketed and promoted. Learn how to structure record labels and other music businesses. Learn how to start up businesses, blogs, podcasts, websites and forums. This class will review careers and career paths - a description of various jobs in the music industry with information on the best path to these careers.

|                 |                      |            |          |
|-----------------|----------------------|------------|----------|
| <b>BUS1060B</b> | 3/21/2012 - 5/2/2012 | 6 sessions | Days: W  |
|                 | 6:00 PM - 9:00 PM    | MTC        | \$300.00 |

## BASIC BUSINESS OFFICE TECHNOLOGY

This course is designed for individuals preparing for the job market who need a combination of computer skills and basic language skills to become successful in today's job market. Students will be enrolled in a combined program leading to entry-level opportunities in the workplace. Emphasis will be placed on keyboarding, Windows and Word Processing skills and appropriate communication skills, both written and oral. Studies will also include Excel & Access as well as Internet environment. This course is strongly recommended for individuals who need a combination of career skills presented in a slower paced, yet comprehensive, learning environment. In addition to the hours spent in the classroom, students will complete a six hour internship, as well as compose a portfolio of accomplishments to support employment opportunities. Textbooks included.

A CAREER TRAINING LOAN OR PARTIAL PAYMENT PLAN IS AVAILABLE.

|                 |                     |                        |                 |
|-----------------|---------------------|------------------------|-----------------|
| <b>BUS1100B</b> | 3/5/2012 - 6/8/2012 | 63 sessions            | Days: M/TW/Th/F |
|                 | 9:00 AM - 2:00 PM   | NYIT - Challenger Hall | \$2,540.00      |

## NOTARY PUBLIC WORKSHOP

This seminar provides instruction to prepare an individual for the NYS test. Laws, procedures and concepts relating to the notary public officer will be covered. Situations relating to the role of the notary public officer will be highlighted. Includes text.

|                 |                       |            |          |
|-----------------|-----------------------|------------|----------|
| <b>BUS2000C</b> | 3/20/2012 - 3/27/2012 | 2 sessions | Days: T  |
|                 | 6:30 PM - 9:30 PM     | MTC        | \$100.00 |

|                 |                       |            |          |
|-----------------|-----------------------|------------|----------|
| <b>BUS2000D</b> | 4/17/2012 - 4/24/2012 | 2 sessions | Days: T  |
|                 | 6:30 PM - 9:30 PM     | MTC        | \$100.00 |

## COMPUTER REPAIR

### COMPUTER REPAIR

This course is designed for the person looking to take their first steps into the computer field or simply looking to be able to upgrade and repair their own computer. In depth discussions and hands-on lab time will provide plenty of hardware and software troubleshooting experience to help solve many possible PC problems. A review of Microsoft Operating Systems, the Windows Registry, How to Combat Spyware, Adware, Viruses and an Introduction to Home Networking are just some of the topics covered. Students will be invited to bring problem computers into class and may upgrade or build a computer if time allows. Repair manual included.

|                 |                      |             |            |
|-----------------|----------------------|-------------|------------|
| <b>CAE1000C</b> | 4/3/2012 - 6/19/2012 | 21 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM    | MTC         | \$640.00   |

### A+ CERTIFICATION CORE/OS REFRESHER

*Prerequisite: CAE1000 Computer Repair or 6 months experience in computer repair field.*

This study course will help prepare candidates to demonstrate their ability to install, configure, upgrade and repair microcomputer hardware. Students will review requirements for Comp (TIA) 2004 A+ certification for hardware and operating systems. Students will participate in "mock" computerized exams. Test dates and times will be discussed. Workbook included.

|                 |                      |             |           |
|-----------------|----------------------|-------------|-----------|
| <b>CAE1020A</b> | 3/19/2012 - 6/4/2012 | 20 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM    | MTC         | \$640.00  |

## COMPUTER GRAPHICS

### WEB PAGE DESIGN - CONCEPTS

Explore the basic concepts of HTML 4.0 (HyperText Markup Language) for web page design, development, publishing, and maintenance of a web site utilizing a text editor and Web Authoring software. Students will learn how to create basic web pages, control text and basics images, and link to other files to create a site on the WWW (World Wide Web). Textbook included.

|                 |                       |             |           |
|-----------------|-----------------------|-------------|-----------|
| <b>CGP1120B</b> | 3/19/2012 - 4/25/2012 | 10 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM     | MTC         | \$350.00  |

### WEB PAGE DESIGN - ADVANCED

*Prerequisite: CGP1120 Web Page Design or basic knowledge of HTML*  
This hands-on course will allow students to incorporate different media types and dynamic features to a web page. Students will be introduced to web standards, and the various options for controlling the look and feel of web pages, including CSS (Cascading Style Sheets). Textbook included.

|                 |                      |             |           |
|-----------------|----------------------|-------------|-----------|
| <b>CGP1130B</b> | 5/7/2012 - 6/11/2012 | 10 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM    | MTC         | \$350.00  |

## COMPUTER TECHNOLOGY

### YOUR FIRST COMPUTER CLASS

Students will be introduced to the personal computer components and how they work. In a relaxed and non-threatening environment, students will be guided through an introductory level of MS Windows operating system, computer files, data storage, and setting up an e-mail account via the Internet. In addition, students will be introduced to and learn basic skills of Microsoft Word, the most popular word processing software application. Beginners Welcome!

|                 |                       |             |           |
|-----------------|-----------------------|-------------|-----------|
| <b>CTE1000A</b> | 3/19/2012 - 4/18/2012 | 10 sessions | Days: M/W |
|                 | 2:30 PM - 4:00 PM     | WCTC        | \$210.00  |

|                 |                       |                        |           |
|-----------------|-----------------------|------------------------|-----------|
| <b>CTE1000B</b> | 3/19/2012 - 4/18/2012 | 10 sessions            | Days: M/W |
|                 | 2:30 PM - 4:00 PM     | NYIT - Challenger Hall | \$210.00  |

### COMPUTER WORKSHOP FOR SENIORS

This workshop is specifically designed and priced for senior citizens (62+). A basic introduction to the use of the computer will be offered in a friendly environment, scheduled conveniently in the afternoon. Each student will be provided with a computer for classroom use. In addition, students will be introduced to Microsoft Word, the most popular word processing software application. Class size is limited to 10 in order to offer individualized instruction.

|                 |                      |             |            |
|-----------------|----------------------|-------------|------------|
| <b>CTE1020C</b> | 3/20/2012 - 5/3/2012 | 12 sessions | Days: T/Th |
|                 | 1:00 PM - 3:00 PM    | MTC         | \$210.00   |

|                 |                      |             |            |
|-----------------|----------------------|-------------|------------|
| <b>CTE1020D</b> | 3/20/2012 - 5/3/2012 | 12 sessions | Days: T/Th |
|                 | 2:00 PM - 4:00 PM    | WCTC        | \$210.00   |

### MICROSOFT EXCEL XP/BASIC

*Prerequisite: Keyboarding and Windows experience recommended.*  
Students will be able to enter data, use formulas, format commands, develop macros, graphs, etc... Book included in tuition price.

|                 |                       |             |           |
|-----------------|-----------------------|-------------|-----------|
| <b>CTE1070B</b> | 3/19/2012 - 4/25/2012 | 10 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM     | MTC         | \$350.00  |

### MICROSOFT EXCEL XP/ADVANCED

*Prerequisite: CTE1070 Microsoft Excel XP/ Basic or equivalent training.*  
Using advanced features, students will manage large amounts of data with pivot tables and powerful functions. Create and use macros and

learn how to protect cells from other users and to validate entered data. Also learn to "grab" values from other workbooks to decrease file size. Students will purchase book if not provided in Course CTE1070.

|                 |                      |             |           |
|-----------------|----------------------|-------------|-----------|
| <b>CTE1080A</b> | 5/7/2012 - 6/11/2012 | 10 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM    | MTC         | \$320.00  |

## CONSTRUCTION TRADES

### BLUEPRINT READING

This course will enable a student to read and understand architectural building plans, produce scale drawings and list various materials needed in the construction of residential structures. Text included in tuition.

|                 |                       |             |           |
|-----------------|-----------------------|-------------|-----------|
| <b>CTR1000C</b> | 3/19/2012 - 5/16/2012 | 16 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM     | MTC         | \$430.00  |

|                 |                       |             |            |
|-----------------|-----------------------|-------------|------------|
| <b>CTR1000D</b> | 3/20/2012 - 5/17/2012 | 16 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM     | WCTC        | \$430.00   |

## NATIONAL ELECTRIC CODE 2 ★

*Prerequisite: CTR4010 Trade Electric 1, CTR4020 Trade Electric 2 and CTR4030 National Electric Code 1*

This course will deal with in depth analysis of the National Electrical Code as it pertains to specialty areas such as wiring for explosion proof locations, auto repair and spray booth locations, health care and public assembly applications, boatyards and marinas and emergency standby systems. Textbook included. Students must purchase codebook. This class is a theory class.

|                 |                       |             |           |
|-----------------|-----------------------|-------------|-----------|
| <b>CTR4040A</b> | 4/16/2012 - 6/18/2012 | 18 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM     | BTC         | \$645.00  |

## PROGRAMMABLE LOGIC CONTROLLER

*Strongly Recommended: Strong math skills, computer skills and a great imagination.*

Students will learn how to use and program a programmable logic controller. The binary number system will be explored and how it is used to power advanced control circuits. Boolean logic will be introduced and its application in PLC programming. With skills learned, students will be able to program functions into a PLC and modify control programs. This course offers hands-on learning as well as theory.

|                 |                       |             |           |
|-----------------|-----------------------|-------------|-----------|
| <b>CTR4047B</b> | 3/19/2012 - 4/30/2012 | 10 sessions | Days: M/W |
|                 | 6:30 PM - 9:30 PM     | BTC         | \$520.00  |

## SOLAR POWER 1

This course will introduce residential and commercial property owners to solar power and its many uses in our daily lives. Areas of study will include: how to utilize solar energy to create landscape lighting; how to take advantage of the multiple uses of portable solar panels, how to install a solar powered gable vent, how to install a solar powered roofing vent and how to design your own solar powered system for home or business uses. Students will even learn how to build a solar powered pool heater and cook with solar energy!

|                 |                       |             |            |
|-----------------|-----------------------|-------------|------------|
| <b>CTR4050B</b> | 3/20/2012 - 4/26/2012 | 10 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM     | BTC         | \$670.00   |

## SOLAR POWER 2

*Prerequisite: CTR4050 Solar Power 1.*  
This course continues where Solar Power 1 left off. This course will introduce students to three renewable energy solutions: solar, wind and geothermal energy. Areas of study will include topics such as theory and the practice of changing DC (Direct Current) to AC (Alternating Current); monitoring electrical output; installing converters for 120 volt appliances so they run off 6 and 12 volt batteries; installing small wind generators; and planning a solar hot air heating system that is capable of heating up to 1000 square feet. Students will also have the opportunity to visit homes that are powered by the wind and sun.

|                 |                     |             |            |
|-----------------|---------------------|-------------|------------|
| <b>CTR4055B</b> | 5/8/2012 - 6/7/2012 | 10 sessions | Days: T/Th |
|                 | 6:30 PM - 9:30 PM   | BTC         | \$670.00   |

**COSMETOLOGY/APPEARANCE  
ENHANCEMENT PROGRAMS**

**STATE BOARD PREP FOR THE NEW STATE BOARD  
COSMETOLOGY EXAM**

This course is designed for individuals who have completed the 1,000 hours for licensing, but never took the New York State Cosmetology Licensing Exam. The New York State Cosmetology practical exam was changed as of September 2007. All skills required for this exam will be demonstrated and practiced. Students must supply their own tools. Mannequin and review text included in tuition.

|                 |  |                    |                     |
|-----------------|--|--------------------|---------------------|
| <b>EPR1010B</b> | 3/20/2012 - 5/29/2012<br>6:30 PM - 9:30 PM | 10 sessions<br>MTC | Days: T<br>\$460.00 |
|-----------------|--|--------------------|---------------------|

**BE A MAKE-UP ARTIST**

If you are contemplating a career as a professional make-up artist, this class will prove invaluable. Topics of discussion will include: how to handle cosmetics and tools professionally, how to relate professionally to a client, how to work for a magazine or advertising agency, how to put a book together, and what sort of job opportunities are available in this exciting field.

|                 |  |                   |                        |
|-----------------|--|-------------------|------------------------|
| <b>EPR3010B</b> | 3/20/2012 - 3/29/2012<br>6:30 PM - 9:30 PM | 4 sessions<br>MTC | Days: T/Th<br>\$210.00 |
|-----------------|--|-------------------|------------------------|

**BE A MAKE-UP ARTIST 2**

*Prerequisite: EPR3010 Be a Make-Up Artist.*  
In this advanced class students will learn various techniques used by a make-up artist. Topics to include: daytime and natural make-up application, business/professional make-up techniques, evening, high fashion and wedding make-up. Emphasis will be on color placement and application and how to create unique individual looks for your client.

|                 |   |                   |                        |
|-----------------|---|-------------------|------------------------|
| <b>EPR3020B</b> | 4/3/2012 - 4/19/2012<br>6:30 PM - 9:30 PM | 4 sessions<br>MTC | Days: T/Th<br>\$210.00 |
|-----------------|---|-------------------|------------------------|

**BE A MAKE-UP ARTIST 3**

*Prerequisite: EPR3010 and EPR3020.*  
This is an advanced make-up class that will cover topics such as: wedding make-up, introduction to theatre make-up, and hands on applications using various techniques. Students will also review topics such as: style, basic skills and techniques and product knowledge.

|                 |   |                   |                        |
|-----------------|---|-------------------|------------------------|
| <b>EPR3030B</b> | 4/24/2012 - 5/3/2012<br>6:30 PM - 9:30 PM | 4 sessions<br>MTC | Days: T/Th<br>\$210.00 |
|-----------------|---|-------------------|------------------------|

**HERE COMES THE BRIDE**

This makeup course focuses on the beautiful bride – and the wedding party – with special attention to skin tone, color theory, looking one's best when walking down the aisle and being photographed and videotaped. Modern preferences are emphasized, as well as bridal makeup application techniques that work for brides of different ages and fashion philosophies. From the big-city black tie extravaganza to a beautiful waterfront ceremony, every bride deserves to look her best and this course will help you make sure she does.

|                 |   |                   |                        |
|-----------------|---|-------------------|------------------------|
| <b>EPR3050B</b> | 5/8/2012-5/10/2012<br>6:30 PM - 9:30 PM | 2 sessions<br>MTC | Days: T/Th<br>\$150.00 |
|-----------------|---|-------------------|------------------------|

**BRAIDING AND UP DO'S**

This is a great opportunity for anyone who has wanted to know how to do French braids, fishtail braids, four strand braids, cornrows and twists. Students will also learn how to perform basic up do's.

|                 |  |                   |                       |
|-----------------|--|-------------------|-----------------------|
| <b>EPR5010A</b> | 4/23/2012-4/26/2012<br>6:00 PM - 8:00 PM | 2 sessions<br>BTC | Days: M/W<br>\$150.00 |
|-----------------|--|-------------------|-----------------------|

**MANICURING**

Maintain your own fingernails like a professional. Learn manicuring, proper filing, polish application, paraffin dips, basic nail art and how to repair broken nails.

|                 |  |                   |                       |
|-----------------|--|-------------------|-----------------------|
| <b>EPR5020A</b> | 5/7/2012-5/9/2012<br>6:00 PM - 8:00 PM | 2 sessions<br>BTC | Days: M/W<br>\$150.00 |
|-----------------|--|-------------------|-----------------------|

**FACIAL ACADEMY 1**

Is the weather and stress taking its toll on your skin? Do you want younger looking skin? Learn what kitchen products you can use to perform a facial. This course can also serve as an introduction to a career in professional skin care. Enroll today so you can slow down the aging process.

|                 |  |                   |                        |
|-----------------|--|-------------------|------------------------|
| <b>EPR6010A</b> | 4/17/2012-4/24/2012<br>6:30 PM - 9:30 PM | 3 sessions<br>MTC | Days: T/Th<br>\$175.00 |
|-----------------|--|-------------------|------------------------|

**FACIAL ACADEMY 2**

*Prerequisite: EPR6010A.* In this intermediate class students will learn various techniques used by estheticians. Students will study the skin, formulate cleansers and specialty masks and learn the art of basic facial massage.

|                 |   |                   |                        |
|-----------------|---|-------------------|------------------------|
| <b>EPR6020A</b> | 5/8/2012 - 5/15/2012<br>6:30 PM - 9:30 PM | 3 sessions<br>MTC | Days: T/Th<br>\$175.00 |
|-----------------|---|-------------------|------------------------|

**CULINARY ARTS**

**PASTRY ARTS AND BAKING**

Start a new career in Pastry Arts and Baking or learn to bake like a professional. Through this in-depth hands-on course, students will learn the techniques used by pastry chefs to produce a variety of gourmet breads and desserts. The course will teach students professional Pastry Arts and Baking while producing a variety of baked goods, from basic quick breads to professional layer cakes. Topics covered will include: breads, pastries, cookies, pies, cakes, soufflés, custards and more. Develop baking skills that you can use in a professional baking environment. Textbook included in tuition.

|                 |   |                    |                       |
|-----------------|---|--------------------|-----------------------|
| <b>CUA1000B</b> | 3/19/2012 - 6/6/2012<br>6:30 PM - 9:30 PM | 21 sessions<br>ICC | Days: M/W<br>\$970.00 |
|-----------------|---|--------------------|-----------------------|

**CAKE DECORATING**

Learn how to professionally decorate cakes. In this class you will learn flowers, borders, and piping skills using butter cream, royal icing, rolled fondant and how to properly build and ice a cake. If you are interested in learning how to decorate like the chefs do then this is the class for you!

|                 |  |                     |                       |
|-----------------|--|---------------------|-----------------------|
| <b>CUA1100A</b> | 3/20/2012 - 4/26/2012<br>6:00 PM - 9:00 PM | 10 sessions<br>WCTC | Days: M/W<br>\$530.00 |
|-----------------|--|---------------------|-----------------------|

**ITALIAN COOKING**

This series provides an introduction to Italian cooking and the chance to prepare complete meals representative of Italy's gastronomic regions. Together we will explore typical ingredients and techniques including the preparation of pasta and sauces, soups, fresh vegetables, meats and other classic specialties. The skills learned in these classes will serve as the base on which you can build a repertoire of Italian dishes.

|                 |   |                   |                     |
|-----------------|---|-------------------|---------------------|
| <b>CUA3010B</b> | 5/1/2012 - 5/29/2012<br>6:30 PM - 9:30 PM | 5 sessions<br>ICC | Days: T<br>\$220.00 |
|-----------------|---|-------------------|---------------------|

**MAIN COURSE COOKING**

Students will create exciting beef, poultry, seafood and pork/veal entrees, sauces, and accompanying vegetable and grain side dishes. The latest trends in food, nutrition and techniques are highlighted as students learn to grill, braise, poach and sauté. Proper seasoning and garnishing are demonstrated and applied to restaurant-quality entrees and side dishes.

|                 |  |                   |                     |
|-----------------|--|-------------------|---------------------|
| <b>CUA3020C</b> | 3/20/2012 - 4/24/2012<br>6:30 PM - 9:30 PM | 5 sessions<br>ICC | Days: T<br>\$220.00 |
|-----------------|--|-------------------|---------------------|

**VEGETARIAN COOKING**

Join our professional chef for informative discussions about the nutritional value and health supportive qualities of a natural foods diet and vegetarian cookery. Each class will provide practical preparation information and delicious recipes that are quick, nutritious and easy to prepare.

|                 |  |                   |                      |
|-----------------|--|-------------------|----------------------|
| <b>CUA3030A</b> | 3/22/2012 - 4/26/2012<br>6:30 PM - 9:30 PM | 5 sessions<br>ICC | Days: Th<br>\$220.00 |
|-----------------|--|-------------------|----------------------|

**TAPAS**

Learn, cook and taste Spain's rich tradition of tapas. Become familiar with essential items used for tapas that are regularly found in a Spanish pantry and prepare traditional tapas dishes including soup, vegetable, meat and seafood dishes. This is a perfect class for beginners to learn a unique culinary specialty and gain insight on the cutting edge of one of today's hottest culinary trends.

|                 |  |                   |                      |
|-----------------|--|-------------------|----------------------|
| <b>CUA3050B</b> | 3/22/2012 - 4/26/2012<br>6:30 PM - 9:30 PM | 5 sessions<br>MTC | Days: Th<br>\$225.00 |
|-----------------|--|-------------------|----------------------|

**HEALTH CAREERS**

**EKG TECHNICIAN**

*Prerequisite: U.S. High School Diploma or Equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration.*  
Students will learn all electrocardiograph techniques, including the operation of EKG equipment, techniques of tracing, basic interpretations, specialized procedures related to EKG, and proper mounting. This course is designed to prepare the successful completer for a potential entry-level position as an EKG technician. Completers are eligible to take the AAAHP certification exam at an additional cost payable to the testing agency. Text included in tuition.

|                 |  |                    |                        |
|-----------------|--|--------------------|------------------------|
| <b>HCA1130C</b> | 4/3/2012 - 6/14/2012<br>6:30 PM - 10:00 PM | 20 sessions<br>BTC | Days: T/Th<br>\$910.00 |
|-----------------|--|--------------------|------------------------|

**PHLEBOTOMY**

*Prerequisite: U.S. High School Diploma or Equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration.*  
This course is geared toward people already in the medical field who wish to add this skill to their areas of expertise. Each student will learn procedures of finger puncture and venous blood drawing to obtain blood samples for analysis. These skills will enable a completer to be more diversified in a highly demanding health care field. Students are required to draw blood on each other. Anyone on anticoagulant medications must call for information before registering. Students can be certified in phlebotomy after being employed for 250 clinical hours in the workplace. Lab coat required. Text included in tuition. It is recommended that all students have the hepatitis B vaccine.  
*A CAREER TRAINING LOAN OR PARTIAL PAYMENT PLAN IS AVAILABLE.*

|                 |  |                    |                          |
|-----------------|--|--------------------|--------------------------|
| <b>HCA1140C</b> | 4/3/2012 - 6/14/2012<br>6:30 PM - 10:00 PM | 20 sessions<br>BTC | Days: T/Th<br>\$1,010.00 |
|-----------------|--|--------------------|--------------------------|

|                 |  |                     |                          |
|-----------------|--|---------------------|--------------------------|
| <b>HCA1140D</b> | 4/3/2012 - 6/14/2012<br>6:30 PM - 10:00 PM | 20 sessions<br>WCTC | Days: T/Th<br>\$1,010.00 |
|-----------------|--|---------------------|--------------------------|

**MEDICAL OFFICE BILLER/CODER – DAY**

*Prerequisite: U.S. High School Diploma or Equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration.*  
This course is designed for the student who wishes to seek employment in a medical office, insurance and/or billing company setting. The following topics will be covered: medical terminology, anatomy and physiology, health insurance coverage and the fundamental operations of a medical office. Diagnosis and procedure coding will also be covered, so students will learn how proper reimbursement can be obtained from various insurance companies such as: employer provided insurance, disability insurance, Medicare, Medicaid, and Workman's Compensation. Students will also review alternative medical treatments as they relate to coding and billing. Throughout the course, students will work independently to learn how to use the Medical Manager software program. Upon successful completion of the program, students will be eligible to take the AAAHP certification exam at an additional cost payable to the testing agency. Students are required to have a high school diploma or GED and some computer skills. Textbook included.  
*A CAREER TRAINING LOAN OR PARTIAL PAYMENT PLAN IS AVAILABLE. This course is offered three days per week.*

|                 |  |                    |                            |
|-----------------|--|--------------------|----------------------------|
| <b>HCA1175C</b> | 3/20/2012 - 6/13/2012<br>9:00 AM - 1:00 PM | 35 sessions<br>MTC | Days: T/W/Th<br>\$1,940.00 |
|-----------------|--|--------------------|----------------------------|

|                 |  |                     |                            |
|-----------------|--|---------------------|----------------------------|
| <b>HCA1175D</b> | 4/17/2012 - 6/19/2012<br>9:00 AM - 2:00 PM | 28 sessions<br>WCTC | Days: T/W/Th<br>\$1,940.00 |
|-----------------|--|---------------------|----------------------------|

**HEALTHCARE COMMON PROCEDURE CODING  
FOR THE HOSPITAL**

*Prerequisite: U.S. High School Diploma or Equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration.*  
Students must be credentialed as a Biller/Coder, have completed a course in Billing and Coding or be employed in the field as a Biller/Coder. This course is designed for the student who wishes to find employment in the hospital setting. Topics covered include; medical terminology for the hospital setting, administrative and insurance procedures and in-patient and hospital coding.

|                 |   |                    |                       |
|-----------------|---|--------------------|-----------------------|
| <b>HCA1183A</b> | 3/19/2012 - 4/25/2012<br>6:00 PM - 10:00 PM | 10 sessions<br>BTC | Days: M/W<br>\$325.00 |
|-----------------|---|--------------------|-----------------------|

**DENTAL BILLING AND CODING**

*Prerequisite: U.S. High School Diploma or Equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration.*  
This course is designed for the medical biller who wishes to become proficient in both medical and dental billing. This course can also benefit the current dental assistant/clinical technician interested in gaining the necessary skills in order to cover the administrative side of a dental office. The objective of this course is to teach billing and coding for the dental office environment including dental specialties such as oral surgery. Emphasis on ADA (American Dental Association) codes, key terminology, insurance guidelines, practices and procedures along with patient interaction will be covered in detail.

|                 |  |                    |                       |
|-----------------|--|--------------------|-----------------------|
| <b>HCA1185A</b> | 4/30/2012 - 6/4/2012<br>6:00 PM - 10:00 PM | 10 sessions<br>BTC | Days: M/W<br>\$325.00 |
|-----------------|--|--------------------|-----------------------|

**NURSE ASSISTANT – DAY**

*Prerequisite: U.S. High School Diploma or Equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration.*  
This course offers instruction in basic nurse assistant theory and skills necessary to provide care to clients in health care institutions and agencies. Content includes basic patient care, nutrition, vital signs, and aseptic techniques. All students are required to have a complete physical examination and must purchase the designated uniform. Clinical practice immediately follows the classroom instruction. Classroom and clinical course requirements and hours must be successfully completed in order to receive a BOCES certificate. Completers are eligible to take the NYS Nurse Assistant Certification Examination at an additional cost payable to the testing agency. Candidates must have a valid Social Security card in order to take this examination. Please note that all end dates of courses are approximated. Additional costs: approximately \$175.  
*A CAREER TRAINING LOAN OR PARTIAL PAYMENT PLAN IS AVAILABLE. This course is offered Monday through Friday during the day.*

|                 |  |                                    |                                |
|-----------------|--|------------------------------------|--------------------------------|
| <b>HCA1300B</b> | 5/14/2012 - 6/29/2012<br>8:00 AM - 2:30 PM | 25 sessions<br>NYIT - Kennedy Hall | Days: M/T/W/Th/F<br>\$1,285.00 |
|-----------------|--|------------------------------------|--------------------------------|

**For information about  
LPN & Health Careers  
CALL:**

**631-582-2387**

**CASE MANAGEMENT**

This course will provide the knowledge and essentials of the case management process for the health care professionals (RN's or LPN's) who are interested in entering this specialty. Covered material will include: managed care for hospitals, nursing home and home care. Professional practice, patient's rights, peer review, informal consent and legal issues will be reviewed. The process and information for certification requirements will be covered. At the completion of the course, students will have assistance in preparation for the Case Management Certification examination.

|                 |  |                                   |                     |
|-----------------|--|-----------------------------------|---------------------|
| <b>HCA3380A</b> | 3/28/2012 - 4/25/2012<br>5:30 PM - 8:30 PM | 4 sessions<br>NYIT - Kennedy Hall | Days: W<br>\$225.00 |
|-----------------|--|-----------------------------------|---------------------|

**HEATING, REFRIGERATION &  
AIR CONDITIONING**

**AUTOMATIC HEATING BASIC BURNERS & CONTROLS**  
This program of domestic automatic oil heating sources with applicable electrical circuitry will introduce the student to actuators, fuels, pumps, combustion chambers, adjusting and testing. The theory of energy conservation will also be discussed. Textbook included in tuition.

|                 |  |                    |                        |
|-----------------|--|--------------------|------------------------|
| <b>HRA1000C</b> | 3/20/2012 - 5/17/2012<br>6:30 PM - 9:30 PM | 16 sessions<br>BTC | Days: T/Th<br>\$530.00 |
|-----------------|--|--------------------|------------------------|

**AUTOMATIC HEATING ADVANCED**

*Prerequisite: HRA1000 Automatic Heating Basic Burners and Controls or equivalent trade experience.*  
This course is a continuation of Basic Burners and Controls. Instruction will include line and low voltage circuit wiring, hot water systems, steam systems, warm air systems, indirect water heating, pool heating, sizing for heating loss, troubleshooting and customer relations. This course will focus on the NORA certification tests (Bronze/Silver). Students may sit for certification exam which will be held off-site. Textbook must be purchased if student did not attend Course HRA 1000.

|                 |  |                    |                       |
|-----------------|--|--------------------|-----------------------|
| <b>HRA1010B</b> | 3/19/2012 - 5/21/2012<br>6:30 PM - 9:30 PM | 16 sessions<br>BTC | Days: M/W<br>\$460.00 |
|-----------------|--|--------------------|-----------------------|

**REFRIGERATION & AIR CONDITIONING 1**

This introductory course will develop the student's knowledge and understanding of the principles of refrigeration and its application to the processing of air. Curriculum consists of 50% hands-on and 50% theory. Students will be required to supply their own hand tools. A list will be distributed the first night of class. All materials, supplies and text included in tuition.

|                 |  |                    |                       |
|-----------------|--|--------------------|-----------------------|
| <b>HRA2000C</b> | 4/2/2012 - 6/4/2012<br>6:00 PM - 9:00 PM | 16 sessions<br>MTC | Days: M/W<br>\$650.00 |
|-----------------|--|--------------------|-----------------------|

**REFRIGERATION & AIR CONDITIONING  
TRADE ELECTRIC**

*Prerequisite: HRA2000 Refrigeration & Air Conditioning 1 or trade experience.*  
This electrical theory course covers schematic symbols, reading schematic and wire diagrams, meters usage and the operation and selection of electrical controls used on refrigeration and air conditioning equipment. Limited "hands-on" activity. Textbook included. This course is a must for refrigeration students.

|                 |  |                   |                       |
|-----------------|--|-------------------|-----------------------|
| <b>HRA2020A</b> | 3/19/2012 - 4/18/2012<br>6:30 PM - 9:30 PM | 8 sessions<br>MTC | Days: M/W<br>\$360.00 |
|-----------------|--|-------------------|-----------------------|

**REFRIGERATION & AIR CONDITIONING SERVICE TECH  
REFRESHER / TEST PREP**

Passing the EPA exam is mandatory for all technicians who service, maintain and repair commercial refrigeration and air conditioning equipment (effective November 14, 1994). This EPA Technician Certification Exam is approved by the EPA to certify technicians in accordance with Section 608 of the Clean Air Act. Seminars include a Self Study Manual containing 20 sample questions, 200 focused study questions and text on Types I, II and III certification and the core. This class will prepare students for the certification examination.

|                 |   |                   |                        |
|-----------------|---|-------------------|------------------------|
| <b>HRA2030B</b> | 5/8/2012 - 5/10/2012<br>6:30 PM - 9:30 PM | 2 sessions<br>MTC | Days: T/Th<br>\$130.00 |
|-----------------|---|-------------------|------------------------|

**EPA TECHNICIAN CERTIFICATION EXAM**

Bring all prior certification to the exam.

|                 |   |                  |                    |
|-----------------|---|------------------|--------------------|
| <b>HRA2040B</b> | 5/15/2012 - 5/15/2012<br>6:00 PM - 10:00 PM | 1 session<br>MTC | Days: T<br>\$80.00 |
|-----------------|---|------------------|--------------------|

**COMPREHENSIVE REFRIGERATION /  
AIR CONDITIONING REPAIR – DAY**

This course will take students through all of the theory and concepts normally taught in the individual refrigeration courses, but in an overall shorter time. This course will require note taking and some home study. Included in the course curriculum are green concepts such as air distribution, air quality and filtration, economizers, heat pumps and conservation. Students will sit for the EPA Refrigeration Certification test. Includes 2 textbooks, a review book, and the fee for the EPA exam. A tool list will be provided during the first class.  
*A CAREER TRAINING LOAN OR PARTIAL PAYMENT PLAN IS AVAILABLE. This course is offered four days per week.*

|                 |   |                    |                              |
|-----------------|---|--------------------|------------------------------|
| <b>HRA2055A</b> | 3/19/2012-5/7/2012<br>9:00 AM - 1:00 PM | 25 sessions<br>MTC | Days: M/T/W/Th<br>\$1,850.00 |
|-----------------|---|--------------------|------------------------------|

**INFORMATIVE & ENTERPRISING**

**PUBLIC SPEAKING WORKSHOP**

This course is designed to help students learn the art of communication. Students will learn the skills and develop the confidence needed to rise to any speaking occasion. This course will focus on body language, eye contact, vocal projection and confidence. Through interactive exercises, participants will learn strategies for delivering a strong, clear message, whether to a single listener or to an audience of 100.

|                 |   |                   |                       |
|-----------------|---|-------------------|-----------------------|
| <b>IEN1000B</b> | 3/19/2012 - 4/2/2012<br>6:30 PM - 9:30 PM | 4 sessions<br>BTC | Days: M/W<br>\$120.00 |
|-----------------|---|-------------------|-----------------------|

**CERTIFIED PERSONAL TRAINER**

The Certified Personal Trainer (CPT) program aligns both clinical exercise and practical health and fitness coursework, ultimately allowing students to earn nationally recognized certification from the International Sports and Science Association after completing certification requirements. This certification is included in the tuition. Course topics will include: anatomy, kinesiology, injury prevention, supplementation and nutrition, as well as weight and strength training.  
*A CAREER TRAINING LOAN OR PARTIAL PAYMENT PLAN IS AVAILABLE.*

|                 |  |                    |                          |
|-----------------|--|--------------------|--------------------------|
| <b>IEN3000B</b> | 3/20/2012 - 6/14/2012<br>6:30 PM - 9:30 PM | 24 sessions<br>MTC | Days: T/Th<br>\$1,280.00 |
|-----------------|--|--------------------|--------------------------|

**HEART ASSOCIATION CERTIFIED CPR WORKSHOP**

This course will cover recognizing and caring for respiratory and cardiac emergencies in adults. It will also present information on living a healthy life and preventing heart disease. Successful completion of the course will result in American Heart Association certification. A written and hand-on exam will be given.

|                 |  |                  |                    |
|-----------------|--|------------------|--------------------|
| <b>IEN3010B</b> | 4/23/2012 - 4/23/2012<br>6:00 PM - 9:00 PM | 1 session<br>BTC | Days: M<br>\$90.00 |
|-----------------|--|------------------|--------------------|

|                 |  |                  |                    |
|-----------------|--|------------------|--------------------|
| <b>IEN3010C</b> | 5/14/2012 - 5/14/2012<br>6:00 PM - 9:00 PM | 1 session<br>BTC | Days: M<br>\$90.00 |
|-----------------|--|------------------|--------------------|

**LANGUAGES**

**AMERICAN SIGN LANGUAGE 1**

This course is designed to introduce sign language, the visual-gestural language of the hearing impaired. It will incorporate basic non-verbal communication techniques, vocabulary, grammar principles, conversational skills and finger spelling. Text included.

|                 |  |                     |                     |
|-----------------|--|---------------------|---------------------|
| <b>LAN1000B</b> | 3/20/2012 - 5/29/2012<br>6:30 PM - 9:30 PM | 10 sessions<br>WCTC | Days: T<br>\$300.00 |
|-----------------|--|---------------------|---------------------|

**AMERICAN SIGN LANGUAGE 2**

This course is designed for those students who have completed LAN1000. Students will continue to explore and expand their non-verbal communication techniques, vocabulary, grammar principles, and conversational skills.

|                 |  |                     |                      |
|-----------------|--|---------------------|----------------------|
| <b>LAN1010A</b> | 3/22/2012 - 5/31/2012<br>6:30 PM - 9:30 PM | 10 sessions<br>WCTC | Days: Th<br>\$300.00 |
|-----------------|--|---------------------|----------------------|

**SPANISH 1**

This course is designed for individuals who need to communicate on a daily basis with Spanish speakers. Emphasis will be placed on words and phrases helpful in giving pertinent information to customers, co-workers and individuals from the Hispanic community. Textbook included.

|                 |   |                     |                     |
|-----------------|---|---------------------|---------------------|
| <b>LAN2000B</b> | 3/27/2012 - 6/5/2012<br>6:30 PM - 9:30 PM | 10 sessions<br>WCTC | Days: T<br>\$260.00 |
|-----------------|---|---------------------|---------------------|

**SPANISH FOR HEALTH CAREERS**

This course is especially designed to teach health professionals how to communicate in Spanish with their patients. Students will learn about body parts, medical terminology, personal identification, how to gather vital information, including information necessary to give a diagnosis, how to write in Spanish, how to give orders to patients, how to communicate with family members and how to administer and prescribe treatment. You will clearly communicate with your Spanish speaking patients within a few weeks.

|                 |   |                    |                      |
|-----------------|---|--------------------|----------------------|
| <b>LAN2050B</b> | 3/22/2012 - 6/7/2012<br>6:30 PM - 9:30 PM | 11 sessions<br>BTC | Days: Th<br>\$470.00 |
|-----------------|---|--------------------|----------------------|

**LITERACY**

**GED PREPARATION – IMPROVE YOUR  
TEST TAKING SKILLS**

Learn how to sharpen your skills to build a strong foundation for passing the Official Practice Test. The Official Practice Test is one of the steps needed in preparing for the GED exam.

|                 |   |                    |                      |
|-----------------|---|--------------------|----------------------|
| <b>LIT1000A</b> | 3/19/2012 - 4/2/2012<br>6:30 PM - 9:30 PM | 5 sessions<br>NYIT | Days: M/W<br>\$25.00 |
|-----------------|---|--------------------|----------------------|

|                      |
|----------------------|
| <b>LIT1000B&lt;/</b> |
|----------------------|

**PRIVATE PILOT**

This is a great opportunity for anyone interested in becoming a pilot to complete the ground portion of their training. It is useful for those interested in learning how to fly either as a hobby or as a career. This course will prepare the student to pass the private pilot aeronautical knowledge written exam as required by FAA. Aerodynamics, aircraft systems, air traffic control and aviation weather will also be covered. After successful completion (80%+), the student will receive an endorsement from the course instructor that will allow him/her to take the private pilot knowledge exam. Textbooks and navigation plotter is included in tuition.

**TTE2000B**

3/20/2012 - 5/29/2012 10 sessions Days: T  
6:30 PM - 9:30 PM MTC \$320.00

**MOTORCYCLE REPAIR 4 STROKE TOP END REBUILD**

Students will review basic 4-stroke engine theory. Areas covered include: engine teardown, assembly and troubleshooting. A complete valve job and cylinder boring will be demonstrated.

**TTE4010A**

3/20/2012 - 4/26/2012 10 sessions Days: T/Th  
6:30 PM - 9:30 PM MTC \$320.00

**WELDING**

**ADVANCED SHIELDED METAL ARC**

*Prerequisite: WEL1010 Shielded Metal Arc or WEL1050 Comprehensive Welding*  
This course is designed for the students who have the basic knowledge and skill in Arc Welding and wish to improve their skills in out of position welding. There will be an emphasis to familiarize students with structural welding and the American Welding Society (AWS) D1.1 standard. Class size is limited to 12 students.

**WEL1015B**

5/7/2012 - 6/18/2012 12 sessions Days: M/W  
6:30 PM - 9:30 PM MTC \$600.00

**TIG / MIG - BEGINNER**

In this introductory course in machine set-up and operation of these two welding procedures, students will learn beginning TIG (heli-arc), stainless and aluminum in all positions, and beginning MIG which will cover welding of mild steel. Class size limited to 12 students.

**WEL1030C**

3/20/2012 - 5/3/2012 12 sessions Days: T/Th  
6:30 PM - 9:30 PM ICC \$600.00

**ADVANCED TIG**

*Prerequisite: WEL1030 - Tig/Mig or WEL1050 Comprehensive Welding*  
This advanced course is designed to teach students who have basic knowledge of Tig welding and wish to improve their skills in welding aluminum, stainless steel and steel tubing to the American Welding Society (AWS) D17.1 standard. Students completing this program can seek employment in industries such as aerospace, marine, automotive, pharmaceutical, nuclear and many others.

**WEL1035B**

5/8/2012 - 6/14/2012 12 sessions Days: T/Th  
6:30 PM - 9:30 PM ICC \$600.00

**COMPREHENSIVE WELDING**

Experienced welders are in high demand on Long Island. Students will learn the fundamentals of shielded metal arc, tig/ mig and oxy-acetylene welding as described in Welding 1010 and 1030. Employment opportunities, as well as preparation for job interviews, will be discussed. Completing students will have the basic skills necessary to break into this exciting and essential trade area. Text included. Class size is limited to 12 students.

*A CAREER TRAINING LOAN OR PARTIAL PAYMENT PLAN IS AVAILABLE.*

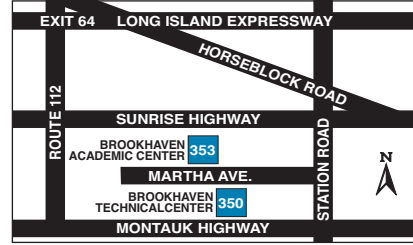
**WEL1050D**

3/19/2012 - 6/20/2012 25 sessions Days: M/W  
6:30 PM - 9:30 PM ICC \$1,310.00

**WEL1050E**

3/20/2012 - 6/19/2012 25 sessions Days: T/Th  
6:30 PM - 9:30 PM MTC \$1,310.00

**FACILITY LOCATIONS**

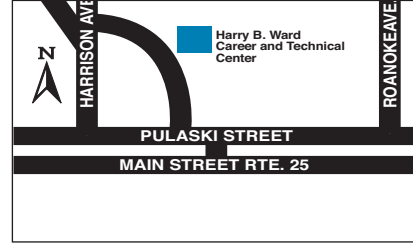


**BROOKHAVEN TECHNICAL CENTER (BTC)**

8 am - 4 pm 631/286-6585 • 6 pm - 9 pm 631/286-6588

Sunrise Hwy. to Exit 56, Station Rd. South on Station Rd. (100 ft.), turn right after diner onto Martha Ave. Brookhaven Technical Center is first building on the left.

Brookhaven Technical Center  
350 Martha Avenue, Bellport NY 11713  
631/286-6585



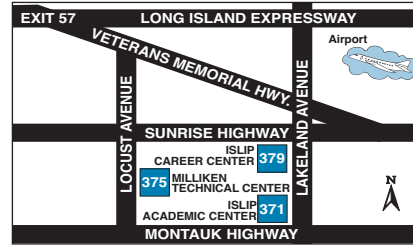
**HARRY B. WARD CAREER AND TECHNICAL CENTER (WCTC)**

8 am - 4 pm 631/369-7567 • 6 pm - 9 pm 631/369-8104

LIE east to Exit 73 (last exit). Take Route 58 east (Old Country Rd.) to Harrison Ave. Right onto Harrison, left onto School St. (first left); around curve to Harry B. Ward Career and Technical Center; turn left to enter driveway.

From Routes 51, 104 and 24: Go around traffic circle to Peconic Ave.; north to Main St.; left on Main St.; right at first traffic light (Griffing Ave.); follow Griffing to N. Griffing to Harry B. Ward Career and Technical Center.

H. B. Ward Career and Technical Center  
974 North Griffing Avenue, Riverhead NY 11901  
631/369-7567

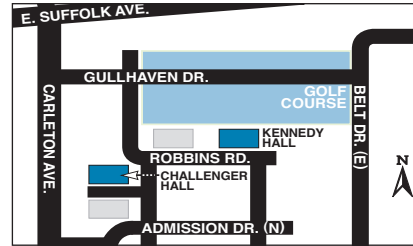


**EDWARD J. MILLIKEN TECHNICAL CENTER (MTC)**

8 am - 4 pm 631/244-5893 • 6 pm - 9 pm 631/244-5887

Heading east: Sunrise Hwy. to exit 48-Locust Ave.; turn right onto Locust Ave. and continue 0.7 mi. to Edward J. Milliken Technical Center on left side.  
Heading west: Sunrise Hwy. to exit 48-Locust Ave.; turn left and continue 0.7 mi. to Edward J. Milliken Technical Center on left side.

Islip Career Center  
379 Locust Avenue, Oakdale NY 11769  
Edward J. Milliken Technical Center  
375 Locust Avenue, Oakdale NY 11769  
631/244-5893



**NEW YORK INSTITUTE OF TECHNOLOGY**

For information call: Challenger Hall 631/234-7860 • Kennedy Hall 631/582-2387

From the west: LIE to Exit 56, Route 111 south. Bear left onto Wheeler Rd. (County Rd. 17); continue south 2.5 mi. to campus. If approaching from Southern State Pkwy. turn off at Exit 43A (Central Islip, County Rd. 17 north) and proceed north to campus.

From the east: LIE to Exit 58 south, Old Nicolls Rd.; travel west on Suffolk Ave. (County Rd. 100) to Carleton Ave.; proceed south for 1 mi. to campus. If approaching from Sunrise Hwy. (Route 27), turn off at Carleton Ave. and proceed north on Carleton 1.5 mi. to campus.

New York Institute of Technology  
300 Carleton Avenue, Central Islip, NY 11722



**REGISTER ON-LINE**

[www.esboces.org/AEV](http://www.esboces.org/AEV)

"Be Smart Register On-Line"

Look for our Fall catalog in your mailbox in July

**CAREER TECHNICAL EDUCATION UPCOMING EVENTS**

**SUMMER CAREER EXPLORATION PROGRAM**

The Career and Technical Education Program of Eastern Suffolk BOCES will be hosting a Summer Career Exploration Program. This Program will provide students in grades 8-10 with the opportunity to learn more about a variety of challenging and lucrative career options. Students can choose from the following course offerings:

- |                         |                       |                           |
|-------------------------|-----------------------|---------------------------|
| <b>Audio Technology</b> | <b>Cosmetology</b>    | <b>Health Occupations</b> |
| <b>Automotive</b>       | <b>Culinary Arts</b>  | <b>Photography</b>        |
| <b>Canine Careers</b>   | <b>Dramatic Arts</b>  | <b>Transportation</b>     |
| <b>Commercial Art</b>   | <b>Floral Arts</b>    | <b>TV Production</b>      |
|                         | <i>And Many More!</i> |                           |

For more information contact Robert Van Brunt (631) 419-1628 or by email at [rvanbrun@esboces.org](mailto:rvanbrun@esboces.org)

**HIGH SCHOOL CAREER & TECHNICAL EDUCATION OPEN HOUSE**

Come visit Career & Technical Education Programs at Eastern Suffolk BOCES  
**Wednesday, February 8, 2012 • 6:30 PM - 8:00 PM**  
(Snow date: Thursday, February 9, 2012)

For more info: Call (631) 244-5815

**TTE6000 - ADAPTIVE DRIVER TRAINING**

Eastern Suffolk BOCES is a **Regional Adaptive Driver Training Center** that evaluates, trains and re-trains individuals who have encountered **physical and neurological limitations**. Priority is given to referrals from the Adult Career Continuing Education Services (ACCES) and school districts.

**INSTRUCTORS ARE:**  
• HIGHLY QUALIFIED, EXPERIENCED & NEW YORK STATE CERTIFIED

**AUTOS & VANS ARE:**  
• EQUIPPED WITH APPROPRIATE ADAPTIVE DRIVING EQUIPMENT (IF NECESSARY)

**WE HAVE:**  
• OVER 25 YEARS OF EXPERIENCE AS THE REGIONAL ADAPTIVE DRIVER TRAINING PROGRAM IN SUFFOLK COUNTY

**WE OFFER:**  
• INDIVIDUALIZED ASSESSMENTS AND INSTRUCTION  
• SENIOR CITIZEN RE-ASSESSMENT ALSO AVAILABLE  
• DRIVER TRAINING

**A HIGH-TECH VAN IS USED TO EVALUATE AND TRAIN WHEELCHAIR BOUND INDIVIDUALS**

Referrals are accepted, including: ACCES, school districts, insurance companies, Veteran's Administration, hospitals, physicians and self-referrals.

**\* FEES \***

**DRIVING EVALUATIONS:** \$150.00 per hour (1-3 hours)  
**TRAINING:** \$95.00 per hour (1-2 hour sessions)  
**DRIVER TRAINING:** \$65.00 per lesson  
(Subject to Change)

**SCHEDULE:**

**Monday - Saturday**  
**Open Enrollment**  
**Year Round Training**  
**Day & Evening Instruction Available**  
**Home Pick-Up Available at an Additional Cost**

**For further details, and scheduling please call (631) 244-5885 to arrange an appointment.**



**Attention Parents**

- Did you know that students enrolled in Career and Technical Education programs offered by Eastern Suffolk BOCES:
- Have an opportunity to gain College level credit in over 100 different colleges
  - Learn academic content through practical applications
  - Perform better on Math and Science Regents Examinations than their peers
  - Practice life skills that apply to all careers
  - Gain workplace readiness skills
  - Focus their studies that can help lead them to a career
  - Participate in programs that use industry-standard technology
  - Gain first-hand experience in a career area while still in high school

For more information or to arrange a tour, please feel free to contact us at (631) 244-5815 or email us at [powertosucceed@esboces.org](mailto:powertosucceed@esboces.org)



Eastern Suffolk BOCES Board and Administration

**President**  
Lisa Israel

**Vice President**  
Sandra Townsend

**Member and Clerk**  
Fred Langstaff

**Members**

|                         |                   |
|-------------------------|-------------------|
| Pamela Bethel           | Susan Lipman      |
| Walter Wm. Denzler, Jr. | Joseph LoSchiavo  |
| Stephen Dewey, Ph.D.    | Anne Mackesey     |
| Chris Garvey            | William K. Miller |
| Katherine J. Heinlein   | Jeffrey Smith     |
| William Hsiang          | John Wyche        |

**Chief Operating Officer**  
Gary D. Bixhorn

**Deputy Superintendent**  
Julie Davis Lutz, Ph.D. ~ Educational Services

**Associate Superintendent**  
Barbara M. Salatto ~ Management Services

**Assistant Superintendent**  
R. Terri McSweeney, Ed.D. ~ Human Resources

**Director**  
Dean T. Lucera ~ Career, Technical and Adult Education

[www.esboces.org](http://www.esboces.org)

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of gender, race, color, religion or creed, age, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. For further information or concerns regarding this statement, please contact the Eastern Suffolk BOCES Department of Human Resources at (631) 687-3029.