Adult Education

Register online at: www.esboces.org/AEV

Career Training
Continuing Education
Lifelong Learning

Unlimited Opportunities

Start your journey to a career today!

2022-2023 COURSE CATALOG
Career Training, Licensing, Certification Programs and Continuing Education Courses

Register online at: www.esboces.org/AEV
• The Practical Nursing Program at Eastern Suffolk BOCES is ranked in the **TOP 20 Practical Nursing schools in New York State**

• Eastern Suffolk BOCES offers numerous continuing education and courses online. See pages 29, 31, and 45 for a complete listing

• We offer national certifications for Construction, Electric, Plumbing and HVAC through the National Center for Construction Education and Research (NCCER)

• Students enrolled in Eastern Suffolk BOCES Adult Literacy Program have the opportunity to dual enroll in many of our career training programs. See page 46 more information

• Labor Specialists and Vocational Advisors are available to assist students to plan their career path, register for classes and explore job opportunities

• Students have the opportunity to job shadow and apply for internships with local businesses

• The Adult Literacy Program can be completed in the comfort of your own home. See page 46

• Adult Education offers over 100 Career Training, Licensing, Certification and Continuing Education courses

• Financial aid is available for our Cosmetology and Practical Nursing programs

• Eastern Suffolk BOCES faculty are experts in their field and have a passion for teaching

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**Do you know what our students are saying about us?**

"Great course, great instructor, I would recommend to anyone looking to go into the automotive field."

"This was my second course at BOCES. Both were excellent!"

"Very nice instructor- showed a lot of patience and depth of knowledge. Course was everything promised."

"GREAT teacher! Additional information from her experience as a nurse was always helpful in learning the information presented in class or when performing a skill in lab."
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Don’t forget the book! If this icon appears next to your course title, visit [www.esboces.org/bookstore](http://www.esboces.org/bookstore) to purchase the required textbook.
Work Experience

Eastern Suffolk BOCES collaborates with more than 300 Business and Industry partners. Students have the opportunity to participate in a variety of work experiences, gain additional exposure to the workplace and develop first-hand experience.

- Clinical Rotation
- Job Shadowing
- Internship
- Apprenticeship
- Service Learning
- Customer Service
- Career Counseling
- Individual Attention

For more information, call (631) 286-6585 and ask to speak to a vocational advisor.
CAREER TRAINING, LICENSING and CERTIFICATION PROGRAMS
CONTINUING EDUCATION

WE ARE HIRING:
We are looking for professionals who are interested in sharing their expertise to teach others in their field.
• Registered Nurses - Health Care
• Construction/Building Trades
• Culinary/Hospitality
• And More

Contact the Adult Education Office at 631-286-6585
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

DOG GROOMING

Dog grooming is one of the most exciting and rapidly growing careers. Are you interested in making dog grooming a career? This course is designed to provide you with the required hours and skills to become a registered Suffolk County Dog Groomer. Our professional grooming instructor will share their expertise in a learning environment that combines theory and practical skills. The program includes basic grooming techniques, breed recognition, first aid, flea and tick evaluation and treatment, skin disorder identification, and clipping and scissor techniques. A 30-hour internship is necessary for the completion of this course. Student is responsible to secure internship.

ASC1020
23FA: 10/11 – 05/04  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $1,904
23FB: 10/11 – 05/04  T/Th  6:30 PM – 9:30 PM
Location: WTC  Tuition: $1,904

VETERINARY ASSISTANT

If you love working with animals, take the first step towards your new career and learn how to become a veterinary assistant. You will have the opportunity to combine theory and practical skills while studying veterinary terminology, surgical preparation and post-operative care, small and large animal nursing and animal first aid. You will be introduced to holistic methods such as animal nutrition, preventive and alternative medicine. You will have the opportunity to arrange your own 20-hour externship and complete hands-on training in a veterinary hospital under the supervision of a licensed veterinarian.

ASC1000
23FA: 09/12 – 05/24  M/W  6:30 PM – 9:30 PM
23FB: 09/13 – 05/25  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $2,668

Additional requirements: scrub top is required and current tetanus vaccination is recommended.

BASIC ANIMAL CARE AND FIRST AID

Animals can’t tell you what’s wrong with words, but they can communicate in other ways. Learn how to watch behavior and take vital signs so you can identify illnesses and injuries early. Learn about external anatomy, parasitology, infection control, laboratory skills, nutrition, first aid, and alternative and preventative medicine in this basic animal care course.

ASC1010
23FA: 10/17 – 02/01  M/W  6:30 PM – 9:30 PM
23WB: 02/27 – 06/12  M/W  6:30 PM – 9:30 PM
Location: BTC  Tuition: $1,190

Additional requirements: scrub top is required and current tetanus vaccination is recommended.
**Appearance Enhancement**

**CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS**

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**BARBERING ⭐⭐⭐**

Barbers are in high demand! Whether you are interested in working in a traditional barbershop or executing the latest trends in a high-end salon, Eastern Suffolk BOCES Barbering program is the first step to a successful career. Cutting and styling techniques, shaving and beard designs, shampoos, rinses and conditioning treatments are just a few of the skills you will learn from our professional Barbering instructor in a state-of-the-art facility. Throughout the program, you will be provided with the valuable experience working with visiting clients in our student clinic. Successful completion of the program will prepare you to take the New York State Licensing exam.

**134 classes**

**AEP6000**

**23FA: 09/19 – 06/27**

**M/T/W/Th/F** 6:00 PM – 10:00 PM

**Location:** BTC

**Tuition:** $5,051

Additional requirements: Barbering kit information available at orientation.

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**ESTHETICIAN ⭐⭐⭐**

Beauty is BIG business! Learn how you can make money keeping your clients gorgeous! You will acquire the knowledge and skills to perform various facial and skin treatments to improve and maintain healthy skin. Our instructor is an industry leader who will prepare you to take the New York State Licensing exam so you can start your career working as a professional esthetician in a spa, laser clinic, plastic surgeon’s office, vacation resort, cruise ship or salon.

**75 classes**

**AEP2000**

**23FA: 10/17 – 02/13**

**M/T/W/Th/F** 8:00 AM – 4:00 PM

**Location:** AEC

**Tuition:** $9,194

Additional requirements: uniform is required.

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**COSMETOLOGY 📚⭐⭐**

Are you creative? Do you like working with other people? Consider a career in Cosmetology, a career that is projected to grow 10% faster than other occupations. Prepare for the New York State Board Exams as you develop hairstyling, cutting, coloring and chemical techniques in addition to make-up, skin care and nail technology. Begin your career in the beauty industry by registering today! This course is now eligible for federal student aid. Please call 631-233-4481 for more information. For information related to Federal Student Aid or Gainful Employment, please visit our Adult Education site at www.esboces.org/cosmetology

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**Full-Time Day**

**AEP1000 172 Classes**

**23FA: 09/12 – 06/16**

**M/T/W/Th/F** 8:15 AM – 2:45 PM

**Location:** WTC

**Tuition:** $11,020

**23FB: 09/12 – 06/16**

**M/T/W/Th/F** 8:15 AM – 2:45 PM

**Location:** MTC

**Tuition:** $11,020

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**Part-Time Evening – Part 1 📚**

**AEP1100 125 Classes**

**23FA: 09/12 – 05/31**

**M/T/W/Th** 6:00 PM – 10:00 PM

**Location:** MTC

**Tuition:** $5,585

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**Part-Time Evening – Part 2 📚**

**AEP1120 125 Classes**

**23FA: 09/21 – 06/12**

**M/T/W/Th** 6:00 PM – 10:00 PM

**Location:** MTC

**Tuition:** $5,585

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**Part-Time Day – Part 2 📚**

**AEP1125 84 Classes**

**23FA: 11/14 – 03/29**

**M/T/W/Th/F** 8:15 AM – 2:45 PM

**Location:** MTC

**Tuition:** $5,585

**23FB: 11/14 – 03/29**

**M/T/W/Th/F** 8:15 AM – 2:45 PM

**Location:** WTC

**Tuition:** $5,585

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Additional requirements: students are required to purchase their own cosmetology kit. Kit information available at orientation.

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Register online at: www.esboces.org/AEV
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

Appearance Enhancement

BARBERING LICENSE FOR THE COSMETOLOGIST

Prerequisite: New York State Licensed Cosmetologist. If you are a licensed cosmetologist and have an interest in obtaining your Barbering license to expand your client base, this is the course for you. All you need is 345 hours of theory and practical classroom time towards the 500 hours required to take the New York State Licensing Barbering exam. You will learn all phases of men’s haircutting, beard and facial design, men’s facials, the barbering state board requirements and the latest trends in Barbering from a licensed Barber. 87 classes

AEP6010
23FA: 12/19 – 06/20 M/T/W/Th 6:00 PM – 10:00 PM
Location: BTC
Tuition: $3,565

NAIL TECHNICIAN

Begin your career as a Nail Technician. Curriculum for this New York State Licensing program covers all phases of manicures, pedicures, artificial nail applications, nail art, and all other sanitation and sterilization procedures. Students in ESOL and GED® courses are welcome. 104 classes day/58 classes evening.

AEP3000
23FA: 10/17 – 05/15 M/T/W/Th 1:30 PM – 4:00 PM
Location: AEC
Tuition: $2,458
23FB: 10/17 – 06/07 M/W 5:30 PM – 10:00 PM
Location: WTC
Tuition: $2,458

Additional requirements: Uniform top required. Nail Technician kit information available at orientation.

WAXING

This 75-hour New York State Licensed class will prepare you for a career in face and body waxing. The course will include state laws and professional requirements, physiology and histology of the skin, disorders and diseases, bacteriology, sanitation and disinfection and the removal of superfluous hair. In addition, students are required to complete a 25-hour internship. Upon completion of this course, students will be able to take the New York State written and practical exams and obtain the New York State specialty license in Waxing. 13 classes

AEP2030
23FA: 10/17 – 01/30 M 8:00 AM – 2:00 PM
23WB: 02/27 – 06/05 M 8:00 AM – 2:00 PM
Location: AEC
Tuition: $1,193

Additional requirements: Uniform top is required.

PREPARATION FOR THE NEW YORK STATE LICENSING COSMETOLOGY EXAM

Do you need to prepare for the New York State Cosmetology Licensing exam? This course is designed for individuals who have completed the required 1,000 hours for licensing. All skills for the written and practical exam will be demonstrated. You will need to bring your transcript to the Adult Education office upon registration. A manikin and review text are included in the tuition. 10 classes

AEP1010
23FA: 10/11 – 12/20 T 6:30 PM – 9:30 PM
23SB: 03/07 – 05/16 T 6:30 PM – 9:30 PM
Location: MTC
Tuition: $620

Additional requirement: Student must supply their own tools.

See page 42 for nail care menu.
COSMETOLOGY CLASS MAKE UP HOURS

Do you need to make up cosmetology hours in order to qualify for the New York State Cosmetology Licensing examination? Between September and June, you can make up your hours during the day or in the evening. Students MUST meet with our Cosmetology teacher for an evaluation of formal transcripts describing accumulated cosmetology hours prior to acceptance into this program. Where necessary, an entrance exam may be required. Once accepted, the appropriate module(s) and schedule(s) will be assigned. Section A will be offered in 30-hour/1-week sessions at $571 per week for day classes. Section B will be offered in the evening in 30-hour/2-week sessions for $571. Placement in this program is contingent upon space availability in the class.

AEP1005
23FA: 10/17 – 06/09 M/T/W/Th/F 8:15 AM – 2:15 PM
Program Length: 5 classes (held every week)
Location: WTC
23FB: 10/17 – 06/09 M/T/W/Th 6:00 PM – 10:00 PM
Program Length: 8 Classes (held every two weeks)
Location: MTC

Additional requirements: Student must supply their own tools, mannequins, and non-consumable supplies.

LASER HAIR REMOVAL

Prerequisite: New York State Licensed Cosmetologist, Licensed Practical Nurse or New York State Licensed Esthetician. The laser hair removal industry generates billions of dollars in revenue each year. Learn how you can increase your profits by tapping into additional revenue streams. Upon completion of this course, you will be able to offer hair removal and/or skin pigmentation removal to your clients. You must register in-person at an ESBOCES Adult Education office and bring your license/certification with you.

7 classes
AEP2070
23FA: Day and Evening classes begin weekly.
Call (631) 286-6585 for class schedules.
Location: AEC  Tuition: $2,050

SKIN CARE AND MAKE-UP ACADEMY

Are you creative and like to make people feel beautiful? A career in skin care and make-up may be waiting for you. A New York State Licensed Esthetician will teach you how to relate to clients, basic skin care, the color wheel, facials, and creating day, evening, high-fashion and wedding applications according to facial shapes and tones. A make-up kit is included in the tuition.

15 classes
AEP2010
23FA: 10/24 – 12/14 M/W 6:30 PM – 9:30 PM
23SB: 04/17 – 06/07 M/W 6:30 PM – 9:30 PM
Location: AEC  Tuition: $1,274

Additional requirement: students are required to purchase a white uniform top.

Register online at: www.esboces.org/AEV
CONTINUING EDUCATION

BOOKKEEPING BASICS

Every business needs a bookkeeper. Learn to track money and profit for small or large companies. You will learn the principles of the accounting cycle, banking, payroll, receivables and payables through the use of ledgers, financial statements and journals. This course is strongly recommended prior to taking QuickBooks™. 8 classes

BUS1010
23FA: 10/17 – 11/09  M/W  6:30 PM – 9:30 PM
23SB: 03/06 – 04/03  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $525

QUICKBOOKS™

Bookkeeping Basics (BUS1010) and basic computer skills are necessary for success in this course. QuickBooks™ helps small and medium-sized businesses keep track of the money coming in and out of their business all in one easy-to-use program. You will learn banking, payroll, receivables, payables, invoicing, file management tasks, file conversions as well as integrating financial statements and producing financial reports.

QUICKBOOKS™ ONLINE

This course is for companies that will be using a cloud-based system (software is not installed on your computer). 10 classes

BUS1020
23FA: 10/11 – 11/15  T/Th  6:30 PM – 9:30 PM
Location: WTC  Tuition: $520
23SB: 01/31 – 03/14  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $520

HOW TO START-UP AND OPERATE A SMALL BUSINESS

Do you want to become your own boss? If you are planning to open your own business, this course will provide you with the foundation to become a successful entrepreneur. 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. 12 classes

BUS1000
23FA: 10/17 – 11/28  M/W  6:30 PM – 9:30 PM
23SB: 03/06 – 04/19  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $550

NOTARY PUBLIC WORKSHOP

You can add more value to your current position. Many offices need a full-time notary to authenticate the various documents that pass through the office. This workshop provides instruction to prepare you for the New York State test. Laws, procedures and concepts relating to the notary public office will be covered. Situations relating to the role of the notary public will be highlighted. 1 class

BUS2000
23FA: 10/18  T  6:30 PM – 9:30 PM
23WB: 02/07  T  6:30 PM – 9:30 PM
23SC: 04/18  T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $115

ABSTRACT TITLE READER

Have you ever wondered about property ownership and rights? When someone buys a house, how will they know that their largest investment is secure? If real estate and puzzles intrigue you, come join us and learn a new profession. We will teach you all about real estate, property rights and interests and train you for a potential opportunity to work with title agencies, law firms, abstract companies and/or underwriters. This course will help you to understand property ownership through deed conveyances and how death, bankruptcy and divorce can impact title. You will learn about mortgages and judgments and foreclosure actions. What does it mean to have a “closing?” Why is title insurance needed and what makes it a time consuming process to buy and/or sell a home? All of these questions will be answered. We can teach you to be a property “detective” and prepare you for a challenging and rewarding career. 44 classes

BUS4000
23FA: 10/17 – 04/17  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $3,050

CAN’T ATTEND OUR BUSINESS CLASSES? LEARN FROM HOME!
Visit www.yougotclass.org/catalog-complete.cfm/EasternSuffolk/
Please look at page 31 and 45 for online classes
Are you looking to enter the computer field for the first time or maybe upgrade and repair your own computer? Hands-on lab time and lessons will include hardware and software troubleshooting as well as a review of Microsoft® operating systems, the Windows Registry, how to combat spyware, adware and viruses. Students are invited to bring problem computers to class and upgrade or build a computer if time allows.

21 classes

CTE1000
23FA: 09/13 – 12/08  T/Th  6:30 PM – 9:30 PM
23SB: 03/21 – 06/08  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $858

This course will prepare you to take the CompTIA exams, 220-901 and 220-902. Before taking this course, you should have an understanding about computers and Microsoft Windows operating systems. This course will be following the 2016 objectives as described at http://www.comptia.org website. You will have the opportunity to use practice exams to evaluate your A+ knowledge from the textbook CD and develop a strategy to improve your skill during exam time. Test dates and times will be discussed.

20 classes

CTE1010
23WA: 01/23 – 04/05  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $840

Additional requirement: Computer Repair (CTE1000) or 6 month’s experience in the computer repair field.

Whether you are new to Microsoft Office programs, or simply want to improve your skills, this is the course for you. Learn to use the widely known software programs Excel, Word, and PowerPoint as well as popular productivity programs Outlook and Publisher. Enhance your workplace skills, create home budgets and projects, or use these skills to grow your own business. The applications are limitless.

20 classes

CTE5000
23FA: 10/11 – 12/22  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $561

Escalate your Microsoft Office skills with this course which provides advanced computer skills for the workplace. Learn to use more advanced functions of the widely known software programs Excel, Word, and PowerPoint as well as popular productivity programs Outlook and Publisher. Whether using the computer for home projects, starting a business or looking to advance your career, this course will take you to the next level.

20 classes

CTE5050
23SA: 03/07 – 05/23  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $561
PHOTOGRAPHY

If you are interested in learning the nuts and bolts of exposure, aperture, shutter speed and ISO then this is the class for you! Aperture and depth of field are critical concepts that are discussed in depth. You will explore composition techniques and subject placement to give you a more professional look in your photos. The lecture on lighting covers natural and artificial light and how to get the most out of it. You will learn all about low light photography and how to get great images in low light conditions. There is also a field trip to one of the largest photo studios and one of the largest digital labs on Long Island. Care and use of the digital camera and all related equipment will also be covered. Home photo assignments will be given. 15 classes

CDP1010
23FA: 10/11 – 12/06  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $561

Additional requirements: a digital camera. The instructor will advise you of any other required materials.

ADVANCED PHOTOGRAPHY

Explore the fascinating world of black and white and color photography. The class will delve deeper into the theory of composition to give photos a professional look. Some of the topics include ISO selection, light and shadow, portraiture, as well as child and landscape photography. This class will cover the use of flash and fill light photography and the use of filters for great professional effects. You will learn the proper use of the digital camera to take great photos. 9 classes

CDP1015
23SB: 03/14 – 04/20  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $408

Additional requirements: a digital camera. The instructor will advise you of any other required materials.

PHOTO AND IMAGE DESIGN USING PHOTOSHOP

Discover the ins and outs of Adobe Photoshop® while learning the basic elements and principles of graphic design. You will use state-of-the-art Apple iMac computers running the latest Adobe Photoshop Creative Suite® software. 20 classes

CDP3001
23FA: 09/20 – 12/13  T/Th  6:00 PM – 9:00 PM
Location: BTC  Tuition: $807

DIGITAL AUDIO RECORDING

Learn techniques on creating professional sounding mixes using a digital audio workstation in a fully-equipped studio which contains: iMac, interfaces, speakers and midi keyboards for each student. You will write, produce, engineer, mix and master your own projects. Projects include sound reinforcements for theater and musical performances, sound mixing for in-studio television productions and post-productions, and original soundtrack for film, television and the music industry. 25 classes

CDP2050
23FA: 10/11 – 01/17  T/Th  6:30 PM – 9:30 PM
23WB: 03/07 – 06/08  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $897

LOGO AND ILLUSTRATION DESIGN USING ILLUSTRATOR

Step into the world of vectors, graphic and logo design using Adobe Illustrator®, the industry leader. You will learn the workspace, tool and techniques necessary to develop illustration artwork of your own. This course uses the most current version of Adobe Illustrator Creative Suite®. 20 classes

CDP3002
23WA: 01/10 – 03/28  T/Th  6:00 PM – 9:00 PM
Location: BTC  Tuition: $807

GRAPHIC AND WEB DESIGN USING DREAMWEAVER

The web design industry is an ever evolving fast-paced environment. The Graphic and Web Design class will provide you with web design learning through HTML and CSS. You will also learn to use the tools and techniques Adobe Dreamweaver® has to offer, allowing you to create responsive web pages and websites that meet the modern HTML5 standards. 20 classes

CDP3003
23SA: 04/18 – 06/22  T/Th  6:00 PM – 9:00 PM
Location: BTC  Tuition: $807
Get your start in the electrical industry by enrolling in the NCCER Electrical Training program. NCCER offers a multi-level curriculum that complies with the Department of Labor time-based standards for apprenticeships. This course includes orientation to the electrical trade, electric code, device boxes, hand bending raceways and fittings, and conductors and cables. Certification exams are given throughout the course. Cost of the exams is included in the tuition. Additional certifications will be offered to those students who participate in Level 2.

65 classes day/62 classes evening

CTR4100
23FA: 09/13 – 05/30 T/Th 6:30 PM – 9:30 PM
Location: BTC Tuition: $4,375
23FB: 10/17 – 01/30 M-F 8:00 AM – 11:30 AM
Location: MTC Tuition: $4,375
23FC: 09/12 – 05/31 M/W 6:30 PM – 9:30 PM
Location: BTC Tuition: $4,375

Prerequisite: NCCER Electric 1 (CTR4100)

Further your training for a career in the electrical field by enrolling in the NCCER Electrical Training program Level 2. NCCER offers a multi-level curriculum that complies with the Department of Labor time-based standards for apprenticeships. The Level 2 course entails Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts. The ninth edition Electrical textbook has been fully updated to the 2020 NEC®. Cost of the National Certification exams is included in the tuition. 54 classes day/58 classes evening

CTR4200
23FA: 09/12 – 05/10 M/W 6:30 PM – 9:30 PM
23WB: 02/13 – 05/15 M-F 8:00 AM – 11:30 AM
Location: MTC Tuition: $4,008

Plumbing is one of the most attractive sectors of the skilled trades industry thanks to salary, varied work and potential for advancement. By enrolling in this course, you will develop the knowledge and hands-on skills necessary for the plumbing profession. Curriculum infuses safety protocols, tools of the trade, plumbing math, drawings, plastic, cast-iron and copper pipe fittings, drain, waste and vent systems and an introduction to water distribution systems into practical applications. Certification exams are given throughout the course. Cost of the exams is included in the tuition. Additional certifications will be offered to those students who participate in Level 2.

58 classes

CTR5100
23FA: 09/13 – 05/16 T/Th 6:30 PM – 10:00 PM
Location: MTC Tuition: $4,600

CTR5200
23FA: 09/19 – 05/22 M/W 6:30 PM – 10:00 PM
Location: MTC Tuition: $4,050

Prerequisite: NCCER Plumbing 1 (CTR5100)
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

HVAC - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION LEVEL 1

Career opportunities in the heating, ventilation and air conditioning field are waiting for you! Offices, schools, medical facilities, businesses and homes rely on HVAC systems, which require skilled professionals to install and maintain them to ensure a safe, healthy and comfortable environment to work and live. This program will provide you with the training and experience needed to prepare for a rewarding position and/or career advancement as a certified heating, ventilation and air conditioning technician. Certification exams are given throughout the course. Cost of the exams is included in the tuition. The EPA certification exam is included in the tuition. 64 classes

HRA2100
23FA: 09/13 – 06/06   T/Th   6:30 PM – 9:30 PM
Location: MTC                         Tuition :  $4,408

CONSTRUCTION PROJECT MANAGEMENT - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION

Prerequisite: Must have construction background. Time to take the reins and join the Management Team in a Construction company. If you have been in the Construction Industry and are ready to be the one in charge of a construction project, this course will provide you with the opportunity to develop the management skills needed for the position. This National Certification course includes, Introduction to Project Management, Responsibilities for Safety, Interpersonal Skills, Issues and Resolutions, Construction Documents, Construction Planning, Estimating and Cost, Scheduling, Resource Control, Quality Control and Continuous Improvement. A 20-hour internship is provide for students that are available during the day only. 39 classes

Eligible students can participate in a 20-hour internship with the Patriot Organization.

CTR9200
23FA: 10/17 – 03/27     M/W    6:30 PM – 9:30 PM
Location: BTC                              Tuition :  $2,685

CONSTRUCTION BASICS - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CORE CERTIFICATION

Are you looking to enter the construction industry but lack the skills? This certification course covers basic skills in safety, hand tools, power tools, construction drawings, construction math, and employability. Prepare yourself to enter the construction field or use this experience as an entry point to other construction trades. 58 classes

CTR2010
23FA: 10/11 – 06/01   T/Th   6:30 PM – 9:30 PM
Location: BTC                             Tuition :  $4,197

AUTOMATIC HEATING

Heating technicians are in demand. The Automatic Heating course will provide you with theory and hands-on training, covering all aspects of the Heating Industry. Meeting the needs of the Industry and working closely with our instructors, we have revised the curriculum. The course begins with the foundations leading to the advanced heating systems such as Heat Pump Operations, which are in homes and businesses. The course includes residential fuel, activators, pumps, combustion chambers, blowers, computerized analysis and digital controls. 34 classes

HRA1000
23FA: 09/13 – 01/31   T/Th   6:30 PM – 9:30 PM
23WB: 02/07 – 06/20   T/Th   6:30 PM – 9:30 PM
Location: BTC                              Tuition :  $1,699
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

REFRIGERATION AND AIR CONDITIONING 1

This introductory course will develop your knowledge and understanding of the principles of refrigeration and its application to the processing of air. The curriculum consists of 50% hands-on and 50% theory.  **16 classes**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>HRA2000</td>
<td>23FA: 10/18 – 12/15</td>
<td>T/Th</td>
<td>6:00 PM – 9:00 PM</td>
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<tr>
<td></td>
<td>23SB: 03/28 – 05/30</td>
<td>T/Th</td>
<td>6:00 PM – 9:00 PM</td>
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<td>Location:</td>
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<td></td>
<td>MTC</td>
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<tr>
<td>Tuition:</td>
<td>$1,125</td>
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</tbody>
</table>

Additional requirement: A list of hand tools will be distributed on the first night of class.

REFRIGERATION AND AIR CONDITIONING 2

Prerequisite: Students must have completed Refrigeration and Air Conditioning 1 or have 1 or 2 years trade experience.

Refrigeration and Air Conditioning 2 expands upon your knowledge of electric motors, relays, and capacitors. You will develop skills to diagnose and repair single and three-phase commercial refrigeration and air conditioning equipment. Electrical and mechanical theory will be taught. **20 classes**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA2010</td>
<td>23WA: 01/03 – 03/21</td>
<td>T/Th</td>
<td>6:00 PM – 9:00 PM</td>
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<tr>
<td>Location:</td>
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<td></td>
<td>MTC</td>
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<tr>
<td>Tuition:</td>
<td>$1,225</td>
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</tbody>
</table>

Additional requirement: A list of hand tools will be distributed on the first night of class.

EPA TECHNICIAN CERTIFICATION 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 in accordance with Section 608 of the Clean Air Act. The seminar includes 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. **2 classes**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA2030</td>
<td>23SA: 04/17 – 04/19</td>
<td>M/W</td>
<td>6:30 PM – 9:30 PM</td>
</tr>
<tr>
<td></td>
<td>23SB: 06/06 – 06/08</td>
<td>T/Th</td>
<td>6:30 PM – 9:30 PM</td>
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<td>Location:</td>
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<td>MTC</td>
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<tr>
<td>Tuition:</td>
<td>$203</td>
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<td></td>
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</tbody>
</table>

EPA TECHNICIAN CERTIFICATION EXAM

Students should bring all prior certifications to the exam. **1 class**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sessions</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA2040</td>
<td>23SA: 04/24</td>
<td>M</td>
<td>6:00 PM - 10:00 PM</td>
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<tr>
<td></td>
<td>23SB: 06/12</td>
<td>M</td>
<td>6:00 PM - 10:00 PM</td>
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<tr>
<td>Location:</td>
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<td></td>
<td>MTC</td>
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<td></td>
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<tr>
<td>Tuition:</td>
<td>$155</td>
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Register online at: www.esboces.org/AEV
Help Wanted! After completing the Facilities Maintenance course, you will have the knowledge and skills to apply for a position and begin your new career. Skilled workers are needed in almost every institution from schools and nursing homes to hospitals, hotels, and apartment complexes. You will learn how to perform basic repairs and advanced custodial skills, and you will become OSHA and Forklift certified. This training course includes 30 hours of theory and practical application in facilities maintenance, 40 hours in forklift training and 30 hours OSHA training.

**Facilities Maintenance**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR8010</td>
<td>10/17</td>
<td>01/30</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>AEC</td>
<td>$895</td>
</tr>
<tr>
<td></td>
<td>10/17</td>
<td>01/30</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>WTC</td>
<td>$895</td>
</tr>
<tr>
<td></td>
<td>03/06</td>
<td>06/14</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>AEC</td>
<td>$895</td>
</tr>
<tr>
<td></td>
<td>03/06</td>
<td>06/14</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>WTC</td>
<td>$895</td>
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</tbody>
</table>

**Forklift Training**

You can add a Forklift certification to your resume in 12 classes. The 40-hour course will provide you with the knowledge and skill to operate a forklift. The eight modules of training will include ramp driving, pallet racks, and driving on a loading dock.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR8020</td>
<td>12/07</td>
<td>01/30</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>AEC</td>
<td>$610</td>
</tr>
<tr>
<td></td>
<td>12/07</td>
<td>01/30</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>WTC</td>
<td>$610</td>
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<tr>
<td></td>
<td>05/03</td>
<td>06/14</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>AEC</td>
<td>$610</td>
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<td></td>
<td>05/03</td>
<td>06/14</td>
<td>M/W</td>
<td>6:00 PM – 9:30 PM</td>
<td>WTC</td>
<td>$610</td>
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</tbody>
</table>

Attention construction companies and employees! Increase your job skills by earning a certificate in Heavy Equipment Training. Eastern Suffolk BOCES has partnered with the L.E.A.R.N. Center Heavy Equipment Operator Training School to provide you with a broad base of knowledge through classroom instruction and practical experience in the operation of heavy equipment. Topics include safety, OSHA regulations, maintenance, basic controls and solo hands-on operations. Upon registration, you will be given the contact information to schedule your class. Weekday and weekend schedules are available.

**Heavy Equipment Training Certification Courses**

- CTR9010 23FA: Backhoe Training
- CTR9020 23FA: Bulldozer Training
- CTR9030 23FA: Excavator Training
- CTR9040 23FA: Front-End Loader Training
- CTR9050 23FA: Skid-Steer Training

- Location: Ronkonkoma, NY
- Tuition: $8,960 per course

**Heavy Equipment Operator**

Become certified to operate all of the following heavy equipment machines: Backhoe (Backhoe Loader), Bulldozer, Excavator, Front-End Loader (Payloader), and Skid-Steer. This course is a combination of 21 hours of comprehensive training and 280 hours of practical training. All practical classes are conducted in a functioning heavy equipment excavation yard where you will be immersed into the operation of the machines (weather permitting).

- CTR9090 23FA
- Location: Ronkonkoma, NY
- Tuition: $28,060
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

CONSTRUCTION TRADES

HOME INSPECTOR PROGRAM

A Home Inspector is a vital part of the real estate, construction and banking industries. These modules meet the requirements of the New York State Home Inspection Licensing Law and the New York State Home Inspector certification program. Modules include Module 1 – Exterior and Roof; Module 2 – Interior, Insulation and Ventilation, and Electrical; Module 3 – Heating, Cooling and Plumbing; Module 4 – Overview of the Profession, NYS License Law; and Module 5 – Unpaid Field-Based Training. If you are interested in obtaining this license, you must apply directly to the New York State Division of Licensing Service with a non-refundable $250.00 application fee. A High School Diploma or High School Equivalency is required to sit for the New York State Exam.

CTR3040 Tuition: $3,120
Location: BTC (Note: Module 5 held on Saturdays, 40 hours total)

MODULE 1 – Exterior and Roof
23FA: 09/13 – 10/18 T/Th 6:00 PM – 9:30 PM

MODULE 2 – Interior, Insulation and Ventilation, and Electrical
23FA: 11/01 – 12/01 T/Th 6:00 PM – 9:30 PM

MODULE 3 – Heating, Cooling and Plumbing
23FA: 01/03 – 01/26 T/Th 6:00 PM – 9:30 PM

MODULE 4 – Overview of the Profession, NYS License Law
23WA: 02/07 – 03/09 T/Th 6:00 PM – 9:30 PM

MODULE 5 – Unpaid Field-Based Training
23SA: 03/18 – 06/03 S 8:00 AM – 9:00 PM

OSHA 30 TRAINING

This 30-hour Construction OSHA Training Program is intended to provide a variety of training to workers with some safety responsibility. Training emphasizes hazard identification, avoidance, control, and prevention. The course includes an introduction to OSHA, OSHA Focus Four Hazards (falls, electrocution, struck-by, caught-in or between), managing safety and health, personal protective and lifesaving equipment, health hazards in construction, and stairways and ladders. Additional topics will be covered (actual topics subject to change). Students who successfully complete the course will receive an OSHA-30 Construction Industry card. All courses must be attended and completed in their entirety to receive credit for the course. 11 classes

CTR9080
23FA: 11/10 – 12/20 T/Th 6:30 PM – 9:30 PM
23SB: 04/18 – 05/23 T/Th 6:30 PM – 9:30 PM
Location: BTC Tuition: $393

Register online at: www.esboces.org/AV
CONTINUING EDUCATION

PLUMBING 1

Plumbing 1 prepares you to enter the plumbing field. You will learn basic repairs, installing faucets, sinks, water closets and bathtubs. The theory of soldering and cutting cast iron will also be reviewed. Throughout the course, you will learn and utilize the proper terminology related to the plumbing field. A hands-on application in a shop setting will allow for practical learning experience. 10 classes

CTR5000
23FA: 10/26 – 01/11 W 6:30 PM – 9:30 PM
23SB: 04/19 – 06/21 W 6:30 PM – 9:30 PM
Location: MTC Tuition: $730

Additional requirement: a list of required tools will be given on the first night of class.

PLUMBING 2

Prerequisite: Plumbing 1 (CTR5000). This expanded course covers the roughing and finishing of domestic plumbing systems. You will learn how to remodel and renovate existing plumbing systems, cutting and threading of pipe and the proper procedures for installing gas water heaters. NYS plumbing codes and licensing requirements will be discussed. 10 classes

CTR5010
23WA: 01/18 – 03/29 W 6:30 PM – 9:30 PM
Location: MTC Tuition: $730

Additional requirement: a list of required tools will be given on the first night of class.

BASIC CARPENTRY SKILLS

You will be introduced to the basic skills required to be an entry-level carpenter. Practical skills will include knowledge and safe operation of hand and power tools, terminology of materials and safety codes. In addition, blueprint reading techniques will be reviewed. 15 classes

CTR2000
23FA: 09/22 – 01/19 Th 6:30 PM – 9:30 PM
23WB: 03/02 – 06/22 Th 6:30 PM – 9:30 PM
Location: ICC Tuition: $1,095

Additional requirements: steel toe shoes and safety glasses are required. A basic tool list will be supplied on the first night of class.

ELECTRIC 1

This comprehensive course will prepare you for entry into the Electric field. Topics will stress the fundamentals of basic electrical theory and hands-on experience as it relates to residential wiring. Ohms Law, calculations, wiring methods and content leading towards the introduction of commercial applications will be covered. To be successful in this course, it is recommended that you have a strong background in basic math and elementary algebra. 26 classes

CTR4010
23FA: 10/11 – 01/19 T/Th 6:30 PM – 9:30 PM
Location: MTC Tuition: $1,406

ELECTRIC 2

Prerequisite: Electric 1 (CTR4010) or basic knowledge of NEC and prior trade or school experience. This course introduces AC theory as it relates to single and three-phase commercial and industrial wiring methods. This curriculum includes motor and transformer theory and DC logic controllers. Hands-on applications will be applied to all theory covered. 29 classes

CTR4020
23WA: 02/07 – 06/01 T/Th 6:00 PM – 9:00 PM
Location: MTC Tuition: $1,409

BLUEPRINT READING

Are you in the construction field or ready to enter it? Blueprint reading is an essential skill to add to your career. A licensed architect will teach you how to read and understand building plans. You will obtain the necessary skills to design, construct and purchase the correct quantity of material for your project. 16 classes

CTR1000
23FA: 09/20 – 11/29 T/Th 6:30 PM – 9:30 PM
23SB: 03/07 – 05/09 T/Th 6:30 PM – 9:30 PM
Location: BTC Tuition: $704
CONSTRUCTION TRADES

CONTINUING EDUCATION

POOL AND SPA MAINTENANCE TECHNICIAN

Get in and Dive! The Pool and Spa Industry has seen record growth with no signs of stopping. The field brings together a variety of trades, including electrical, plumbing, HVAC and carpentry. The instructors are from the Pool and Spa industry. The curriculum consists of Safety, Business Practices, Water Quality, Structures and Finishes, Circulation, Filtration and Hydraulics, Electrical Requirements, Heaters and Optional Equipment, Control Systems and Maintenance. Upon completion of the Pool and Spa course, students will take the PHTA Certified Maintenance certification exam for an additional cost. Textbook and workbook are included in the tuition.

10 classes
CTR6000
23FA: 10/17 – 11/16 M/W 6:30 PM – 9:30 PM
23SB: 01/09 – 02/13 M/W 6:30 PM – 9:30 PM
Location: BTC Tuition: $495

Additional requirement: Students are required to wear an apron, head covering, and closed toe shoes.

Culinary Arts

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

COMMERCIAL CULINARY ARTS PROGRAM

Have you let your aspirations of becoming a chef marinate too long? It is time for you to start cooking like a chef! You’ll receive training in a fully-equipped commercial kitchen and work side by side with a master chef/instructor who has extensive industry experience. This course will introduce you to kitchen and restaurant operations, as well as the cooking and food industry. Program topics include: basic cooking techniques, knife skills, multiple course cooking, food safety, sanitation, and commercial cooking equipment. You will learn the glamorous world of plating and presentation techniques all while exploring the use of standard and exotic foods used all over the world. The Food Handler’s Certification is included in this course.

31 classes
CUA2000
23FA: 09/19 – 01/04 M/W 6:00 PM – 10:00 PM
23WA: 02/27 – 06/05 M/W 6:00 PM – 10:00 PM
Location: BTC Tuition: $2,585

23WB: 02/27 – 05/31 M/W 6:00 PM – 10:00 PM
Location: WTC Tuition: $2,585

Additional requirement: Students are required to wear an apron, head covering, and closed toe shoes.

PROFESSIONAL BAKING

Learn how 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. 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. The Food Handler’s Certification is included in this course.

25 classes
CUA1000
23FA: 09/19 – 01/04 M/W 6:00 PM – 10:00 PM
23WA: 02/27 – 06/05 M/W 6:00 PM – 10:00 PM
Location: ICC Tuition: $2,085

23WB: 02/27 – 05/31 M/W 6:00 PM – 10:00 PM
Location: WTC Tuition: $2,085

Additional requirement: Students are required to wear an apron, head covering, and closed toe shoes.
CONTINUING EDUCATION

**CULINARY TOUR OF THE WORLD**

Learn new recipes from all parts of the world to entice your palate, including exciting locales such as Germany, Italy, Mexico, Japan, China and Ireland. Experience the world through cooking and study the history of each recipe as well as the country they originate from. Learn, taste and bring home to share! 10 classes

CUA3115
23FA: 09/15 – 12/01  Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $550

**COOKING 1-2-3**

Begin your voyage with the basics of cooking. You will learn the fundamentals necessary to start your journey into the tasty world of cooking. You will begin with knife skills and continue on to soups and stocks, sauces, roasting and sautéing. Whether you are just beginning to cook or looking for a thorough refresher of the basics, this hands-on class will have you cooking in no time. 5 classes

CUA3025
23FA: 10/11 – 11/15  T  6:30 PM – 9:30 PM
23SB: 03/14 – 04/18  T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $300

**HOLIDAY BAKING**

Holidays were meant for making memories! Create a lasting and delicious impression this holiday season with classic holiday treats. Bake from scratch, add a little love and bring these treats home for your holiday celebrations. 4 classes

CUA1010
23FA: 12/06 – 12/15  T/Th  7:00 PM – 10:00 PM
Location: WTC  Tuition: $250
23FB: 12/05 – 12/14  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $250

Additional requirements: apron, closed shoes, hair ties, and containers to bring your baked goods home. Please inform your instructor of any food allergies at the beginning of the course.

**DECEPTIVELY DELICIOUS**

Transform comfort food such as mac & cheese, cream soups, mashed potatoes, chili and more into delicious and nutritious alternatives. Learn how to substitute full-fat ingredients and white flour with vegetable purees and gluten-free alternatives. Start the new year cooking and eating healthier. 7 classes

CUA3080
23WA: 01/17 – 03/07  T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $405

**INTRODUCTION TO FRENCH PASTRIES**

Discover the elegant techniques needed to create masterful French pastries worthy of a Paris Patisserie. You will learn what it takes to craft delectable pieces of art enhanced by industry tips and tricks that will make you look like a seasoned professional. Recipes will include pâte a choux, tart tatin, palmiers, and many more decadent classics. 8 classes

CUA3100
23WA: 01/10 – 03/07  T  6:30 PM – 9:30 PM
Location: BTC  Tuition: $465

**SWEET TREATS**

Learn how to bake, assemble and decorate cookies and sweet treats for all your special occasions. Discover 5-star techniques that will make your edible creations earn rave reviews with innovative tips demonstrated by an industry professional. Lessons will includes treats such as macaroons, rolled cookies with royal icing and the latest trends in party confections. 10 classes

CUA1105
23FA: 09/20 – 11/01  T/Th  6:00 PM – 9:00 PM
23SB: 02/28 – 03/30  T/Th  6:00 PM – 9:00 PM
Location: BTC  Tuition: $535
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

Health Sciences

CERTIFIED PERSONAL TRAINER

Do you have a passion for personal fitness? Would you like to possess the knowledge, skills and abilities necessary to design safe and effective fitness programs and make a career out of it? This Certified Personal Trainer (CPT) program aligns both clinical exercise and practical health fitness coursework, ultimately allowing you to earn nationally recognized certification from the International Sports Sciences Association after completing the certification requirements. Students will also receive CPR training. The cost of both certifications is included in the tuition. Course topics include: anatomy, kinesiology, injury prevention, supplementation and nutrition, as well as weight and strength training. 

24 classes
HCA4000
23FA: 09/20 – 01/03  T/Th  6:00 PM – 9:00 PM
23SB: 03/14 – 06/13  T/Th  6:00 PM – 9:00 PM
Location: BTC                                  Tuition: $1,885

DENTAL CHAIRSIDE ASSISTANT

Did you know dental assisting jobs are projected to grow over the next ten years? Would you like to become a member of a dental team as a professional dental assistant? During this course, you’ll learn about multiple aspects of professional dental assisting, including valuable real-world perspectives from an experienced dental hygienist/instructor. The curriculum includes: anatomy and physiology, preventive dentistry, patient care and communication, radiology, surgery assistance, anesthesia, assisting in specialty practices, employment strategies, and much more. CPR training is included in the tuition. All students are required to participate in a 25-hour clinical experience. Details will be provided during the first class. 

26 classes
HCA1120
23FA: 09/19 – 01/09  M/W  6:30 PM – 9:30 PM
23FB: 09/20 – 12/08  T/Th  6:30 PM – 9:30 PM
23WC: 02/27 – 06/07  M/W  6:30 PM – 9:30 PM
23WD: 02/28 – 06/06  T/Th  6:30 PM – 9:30 PM
Location: BTC                                  Tuition: $1,789

EKG TECHNICIAN

The EKG Tech is an important member of the patient care team working primarily with patients who experience cardio-related symptoms. This course combines theory and practice, covering important background on the anatomy and physiology of the heart and chest, heart disease and disease processes, medical terminology, and the legal and ethical aspects of patient contact. You will learn all electrocardiograph techniques including the operation of EKG equipment, techniques of tracing, basic interpretations, specialized procedures related to EKG and proper mounting. Completers are eligible to take a certification exam at an additional cost payable to the testing agency. 

20 classes
HCA1000
23FA: 09/19 – 12/07  M/W  6:30 PM – 10:00 PM
Location: MTC                                  Tuition: $1,349
23FB: 09/20 – 12/08  T/Th  6:30 PM – 10:00 PM
Location: AEC                                  Tuition: $1,349
23SC: 03/13 – 05/24  M/W  6:30 PM – 10:00 PM
Location: MTC                                  Tuition: $1,349
23SD: 03/14 – 05/30  T/Th  6:30 PM – 10:00 PM
Location: AEC                                  Tuition: $1,349

MEDICAL OFFICE BILLER/ CODER ICD-10

Earn your medical biller and coder certificate in less than three months! The health care industry depends on skilled, qualified medical insurance billers and coders to accurately record, register and track patient accounts. The course work covers medical terminology, anatomy and physiology, health insurance coverage and the fundamental operations of a medical office. Diagnosis and procedure coding will also be covered. You will learn how proper reimbursement can be obtained from various insurance companies such as employer-provided insurance, disability insurance, Medicare, Medicaid, and Workers Compensation. Alternative medical treatments as they relate to coding and billing will also be reviewed. Throughout the course, students will work independently to learn how to use the Medical Manager software. Completers are eligible to take a certification exam at an additional cost payable to the testing agency. 

35 classes day/58 classes evening.
HCA1400
23FA: 09/20 – 12/15  T/W/Th  9:00 AM – 2:00 PM
23FB: 10/17 – 06/07  M/W  6:00 PM – 9:00 PM
23SC: 03/15 – 06/13  T/Th  9:00 AM – 2:00 PM
Location: AEC                                  Tuition: $2,829

Additional requirement: Basic computer skills are required. A High School diploma or equivalency is required.

Additional requirement: A High School diploma or equivalency is required.

Register online at: www.esboces.org/AEV

20
Health Sciences

PREREQUISITES FOR THE FOLLOWING HEALTH SCIENCES COURSES:

- A U.S. high school diploma or equivalency is required (Note: not required for Home Health Aide or Physical Therapy Aide). Foreign high school diplomas must be evaluated and verified to be equivalent to a U.S. high school diploma by an accredited international academic credentialing company prior to registration.
- Uniform required for most courses (details provided after registration).
- An ESBOCES physical exam is required and must be completed at student’s own expense (details provided upon registration). This is not required for EKG Technician and Medical Office/Biller Coder Programs.
- To purchase required textbooks, visit www.esboces.org/bookstore.

Medical assistants play a critical role in the daily operations of doctor’s offices, clinics and health care facilities. The program prepares students, through hands-on training, education in medical procedures, patient care, clinical assisting, administrative practices, and fundamentals of health sciences, giving students the qualifications they need to fill a wide-range of health care services. Course content includes: medical terminology, basic clinical skills and procedures of medical asepsis, vital signs, sterilization, assisting with physical examinations, routine office testing, phlebotomy, EKG testing and CPR training. Completers are eligible to take certification exams in Clinical Medical Assistant, Phlebotomy and EKG at an additional cost payable to the testing agency. Students are required to participate in a 160-hour externship during the course. 80 classes day/100 classes evening

HCA5000
23FA: 09/12 – 01/20  M/T/W/Th/F  9:00 AM – 2:00 PM  Location: AEC  Tuition: $4,355
23FB: 09/19 – 06/20  M/W/Th  5:00 PM – 9:00 PM  Location: AEC  Tuition: $4,355
23FC: 09/12 – 01/20  M/T/W/Th/F  9:00 AM – 2:00 PM  Location: WTC  Tuition: $4,355
23WD: 2/06 – 06/14  M/T/W/Th/F  9:00 AM – 2:00 PM  Location: WTC  Tuition: $4,355

HOME HEALTH AIDE

Home health aides are a valuable part of any health care team. This course will prepare you to assist the disabled, chronically ill, cognitively impaired, and elderly individuals with daily personal tasks such as bathing and dressing, organizing the client’s schedule and planning appointments. The home health aide provides basic health-related services such as checking vital signs or administering prescribed medication at scheduled times. Light housekeeping, shopping and preparation of meals are also part of the home health aide’s responsibilities. The home health aide’s role is to act as an emotional support and companion to their client.

LPN1450
23FA: 09/19 – 12/14  M/T/W  6:00PM – 9:30PM  Location: AEC  Tuition: $498
23FB: 09/20 – 02/02  T/Th  6:00PM – 9:00PM  Location: WTC  Tuition: $498
23WA: 01/10 – 05/18  M/W/Th  6:00PM – 9:00PM  Location: WTC  Tuition: $498
23SC: 04/17 – 07/12  M/W/Th  6:00PM – 9:00PM  Location: AEC  Tuition: $498

NURSE ASSISTANT

Train for an in-demand career as a certified nurse assistant. This course will provide you with the theory and skills necessary to deliver quality care to clients in health care institutions and agencies. Learn how to provide personal care to clients, care for their nutritional needs, perform blood pressures, obtain temperatures, pulse and respirations, and maintain aseptic techniques. This course consists of both classroom and clinical training. Completers are eligible for the NYS Nurse Assistant Certification Examination at an additional cost payable to the testing agency. Day classes meet five days per week and evening classes meet two days per week for classroom and four evenings per week for clinical practice. 43 classes

LPN2000
23FA: 09/19 – 11/22  M/T/W/Th/F  9:00 AM – 1:00 PM  Location: AEC  Tuition: $1,779
23FB: 09/20 – 03/09  T/Th  6:00 PM – 10:00 PM  Location: AEC  Tuition: $1,779
23FC: 09/19 – 03/20  M/W  6:00 PM – 10:00 PM  Location: WTC  Tuition: $1,779
23FD: 11/28 – 02/01  M/T/W/Th/F  9:00 AM – 1:00 PM  Location: AEC  Tuition: $1,779
23WE: 02/06 – 04/21  M/T/W/Th/F  9:00 AM – 1:00 PM  Location: AEC  Tuition: $1,779
23SF: 04/24 – 06/21  M/T/W/Th/F  9:00 AM – 1:00 PM  Location: AEC  Tuition: $1,779

Additional requirements: students must have a valid social security card and are required to have a background check and random drug screening. This cost is not covered in tuition. Detailed information will be provided on the first day of class.
**Health Sciences**

**CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS**

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**PRACTICAL NURSING PROGRAM**

Additional prerequisites for Practical Nursing Program:

- **HEGIS code 5209.00, 5209.10, and 5209.20**
- Successful score on the Nurse Entrance Exam for Practical Nursing candidate is determined based on a test performance. Students must earn a combined total of five or more points to move forward with the application process. Registration for the Entrance Exam can be completed online at www.esboces.org/AEV
- Satisfactory faculty interview.
- Completed application packet.

The Licensed Practical Nurse serves as an integral part of the nursing and health care team who, under the supervision of the Registered Professional Nurse, Physician or Dentist, shares in the responsibility, accountability and performance of health care services. The Practical Nursing Program at ESBOCES serves as a forum for bringing transcultural nursing students with diverse interests together to learn about and provide culturally congruent nursing care to society.

The mission of the program is to provide a safe environment to promote clinical competence, self-confidence, reflective practice, teamwork and inter-professional collaboration for students and faculty. Practical nurses are central to our health care system, advocating and delivering transformational care in community health care clinics, home care, and acute care settings. The Eastern Suffolk School of Practical Nursing Program includes a simulation lab which provides students with interactive, practice-based instruction.

The cost of the tuition includes the NYS Licensure Exam (NCLEX®), NYS Licensing fee and the ATI Learning System Package which offers a wide variety of NCLEX® preparation assessments. At the completion of the program, an ATI Review Week will be offered at an additional cost. All costs are subject to change.

The Eastern Suffolk School of Practical Nursing is located at the Adult Education Center in Brentwood. Upon acceptance, students are required to complete a background check and random drug screening. For more information related to Federal Student Aid or Gainful Employment, please visit our Adult Education site at www.esboces.org/nursing

**Practical Nursing 1**

09/2023 - 06/2024  M/T/W/Th  6:00 PM – 9:30 PM

**Practical Nursing 2**

09/2024 - 04/2025  M/T/W/Th/F  8:00 AM – 2:30 PM

- OR – Practical Nursing, Full-Time

09/2023 - 08/2024  M/T/W/Th/F  8:00 AM – 2:30 PM

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**PREPARATION FOR PRACTICAL NURSING ENTRANCE EXAM**

A career in nursing is both challenging and rewarding. The first step in the process for entry into the Eastern Suffolk School of Practical Nursing is a successful score on the entrance exam which assesses vocabulary, reading comprehension, English, and math skills. Prospective candidates seeking admission to the Practical Nursing Program who want to improve their reading comprehension, English, and math skills are encouraged to take this course. Students will be pre-tested and post-tested to assist in identifying strengths and weaknesses in reading comprehension, English and math. Students enrolled in the prep course will be eligible to take the Nurse Entrance Exam immediately following completion of the course. The completion of this course does not guarantee admission into the Practical Nursing Program.

**LPN1200**

23FA: 10/12 – 12/14  M/W  6:00 PM – 9:00 PM
23WB: 01/09 – 03/20  M/W  6:00 PM – 9:00 PM
23SC: 04/03 – 06/12  M/W  6:00 PM – 9:00 PM

Location: BTC  Tuition: $689

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**NURSE ENTRANCE EXAM**

Candidates must take and pass the Nurse Entrance Exam to be considered for enrollment in the Practical Nursing Program. The exam assesses vocabulary, math, English and reading comprehension. A successful exam score grants the candidate an interview with faculty and does not guarantee admission to the Practical Nursing Program. This exam is administered virtually. A computer with a camera and microphone is necessary to take this exam. Instructions will be provided at time of registration.

**LPN1210**

Location: AEC  Tuition: $179

Register for exam at www.esboces.org/AEV. Testing is ongoing; several dates are available. Please note: the fee for the Nurse Entrance Exam is non-refundable.

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Upon completion, students receive a non-credit bearing diploma issued by the Eastern Suffolk School of Practical Nursing and are eligible to take the NYS Practical Nursing Licensing Examination.
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

PHYSICAL THERAPY AIDE

Be part of an emerging trend in healthcare! Physical Therapy Aides are in demand and are employed in private physical therapy practices, chiropractic offices, long-term care facilities, rehabilitation centers, fitness centers and hospitals. Learn how to assist the physical therapist to deliver quality care to their patients. The responsibilities of the Physical Therapy Aide include: moving patients from one therapy area to another, preparing and organizing the location for the patient’s session, setting up any needed equipment, assisting with the patient’s treatment session, fulfilling office and clerical duties such as ordering supplies, calling patients to set up and or confirm appointments. Course of study includes theoretical concepts, practical skills and hands-on experience working in a clinical setting. 30-hour internship is required. 25 classes

HCA6020
23FA: 09/13 - 12/22 T/Th 6:00 PM – 9:00 PM
23SB: 03/02 - 06/06 T/Th 6:00 PM – 9:00 PM
Location: BTC Tuition: $765

Additional requirements: Student must purchase a uniform.

PHLEBOTOMY TECHNICIAN

Our phlebotomy training program will prepare you to become a skilled technician and will enhance the skills of the individual currently employed in the health care field, i.e., CNA, LPN, or RN. You will learn various techniques of phlebotomy such as: vacuum method for venous blood withdrawal, autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, proper use of a hemogloginometer, and obtain a hemoglobin level. Students are required to draw blood on each other. Students on anticoagulant medications must call for information before registering. Completers are eligible to take a certification exam at an additional cost payable to the testing agency. 24 classes

HCA1100
23FA: 09/13 – 12/20 T/Th 9:00 AM – 12:30 PM
Location: AEC Tuition: $1,983
23FB: 10/18 – 01/19 T/Th 6:00 PM – 9:30 PM
Location: BTC Tuition: $1,983
23WC: 01/09 – 04/17 M/W 6:30 PM – 10:00 PM
Location: AEC Tuition: $1,983
23WD: 02/07 – 05/16 T/Th 6:00 PM – 9:30 PM
Location: BTC Tuition: $1,983

Additional information: it is recommended that all students have the Hepatitis B vaccine.

REIKI 1 PRACTITIONER

Learn how to reduce stress! Reiki is a beautiful Japanese technique used for stress reduction and deep relaxation. It is one of the modalities that the health care field is recognizing for its ability to assist patients in the healing process. Hospitals (such as New York-Presbyterian) and health care facilities around the world now offer Reiki to their patients. This ancient art offers an opportunity to embrace body, mind, and spirit connection. Based on an understanding that life force energy flows through all livings things, Reiki enables an individual to address imbalances in their energy body. A practitioner (through the use of either light touch or by floating hand above the recipient) assists to restore balance. Reiki aids a person in taking an active role in resolving issues that they are experiencing in their lives. Participants will learn how to use Reiki on themselves and others. This program includes extensive practical experience. Upon completion of the course, each student will receive a certification as a Reiki 1 practitioner. 7 classes

HCA7000
23FA: 01/23 – 03/13 M 7:00 PM – 9:00 PM
Location: MTC Tuition: $299

REIKI 2

Reiki 2: Prerequisite: Reiki 1 Practitioner. Learn about hidden or inner teachings. Okuden is about the three symbols and three mantras that will aid in focusing the energy. At this level, you discover your hidden or inner qualities and learn to connect more deeply with the Reiki energy. 6 classes

HCA7050
23FA: 04/24 – 06/05 M 6:30 PM – 9:30 PM
Location: MTC Tuition: $257

REIKI 3

Reiki 3: Prerequisite: Reiki 2. Delve deeper into opening up your own natural ability to heal yourself and others. In the Reiki Master/Teacher training students will learn about the Reiki Master symbol and how to incorporate it into their Reiki practice to amplify healing and manifesting. A variety of techniques and meditations will be taught to further enhance their Reiki practice. Students will learn how to perform Reiju and Attunements to initiate others into The Usui Natural Healing System. 15 classes

HCA7100
23FA: 9/12 – 01/23 M 6:30 PM – 9:30 PM
Location: MTC Tuition: $640
Transportation Technology

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

AUTO BODY TECHNICIAN

Consider a career as an auto body repair technician. You will learn assembly and disassembly of parts, paint preparation, masking, jamming, finished work and final delivery. There is a great demand in the auto body industry for qualified technicians. Get on the road to an exciting career and enroll today. **29 classes**

TTE1040
23FA: 10/11 – 01/31  T/Th  6:00 PM – 9:30 PM
23WB: 03/02 – 06/20  T/Th  6:00 PM – 9:30 PM
Location: ICC  Tuition: $1,467

AUTO BODY TECHNICIAN

Consider a career as an auto body repair technician. You will learn assembly and disassembly of parts, paint preparation, masking, jamming, finished work and final delivery. There is a great demand in the auto body industry for qualified technicians. Get on the road to an exciting career and enroll today. **29 classes**

TTE1040
23FA: 10/11 – 01/31  T/Th  6:00 PM – 9:30 PM
23WB: 03/02 – 06/20  T/Th  6:00 PM – 9:30 PM
Location: ICC  Tuition: $1,467

AUTOMOTIVE SKILLS

Prerequisite: Basic Auto Mechanics and Maintenance (TTE1010). Enter the fast-paced automotive industry. Gain the entry-level certification of the National Institute for Automotive Service Excellence (ASE) and be recognized by your peers and perspective employers. You will learn the many aspects of suspension and steering, brakes, electrical/electronic systems, engine performance, engine repair, automatic transmission/transaxle, manual drive train and axles, and heating and air conditioning. This course is a combination of lecture and shop demonstrations. Entry-level ASE certification exams will be offered throughout the course (topics subject to change). Exam fees are included in tuition. **58 classes**

TTE1050
23FA: 10/17 – 06/07  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $2,155

CONTINUING EDUCATION

BASIC AUTO MECHANICS AND MAINTENANCE

Are you considering automotive repair as a possible career choice? This automotive course will teach you how to perform basic auto maintenance and repair tasks. Theory and operation of all major components will be presented including engine, drive train, brakes, ignition systems and general maintenance and safety checks. Engine and A/C tune-ups will be discussed and demonstrated. This course is a prerequisite for Automotive Skills (TTE1000) and Automotive Repair Industry Certification Preparation (ASE) (TTE1050). **18 classes**

TTE1010
23FA: 09/20 – 12/06  T/Th  6:30 PM – 9:30 PM
23WB: 02/28 – 05/09  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $765
23FB: 09/20 – 12/06  T/Th  6:30 PM – 9:30 PM
Location: WTC  Tuition: $765

Register online at: www.esboces.org/AEV
Transportation Technology

CONTINUING EDUCATION

MOTORCYCLE SERVICE AND REPAIR

Get ready for Summer. Tune-up your bike and feel confident on the road. Course content will cover: review of basic 4-stroke engine theory, engine repair, adjustments and running of intake system, ignition/charging systems, valve clearance, clutch/ transmission service, wheel and drive chain inspections and adjustments, all fluid services, exhaust inspection and repair, servicing of suspension, wheel bearings, tires and brakes.

12 classes

TTE4000
23WA: 05/11 – 06/20   T/Th   6:30 PM – 9:30 PM
Location: MTC      Tuition: $565

SMALL ENGINE REPAIR

Theory of operation of 2- and 4-cycle engines, carburetors, ignition systems, electrical systems and more will be covered. You will service, diagnose, troubleshoot and repair lawn mowers, chain saws, snow blowers and other power equipment. You will have an opportunity to work on your own equipment.

14 classes

TTE5000
23FA: 10/17 – 12/05   M/W   6:30 PM – 9:30 PM
23WB: 01/09 – 03/06   M/W   6:30 PM – 9:30 PM
Location: BTC      Tuition: $635

MARINE REPAIR

If you love the water and the outdoors and are in search of a great career, then you belong in this course. The curriculum focuses on 50 horsepower or less outboard motors and stern drive engine repair procedures, tune-ups, water pumps, winterizing and basic operating principles of outboard motors and stern drive engines, using theory and demonstration. The instructor will address practical problems, troubleshooting, and advanced teardown and rebuilding of outdrive engines. You will have the opportunity to work on your own outboard motor.

17 classes

TTE3025
23WA: 09/28 – 12/05   T/Th   6:30 PM – 9:30 PM
Location: MTC      Tuition: $665

AUTO BODY REPAIR

If you are a beginner looking to become familiar with auto body repair related tools and equipment, then this is the class for you! Power tools, spray equipment, types of paints and basic repair techniques will be covered. Personal auto work may be allowed at the instructor’s discretion.

14 classes

TTE1030
23WA: 02/28 – 04/25   T/Th   6:00 PM – 9:00 PM
Location: WTC      Tuition: $665

Location: ICC      Tuition: $665
SECURITY GUARD TRAINING*

Security Guard Training, an eight-hour, pre-assignment training, is a general introductory course. Upon successful completion of this course, the guard is issued a training certificate. This certificate must accompany the security guard’s registration application when submitted to the NYS Division of Criminal Justice Services. 2 classes

LPS5000
23FA: 10/17 – 10/18  M/T  6:00 PM – 10:00 PM
23SB: 03/13 – 03/14  M/T  6:00 PM – 10:00 PM
Location: BTC  Tuition: $255

*Students will be entitled to a 100% refund at any time prior to the start of instruction. If a course is divided between two 4-hour days, student will be entitled to a 50% refund if the student cancels before the start of the second 4-hour block. Registration fees, cancellation fees, or deposits do not apply for Security Guard courses.

NEW YORK STATE PROFESSIONAL PROCESS SERVER

Become a New York State Process Server! The principle job of a Process Server is to deliver legal documents to a defendant or person involved in a court case. The 9-hour course will be taught by a Civil Process Server Instructor who will educate you on Civil Process Serving in New York State. Once you complete the course, you will have the opportunity to join the New York State Process Serving Association and be eligible for employment as described by the instructor. The curriculum will consist of the Federal and State Court system, Subpoenas, Oaths and Affirmations, Surrogate Court Rules, and Vehicle and Traffic Laws. 3 classes

LPS6000
23FA: 10/17 – 10/31  M  6:30 PM – 9:30 PM
23SB: 04/17 – 05/01  M  6:30 PM – 9:30 PM
Location: MTC  Tuition: $305
CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

UNIVERSAL WELDING

Experienced welders are in high demand on Long Island. You will learn the fundamentals of shielded metal arc, Tig/Mig and oxy-acetylene welding. Employment opportunities, as well as preparation for job interviews, will be discussed. You will have the basic skills necessary to break into this exciting and essential trade area.

24 classes

WEL1000
23FA: 09/12 – 12/14   M/W   6:00 PM – 9:30 PM
23FB: 09/13 – 12/20   T/Th   6:00 PM – 9:30 PM
23SC: 01/17 – 04/27   T/Th   6:00 PM – 9:30 PM
23SD: 01/18 – 04/24   M/W   6:00 PM – 9:30 PM
Location: M/W: MTC T/Th: ICC    Tuition: $2,505

Additional requirement: students are required to provide gloves and helmet for all welding courses.

SHIELDED METAL ARC WELDING PREPARATION COURSE

Learn beginner to advanced arc welding procedures and practices as you prepare for the AWSD1.1 Qualification Standard 3G vertical or 4G overhead (both qualifications are available. Individuals must register for each qualification separately). Topics include machine set-up, joint design, electrode selection, and polarity. Other topics to be discussed will be the three basic welding joints, as well as out-of-position welding. There will be an emphasis on structural welding and the American Welding Society (AWS) D1.1 standard.

The Welders performance qualification is a groove weld on 1” plate that meets the requirements of AWS D1.1. 20 classes

WEL1200
23FA: 09/12 – 11/30   M/W   6:30 PM – 9:30 PM
Location: MTC    Tuition: $1,995

GAS TUNGSTEN ARC WELDING (TIG) FUNDAMENTALS

Learn theory and practical applications of TIG (heli-arc) welding, including machine set-up and operation of the Gas Tungsten Arc Welding (GTAW), commonly called “TIG” welding process. Course includes welding aluminum, stainless steel, pipe and steel tubing to American Welding Society (AWS) D17.1 standard. Upon completion, you can seek employment in industries such as aerospace, marine, automotive, nuclear and many others. 20 classes

WEL1220
23B: 02/07 – 05/02   T/Th   6:00 PM – 9:30 PM
Location: ICC    Tuition: $1,995

GAS METAL ARC WELDING (MIG) FUNDAMENTALS

Learn beginner to advanced MIG welding, covering welding steel plate coupons in the five basic welding joints in the flat, horizontal and vertical positions. Students will develop skills with the Gas Metal Arc Welding process (GMAW), or commonly called “MIG” welding, and be introduced to the Flux Cored Arc Welding process (FCAW). Upon completion, you can seek employment in industries such as manufacturing, fabrication shops, automotive related welding, HVAC related welding, ornamental welding and many more... 20 classes

WEL1210
23FA: 09/13 – 12/06   T/Th   6:00 PM – 9:30 PM
Location: ICC    Tuition: $1,995

UPDATED!
Welding

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

WELDING QUALIFICATION COURSE

Prerequisite: See each qualification below. Course completion can be substituted with 5 years welding experience. The welding qualification program prepares individuals for the AWS D1.1 Qualification Standard 3G vertical or 4G overhead. You must register for each qualification separately. Tuition includes tests materials and ASME exam fee. 12 classes

WEL1300
23FB: 12/13 – 01/26 T/Th 6:00 PM – 10:00 PM
23SC: 05/09 – 06/15 T/Th 6:00 PM – 10:00 PM
23SD: 05/08 – 06/21 M/W 6:00 PM – 10:00 PM
Location: ICC Tuition: $2,330

Vertical Plate Qualification: Requires successful completion of the Shielded Metal Arc Welding Preparation Course
Overhead Plate Qualification: Requires successful completion of the Shielded Metal Arc Welding Preparation Course

CONTINUING EDUCATION

ORNAMENTAL WELDING

Learn professional welding techniques and work on your fabricating skills at the same time. In this course, you will learn fabrication skills important to all welding processes. This hands-on program will guide you from initial design through the fabrication process using plasma cutting, oxy-acetylene, TIG or gas tungsten and arc welding. Participants will be encouraged to complete several ornamental projects. Most materials are included. 10 classes

WEL1020
23WA: 02/27 – 03/29 M/W 6:00 PM – 9:00 PM
Location: MTC Tuition: $925

Register online at: www.esboces.org/AEV
## Home and Garden

### CONTINUING EDUCATION

#### FLORAL DESIGN

Are you creative and love to work with flowers? Experience working with a professional floral designer that will teach you unique tricks of the trade with fresh flowers. Bring home exquisite arrangements you create each week as you explore many styles such as: holiday decorating, center pieces, corsages and bouquets, and garden arrangements. **6 classes**

**LFD1010**

- **23FA:** 9/20 – 11/15  T  6:30 PM – 9:30 PM
- **23SB:** 03/14 – 04/25  T  6:30 PM – 9:30 PM

Location: ICC  
Tuition: $620

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#### SPANISH

The Spanish language has become a necessity for communication in today’s society. A professional Spanish educator will help you to learn the language by emphasizing words and phrases that will help you converse with Spanish speakers on a daily basis. **15 classes**

**LAN2000**

- **23FA:** 10/11 – 01/31  T  6:00 PM – 9:00 PM
- **23WB:** 02/28 – 06/13  T  6:00 PM – 9:00 PM

Location: WTC  
Tuition: $582

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#### ADVANCED SPANISH

**Prerequisite: Spanish (LAN2000)**

The Spanish language is one of the most widely spoken languages, and today bilingual persons are in demand in the workplace. This new class offers an opportunity to review, practice, and complement the foundation of structural Spanish grammar, pronunciation, and vocabulary, allowing you to use it in the workplace to write and express yourself with more confidence.

The exercises within each section become progressively more challenging, starting with a reinforcement of the grammar concepts and moving forward to exercises that require more challenging cognitive thinking. You will develop skills necessary to practice Spanish conversation. **15 classes**

**LAN2010**

- **23WB:** 03/02 – 06/22  Th  6:00 PM – 9:00 PM

Location: WTC  
Tuition: $582
FEDERAL STUDENT AID (Pell Grant, Direct and Parent PLUS Loans) is available to qualified individuals for eligible programs. Eligible programs include the Practical Nursing Program and Cosmetology Program. Students are required to complete a FAFSA (Free Application for Federal Student Aid) to determine their eligibility. For important information related to Federal Student Aid or Gainful Employment, please visit our Adult Education site at www.esboces.org/nursing or www.esboces.org/cosmetology

Eastern Suffolk BOCES is an eligible training provider for the following agencies:

ACCES-VR Adult Career & Continuing Education Service provides tuition assistance for individuals with disabilities.

DOL WIOA The Workforce Innovation and Opportunity Act, managed through the Department of Labor, provides assistance to those with significant barriers to obtain training for employment.

CSEA Civil Service Employees Association, Inc., union members may be eligible.

Veterans Administration Based on active duty service, the GI Bill® provides educational assistance to service members, veterans, and their dependents. Contact the Department of Veterans Affairs at 1-800-827-1000.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

1199SEIU Members may be eligible for tuition assistance for the Practical Nursing Program.

Employers are an excellent resource for scholarships and tuition benefits.

Students enrolling in a course of study more than $1,000 may be eligible for private student loans.

Payment plans are available. An administrative fee of $75 will be charged for all approved payment plans.

ESBOCES REFUND POLICY
All withdrawals incur an administrative fee of $35. All withdrawal requests must be provided in writing to the Program Administrator.

- Withdrawal prior to 5 business days of the first class: 100% Refund
- Withdrawal within 5 business days prior to the first class: 90% Refund
- Withdrawal after the first class and prior to the second class: 75% Refund
- Withdrawal after the second class: 0% Refund

NO REFUNDS WILL BE PROVIDED AFTER THE SECOND CLASS. THERE ARE NO EXCEPTIONS TO THIS POLICY. Refunds other than charge cards may take 4 to 6 weeks.

FEDERAL REFUND POLICY
The Practical Nursing Program and the Cosmetology Program at ESBOCES do not observe the above-mentioned refund policy. Eligible programs follow federal guidelines related to withdrawals, refunds and credit balances. Please refer to the program handbook and/or the ESBOCES website for more information.

Any balance owed to the school resulting from a termination of enrollment is due immediately. Students may not enroll in any course provided by ESBOCES with an outstanding account balance.

CLASS CANCELLATION ESBOCES reserves the right to cancel a course that does not have sufficient enrollment or to change class dates, times, and locations as the need arises. Students will be notified by email or phone at least 2 days prior to the start date of class.

SENIOR CITIZEN DISCOUNT Tuition costs may be discounted 10% for senior citizens 62 years of age and older. Documentation is required (e.g., Driver License, leisure pass, copy of birth certificate). Please note: this discount does not apply to any ESBOCES program exceeding $1,000.

INCOME TAX INFORMATION Students attending the Practical Nursing Program and the Cosmetology Program at ESBOCES may be eligible to receive educational tax benefits. Please refer to IRS Publication 970 and/or a Certified Public Accountant for information regarding educational tax benefits. All other Adult Education programs at ESBOCES are not eligible programs as defined by the Internal Revenue Service.

For further information, please visit our website at www.esboces.org or contact Student Financial Services at (631) 233-4450.
Online Classes

THE CENTER FOR LEGAL STUDIES

Join our acclaimed paralegal program with classes available for beginning as well as advanced legal workers.

- Advanced Legal Research and Writing
- Advanced Paralegal Certificate
- Alternative Dispute Resolution Certificate
- eDiscovery for Paralegals Certificate
- Employment Law Certificate
- Intellectual Property Law for Engineers
- Law School Preparation
- Legal Investigation Certificate

Legal Nurse Consultant Training
Legal Secretary Certificate
Medical Professional Legal Consultant
Paralegal Certificate Course®
Personal Injury for the Paralegal
Software Essentials for the Law Office
Victim Advocacy Certificate

Visit: www.esboces.org click on UGotClass online catalog for tuition, registration

UGOTCLASS ONLINE CERTIFICATES AND COURSES

ESBICES is collaborating with UGotClass to offer online certificates and courses provided by the Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools.

- Business
- Business Communication
- Data Science
- Human Resources
- Leadership
- Management
- New Media Marketing
- Personal Development
- Social Media for Business
- Technology Skills
- Training and Education
- Training for K-12 Teachers

Visit: www.esboces.org click on UGotClass online catalog for registration, course description and tuition.
See page 45 for a complete listing of UGotClass online classes.
The Employment Resource Center offers students the essential edge to successfully compete in today’s global workplace.

Services include:

- Job Postings from our Business and Industry partners
- Career and Labor market information
- Career development and job search workshops
- One-on-one employment counseling
- Resume and cover letter assistance
- Interviewing techniques and mock interviews
- Computers with internet and printing access
- Photocopying and fax services

Please call one of our trained vocational advisors for an appointment:

- Gary D. Bixhorn Technical Center (631) 286-6585
- Edward J. Milliken Technical Center (631) 244-5893
- Harry B. Ward Technical Center (631) 369-7567

Adult Education Courses Approved for Veterans Benefits

- Automatic Heating Program
- Barbering
- Basic Veterinary Care
- Business Skills
- Certified Personal Trainer
- Clinical Medical Assistant
- Commercial Culinary Arts Program
- Computer Repair
- Construction
- Cosmetology
- Dental Chairside Assistant
- Dog Grooming
- Electric – National Center for Construction Education and Research (NCCER) Certification
- Esthetician
- Facilities Maintenance
- Forklift Training
- Home Inspector Program
- Medical Office Biller/Coder
- Nail Technician
- Nurse Assistant
- Professional Baking
- Plumbing – National Center for Construction Education and Research (NCCER) Certification
- Practical Nursing
- QuickBooks™
- Veterinary Assistant
- Universal Welding

BEFORE REGISTERING, PLEASE MEET WITH YOUR VETERAN COUNSELOR TO DETERMINE YOUR ELIGIBILITY.

Visit our website: www.esboces.org or call (631) 369-7567 for more information and a list of newly-approved courses.
CONFIRMATIONS
Your registration is accepted unless otherwise notified. You will be notified if your class has been cancelled.

CERTIFICATES OF COMPLETION
Eastern Suffolk BOCES Adult Education Department will issue a Certificate of Completion to students who have maintained at least 80% attendance and have shown successful completion in the skills and aptitudes necessary for course completion as determined by a passing grade from the instructor. Completion certificate requirements may differ for licensing programs or comprehensive accelerated programs.

OFFICIAL TRANSCRIPTS/EDUCATIONAL RECORDS
Students may request an official transcript of their grades or other student records by writing to the Adult Education Office and enclosing a money order payable to Eastern Suffolk BOCES for $15.

SECURITY/PERSONAL SAFETY
Appropriate safety standards are adhered to in all classes and labs. All students are required to sign the Eastern Suffolk BOCES Code of Conduct at the beginning of class. Students may be required to provide personal protection equipment items such as goggles and aprons. Students are required to maintain appropriate business and professional behavior while on Eastern Suffolk BOCES property. Prohibited behavior includes abusive behavior and language, violence, alcohol on breath or drug use, and sexual harassment, among other behaviors. Disregard for these prohibitions may warrant removal from the program. Refund policy does not apply. For information related to Campus Safety and Security as per the Clery Act, please visit our website at www.esboces.org

DAMAGE TO OR LOSS OF PERSONAL PROPERTY ON EASTERN SUFFOLK BOCES PREMISES
Eastern Suffolk BOCES does not assume any responsibility, either real or implied, for the personal property of any adult education student. It is suggested that students review their personal insurance coverage.

DRUG, ALCOHOL AND SMOKING POLICY
Eastern Suffolk BOCES follows and promotes a “Drug Free” protocol, “Smoke Free” and “Alcohol Free” environment, both on campus and in clinical settings. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or place open to the public is illegal. The possession, sale, manufacture or distribution of any controlled substance is illegal. Possession and use of any alcoholic beverage or illegal drug is prohibited in school. Violators may be subject to local, state, and federal law as well as school policy. (See ESBOCES: Policy 6220 – Student and Substance Abuse; Policy 5160 – Drug-Free Workplace; Policy 5161 – Alcohol, Drugs, and Other Substances; (www.esboces.org)

INSTRUCTIONAL ACCOMMODATIONS
Students who require instructional accommodations are requested to contact a Vocational Advisor at (631) 244-5896 as soon as possible, but not less than 30 days prior to the beginning of the semester. Eastern Suffolk BOCES needs a minimum of 30 days to arrange for reasonable accommodations, if so required.

TRANSLATION
To have any or all of this catalog translated in another language, please call (631) 233-4425.

Para tener alguno o todo este catálogo traducido en español por favor llame (631) 233-4425.
HIGH SCHOOL EQUIVALENCY AND LITERACY PROGRAMS

FOCUS ON SUCCESS

Register online at: www.esboces.org/AEV
Eastern Suffolk BOCES Adult Literacy Program

- English as a Second Language (ESL)
- Adult Basic Education
- English High School Equivalency Preparation (HSE)
- Citizenship Preparation Classes
- Home Study Programs

REGISTRATION INFORMATION
For Adults 21 years or older
$25 Registration Fee

CALL NOW FOR AN APPOINTMENT TO REGISTER

<table>
<thead>
<tr>
<th>AEC Brentwood (631) 233-4425</th>
<th>BTC Bellport (631) 286-6548</th>
<th>WTC Riverhead (631) 369-7570</th>
<th>Hampton Bays Middle School and St. Rosalie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Monday-Friday 9:30AM-1:30PM</td>
<td>Day Monday-Friday 9:30AM-1:30PM</td>
<td>Day Monday-Friday 9:30AM-1:30PM</td>
<td>St. Rosalie (631) 369-7570</td>
</tr>
<tr>
<td>Evening Monday/Wednesday Tuesday/Thursday 6:30PM-9:30PM</td>
<td>Evening Monday/Wednesday Tuesday/Thursday 6:30PM-9:30PM</td>
<td>Evening Monday/Wednesday Tuesday/Thursday 6:30PM-9:30PM</td>
<td>Hampton Bays Middle School (631) 369-7570</td>
</tr>
<tr>
<td>Evening Tuesday/Thursday 6:00PM-9:00PM</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

For more information, call:
(631) 233-4425, (631) 369-7570 or (631) 286-6548
Ask us how you can improve your English and Civics Education while being trained in a career

- Designed for non-native adults seeking to improve their abilities to speak, understand, read and write the English language
- Classes are offered at the beginning, intermediate and advanced levels
- Day and evening classes available
- Distance Learning
- Curriculum incorporates American History and Government and the steps needed to become a U.S. citizen

For more information call the center location near you.

**Adult Education Center**
100 Second Avenue, Brentwood
Phone: (631) 233-4425

**Gary D. Bixhorn Technical Center**
350 Martha Avenue, Bellport
Phone: (631) 286-6548

**Harry B. Ward Technical Center**
970 North Griffing Avenue, Riverhead
Phone: (631) 369-7570

**Hampton Bays Middle School**
70 Ponquogue Avenue, Hampton Bays
Phone: (631) 369-7570

**St. Rosalie’s Hampton Bays Center**
31 Montauk Highway, Hampton Bays
Phone: (631) 369-7570

Achieve your academic, professional, and personal goals.

Students may earn tuition assistance for career training courses when dually enrolled in English or Equivalency class.

Call a Vocational Advisor for more information.

**REGISTRATION INFORMATION**
All classes begin the week of September 12, 2022
Registration begins July 11, 2022. Day and Evening appointments available
**MAIL-IN REGISTRATION FORM**

MAIL MONEY ORDER PAYABLE TO ESBOCES TO:
ESBOCES @ Adult Education Center
Attn: Student Financial Services
100 Second Avenue, Brentwood, NY 11717

**NAME**

Last
First
MI

**MAILING ADDRESS**

City

Zip

Phone

Email

Course Number
Section
Course Title

Fee

Total

HS Diploma ☐ GED/TASC ☐

Please note: HS Diploma or GED/TASC required for most Health Science courses. See course description for details.

How Did You Hear About This Class:

☐ Friend/Family/Word of mouth
☐ ESBOCES Website
☐ Catalog mailed to house
☐ Picked up catalog from a community organization
☐ Previously took a course at ESBOCES
☐ Other – Please specify: ________________

REFUND POLICY (Page 30 of catalog): Please sign that you have read it and consent:

You may assume your registration has been accepted unless otherwise notified.
Services for individuals, business, and not-for-profit agencies

OTHER SERVICES

39 Adaptive Driving
39 Supportive Employment
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41 Career and College Pathways
42 Salon Menu
42 Spa Menu
42 Barber Shop Menu
43 Nail Care Menu
43 Dog Grooming Menu
43 Professional Automotive Services

Register online at: www.esboces.org/AEV
Adaptive Driver Training

THE ROAD TO INDEPENDENCE STARTS HERE

The Adaptive Driver Training Program
is designed to service those with physical and non-physical disabilities.

Our program evaluates, trains, and re-trains individuals with physical and neurological limitations.

We offer:
- comprehensive driving evaluations
- senior citizen assessments
- individualized instruction

Types of vehicles used:
- all automatic transmissions
- adapted autos
- non-adapted autos

Referrals are accepted from ACCES-VR, school districts, insurance companies, Veterans Administration, hospitals, and physicians. Self-referrals accepted.

For more information, call (631) 244-5886

Supported Employment

WORKING TOGETHER TO SUPPORT EMPLOYMENT

The Supported Employment Program
is coordinated and funded by the Office of Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) and the Office for People with Developmental Disabilities (OPWDD).

The program’s goal is to identify competitive employment and follow-up services geared toward maintaining competitive employment for those deemed eligible.

Our program provides employment-related services to individuals with intellectual and other developmental disabilities that include:

- assessment of individual’s interests, employment needs, and skills
- soft skills training and pre-employment preparation
- travel training to community employment site
- job development consistent with individual’s interests, abilities and employer expectations
- on-the-job training
- long-term support services

For more information, call (631) 244-5930
Summertime Career Exploration
for students 13-15 years of age

WHAT CAREER WOULD YOU LIKE TO EXPLORE THIS SUMMER?

2023
Register Today!
Call (631) 369-7567
or visit registration.xenegrade.com/esboces

REGISTRATION for Summer 2023 begins in February

Call (631) 286-6535 or (631) 369-7567 or visit www.esboces.org/ for course listings and additional information.

Register online at: www.esboces.org/AEV
Career and College Pathways

for High School Students

Giving Students the Power to Succeed in Post-Secondary Education While Preparing Them for the World of Work

Find Your Future Here

(631) 419-1646
Inner Beauty Salon & Spa

SALON MENU

<table>
<thead>
<tr>
<th>HAIR SERVICES</th>
<th>PRICE</th>
<th>FACIAL</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blow Out</td>
<td>$5.00</td>
<td>Facial</td>
<td>$10.00</td>
</tr>
<tr>
<td>Up-Do</td>
<td>$15.00</td>
<td>WAXING</td>
<td>PRICE</td>
</tr>
<tr>
<td>Shampoo &amp; Set</td>
<td>$10.00</td>
<td>Waxing (eyebrows)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Haircut</td>
<td>$10.00</td>
<td>Waxing (lips)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Single Process Color (root touch up)</td>
<td>$15.00</td>
<td>MANICURE</td>
<td>PRICE</td>
</tr>
<tr>
<td>Single Process Color (full head)</td>
<td>$20.00</td>
<td>Basic Manicure</td>
<td>$5.00</td>
</tr>
<tr>
<td>Highlights</td>
<td>$15.00</td>
<td>Paraffin Manicure</td>
<td>$7.00</td>
</tr>
<tr>
<td>Per Foil</td>
<td>$2.00</td>
<td>Nail Wraps/Acornics (gel nails)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Deep Conditioning Treatment</td>
<td>$5.00</td>
<td>Nail Wraps/Acoramics (gel polish)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Perms</td>
<td>$25.00</td>
<td>Nail Art (per nail)</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full Set</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

SPA MENU

<table>
<thead>
<tr>
<th>SKIN</th>
<th>PRICE</th>
<th>WAXING</th>
<th>PRICE</th>
<th>MAKE-UP</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classic Maintenance Facial</td>
<td>$10.00</td>
<td>Eyebrows</td>
<td>$5.00</td>
<td>Full Make-Up</td>
<td>$10.00</td>
</tr>
<tr>
<td>Refreshing &amp; Refining Mint Facial</td>
<td>$15.00</td>
<td>Lips</td>
<td>$5.00</td>
<td>Airbrush Make-Up</td>
<td>$20.00</td>
</tr>
<tr>
<td>Clarifying Cucumber Facial</td>
<td>$20.00</td>
<td>Chin</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarifying Aromatherapy Facial</td>
<td>$20.00</td>
<td>Half Leg</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soothe and Soften Oat Facial</td>
<td>$20.00</td>
<td>Full Leg</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature Mud Facial</td>
<td>$20.00</td>
<td>Half Arm</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scent-Sational Aromatherapy Facial</td>
<td>$20.00</td>
<td>Full Arm</td>
<td>$7.00</td>
<td></td>
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</tr>
<tr>
<td>Oxygen Facial</td>
<td>$40.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Treatment</td>
<td>$5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paraffin Treatment</td>
<td>$5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brightening Eye Treatment</td>
<td>$4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrating Lip Treatment</td>
<td>$4.00</td>
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<td></td>
</tr>
</tbody>
</table>

BARBER SHOP

<table>
<thead>
<tr>
<th>HAIR SERVICES</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haircut</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
NAIL CARE MENU

<table>
<thead>
<tr>
<th>NAIL CARE</th>
<th>PRICE</th>
<th>NAIL CARE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Manicure</td>
<td>$5.00</td>
<td>Nail Art (per nail)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Paraffin Manicure</td>
<td>$7.00</td>
<td>Full Set</td>
<td>$18.00</td>
</tr>
<tr>
<td>Nail Wraps/Acrylics (gel nails)</td>
<td>$18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nail Wraps (gel polish)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dog Grooming and Bathing

Riverhead Day: (631) 369-8100
Fridays, 8:30 AM – 1:30 PM (October – June)
Evening appointments: (631) 369-7567

Bellport Day: (631) 286-6585
Tuesday, Wednesday and Friday (December – June)
Evening appointments: (631) 286-6585

<table>
<thead>
<tr>
<th>BATHING SERVICES</th>
<th>PRICE</th>
<th>CLIPPING, CUTTING &amp; STYLING</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bath/Dry, Ear Cleaning, Nail Trim</td>
<td></td>
<td>Puppy Cut</td>
<td></td>
</tr>
<tr>
<td>Under 40 lbs.</td>
<td>$10.00</td>
<td>Under 40 lbs.</td>
<td>$15.00</td>
</tr>
<tr>
<td>Between 40 and 80 lbs.</td>
<td>$15.00</td>
<td>Between 40 and 80 lbs.</td>
<td>$20.00</td>
</tr>
<tr>
<td>Over 80 lbs.</td>
<td>$20.00</td>
<td>Over 80 lbs.</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Professional Automotive Services

Oakdale Evening: (631) 244-5845
Tuesday and Thursday 6:00 PM – 9:30 PM (October – June)

DID YOU KNOW?
Our students are under the supervision of their instructors and can perform a wide range of automotive and tire services including:

- Car Inspection
- Oil Change, Lube & Filter
- Belts & Hoses
  Prices are based on parts needed after diagnostic assessment and indirect services.
- Brake Service
- Tire Repair, Rotation & Wheel Alignment

For a complete listing of services visit www.esboces.org/AEV
Gary D. Bixhorn Technical Center (BTC)
350 Martha Avenue
Bellport, NY 11713
Day: (631) 286-6585
www.esboces.org/BTC Directions

Harry B. Ward Technical Center (WTC)
970 North Griffing Avenue
Riverhead, NY 11901
Day/Evening: (631) 369-7567
www.esboces.org/WTC Directions

Edward J. Milliken Technical Center (MTC)
375 Locust Avenue
Oakdale, NY 11769
Day/Evening: (631) 244-5893
www.esboces.org/MTC Directions

Islip Career Center (ICC)
379 Locust Avenue
Oakdale, NY 11769
Day/Evening: (631) 244-5893
www.esboces.org/ICCDirections

Adult Education Center (AEC)
100 Second Avenue
Brentwood, NY 11717
Day/Evening: (631) 233-4425
Health Sciences: (631) 233-4450
www.esboces.org/AECDirections

Islip Career Center (ICC)
379 Locust Avenue
Oakdale, NY 11769
Day/Evening: (631) 244-5893
www.esboces.org/ICCDirections

Harry B. Ward Technical Center (WTC)
970 North Griffing Avenue
Riverhead, NY 11901
Day/Evening: (631) 369-7567
www.esboces.org/WTC Directions

Edward J. Milliken Technical Center (MTC)
375 Locust Avenue
Oakdale, NY 11769
Day/Evening: (631) 244-5893
www.esboces.org/MTC Directions

Eastern Suffolk BOCES Board and Administration

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Vice President
William K. Miller

Member and Clerk
Fred Langstaff

Members
Arlene Barresi
William Hsiang
Anne Mackesey
Stephen L. Gessner, Ph.D.
Susan Lipman
James F. McKenna
Linda S. Goldsmith
Joseph LoSchiavo
Brian O. Mealy

District Superintendent
David Wicks

Chief Operating Officer
Julie Davis Lutz, Ph.D.

Director
Leah Arnold – Career, Technical and Adult Education

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056. 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 320 First Street, S.E., Washington, D.C. 20202-5610, or the Office for Civil Rights at the US Department of Education, 401嘉First Avenue, S.E., Suite 6200, Washington, D.C. 20017-6928. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.
UGOTCLASS Online Certificates and Courses

Visit: www.yougotclass.org/catalog-complete.cfm/EasternSuffolk/ to register and view a full description of the courses.

BUSINESS

Bookkeeping Certificate
• Understanding Debits and Credits
• General Ledger and Month End Procedures
• Closing Procedures and Financial Statements

Certificate in Accounting and Finance for Non-Financial Managers
• Accounting and Finance for Non-Financial Managers
• Financial Analysis and Planning for Non-Financial Managers
• Cash is King

Entrepreneurship Certificate
• Entrepreneur Boot Camp
• The Business Plan
• Entrepreneurial Marketing

BUSINESS COMMUNICATION

Certificate in Basic Game Design
• Introduction to Game Design
• Intermediate Video Game Design

Certificate in Business Writing
• Effective Copywriting
• Business Writing
• Writing News and Press Releases

Certificate in Customer Service
• Extraordinary Customer Service
• Keys to Customer Service

Certificate in Workplace Communication
• Conflict Management
• Negotiation: Get What You Want
• Using Personality Profiles for Better Work Performance

DATA SCIENCE

Certificate in Data Analysis
• Introduction to Data Analysis
• Intermediate Data Analysis
• Advanced Data Analysis

Certificate in Mastering Excel
• Advanced Excel
• Intermediate Excel
• Mastering Microsoft Excel

Self-Study: Certificate in Data Analysis
• Self-Study: Introduction to Data Analysis
• Self-Study: Intermediate Data Analysis
• Self-Study: Advanced Data Analysis

SQL Certificate
• Introduction to SQL
• Intermediate SQL
• Advanced SQL

HUMAN RESOURCES
• Spanish for Medical Professionals

LEADERSHIP

Certificate in Leadership Development
• Leadership Principles
• Developing Your Leadership Skills
• Developing Your Professional Career

MANAGEMENT

Certificate in Non-Profit Administration
• Revenue Generation for Non-Profits
• Program Evaluation for Non-Profits

Certificate in Project Management
• Introduction to Project Management
• Project Management Processes
• Project Management Knowledge Areas

Management Certificate
• Management Boot Camp
• Managing Generations in the Workplace
• Collaborative Management

Six Sigma Green Belt Certificate
• Introduction to Six Sigma Green Belt
• Intermediate Six Sigma Green Belt
• Advanced Six Sigma Green Belt

Supervisory and Leadership Certificate
• Supervisory and Leadership

NEW MEDIA MARKETING

Digital Marketing Certificate
• Improving Email Promotions
• Boosting Your Website Traffic
• Online Advertising

Mastering Video Marketing Certificate
• YouTube for Business
• Video Marketing

SOCIAL MEDIA FOR BUSINESS

Social Media for Business Certificate
• Introduction to Social Media
• Integrating Social Media in Your Organization
• Marketing Using Social Media

TECHNOLOGY SKILLS

Certificate in Web Design
• Introduction to Web Design
• Intermediate Web Design
• Advanced Web Design

Coding Certificate
• Introduction to Coding
• HTML Fundamentals
• CSS Fundamentals

Graphic Design Software Essentials Certificate
• Adobe InDesign Essentials
• Adobe Illustrator Essentials
• Adobe Photoshop Essentials

WordPress Certificate
• WordPress Certificate

TRAINING AND EDUCATION

Certificate in Online Teaching
• Advanced Teaching Online
• Designing Online Instruction
• Fostering Online Discussion

Certification in Teaching Adults
• Certificate in Teaching Adults

TRAINING FOR K-12 TEACHERS

Certificate in Learning Styles
• Developing the Socialization Skills of Students with ASD in the Inclusive Classroom
• Gender Matters: Gender in the Classroom
• Generational Learning Styles
Adult Literacy Distance Learning Classes

Do you have limited time and can only attend school one day a week? ESBOCES now offers Distance Learning for ESL and GED® students.

Finish High School

Interested in training for a career while preparing for your high school equivalency?

Call for more information or ask how you can train for a career while attending high school equivalency classes.

Locations

Adult Education Center
100 Second Avenue
Brentwood, NY 11717
(631) 233-4425 / (631) 233-4428

Gary D. Bixhorn Technical Center
350 Martha Avenue
Bellport, NY 11713
(631) 286-6548

Harry B. Ward Technical Center
970 N. Griffing Avenue
Riverhead, NY 11901
(631) 369-7570