I found the tools and resources to help me transition from my current career to construction management through an Eastern Suffolk BOCES Adult Education Blueprint Reading course. The program provided networking opportunities which led me to my new job.
Did You Know...

- Adult Education offers over 50 Career Training, Licensing and Certification programs and 30 Personal Enrichment classes.

- Financial aid is available for our Cosmetology and Practical Nursing programs.

- We offer national certifications for Electric, Plumbing and HVAC through the National Center for Construction Education and Research.

- Labor Specialists and Vocational Advisors are available to assist students with planning their careers, registration and arranging day and evening tours.

- Continuing Education classes are available through our on-line partners. The Center for Legal Studies offers 15 classes designed for beginners as well as advanced legal workers. In addition, they provide 6 test preparation courses including SAT®, GMAT® and LSAT®. UGotClass offers over 40 classes in Business, Management, Education and more.

- Internship opportunities are available in many of our classes to assist the students to build skills towards employment.

Do you know what our students are saying about us?

“Great teacher. Answered all questions and taught Microsoft Excel in a way that allowed us to really understand what was being shown. Class was enjoyable.”

“I took Introduction to Cooking. The instructions were excellent and the teacher was spectacular and amazing!”

“New York State Process Server is a very lucrative side business. Course is suitable for all ages.”

“I like how the Certified Personal Trainer teacher took the time to make sure everyone understood the material given.”
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Don’t forget the book! If this icon appears next to your course title, visit www.esboces.org/bookstore to purchase the required textbook.
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

CAREER OPPORTUNITIES that are right for you!

Scan code to learn more about ESBOCES Adult Education Programs
Animal Science

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
21FA: 10/13 – 05/06 T/Th 6:30 PM – 9:30 PM
Location: BTC Tuition: $1,830
21FB: 10/13 – 05/06 T/Th 6:30 PM – 9:30 PM
Location: WTC Tuition: $1,830

Additional Requirements: A current tetanus vaccination is required.

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
21F: 09/21 – 06/07 M/W 6:30 PM – 9:30 PM
21FB: 09/22 – 05/25 T/Th 6:30 PM – 9:30 PM
21FC: 09/21 – 06/07 M/W 6:30 PM – 9:30 PM
Location: BTC Tuition: $2,565

Additional requirements: uniform purchase 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
21FA: 10/19 – 02/08 M/W 6:30 PM – 9:30 PM
21WB: 03/03 – 06/16 M/W 6:30 PM – 9:30 PM
Location: BTC Tuition: $1,145

Additional requirements: a scrub top will be required for the class. A current tetanus vaccination is recommended.
CAREER TRAINING, LICENSING and CERTIFICATION PROGRAMS

Appearance Enhancement

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

21FA: 09/21 – 06/23 M/T/W/Th 6:00 PM – 10:00 PM
Location: BTC Tuition: $4,855

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

21FA: 10/05 – 02/04 M/T/W/Th/F 8:00 AM – 4:00 PM
21WB: 03/01 – 06/22 M/T/W/Th/F 8:00 AM – 4:00 PM
Location: AEC Tuition: $8,965

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 and 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

Full-Time Day

AEP1000 172 Classes
21FA: 09/21 – 06/23 M/T/W/Th/F 8:15 AM – 2:45 PM
Location: WTC Tuition: $10,649
21FB: 09/21 – 06/23 M/T/W/Th/F 8:15 AM – 2:45 PM
Location: MTC Tuition: $10,649

Part-Time Evening – Part 1 (TI)

AEP1100 125 Classes
21FA: 09/21 – 06/09 M/T/W/Th 6:00 PM – 10:00 PM
Location: MTC Tuition: $5,350

Part-Time Evening – Part 2 (TI)

AEP1120 125 Classes
21FA: 09/21 – 06/09 M/T/W/Th 6:00 PM – 10:00 PM
Location: MTC Tuition: $5,350

Additional requirement: students are required to purchase their own cosmetology kit.

Register online at: www.esboces.org/AEV
Appearance Enhancement

BARBERING FOR THE LICENSED 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 Barbering state board exam. You will learn all phases of men’s haircuts, 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
21FA: 12/14 – 06/14 M/T/W/Th 6:00 PM – 10:00 PM
Location: BTC Tuition: $3,495

NAIL TECHNICIAN

Begin your career as a Nail Technician in just 7 months. 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 TASC™ courses are welcome. 104 classes
AEP3000
21FA: 10/19 – 05/17 M/T/W/Th 1:30 PM – 4:00 PM
Location: AEC Tuition: $2,410

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
21FA: 10/05 – 01/11 M 8:00 AM – 2:00 PM
21WB: 03/01 – 06/07 M 8:00 AM – 2:00 PM
Location: AEC Tuition: $1,175

CONTINUING EDUCATION

ADVANCED HAIRSTYLING FOR THE LICENSED COSMETOLOGIST

Prerequisite: New York State Cosmetology License
Barbara Lhotan, a world-renowned hair stylist who styles models and celebrities, will provide you with the newest trends in haircuts, hairstyling, hair coloring, extensions and special-occasion long hair to offer your clients. One manikin is included in the tuition.
10 classes
AEP1080
21SA: 03/17 – 05/26 W 6:30 PM – 9:30 PM
Location: MTC Tuition: $680

ONCOLOGY ESTHETICS

Prerequisite: New York State Licensed Esthetician
Are you ready to expand your knowledge to the unique needs of working with oncology patients? This class will provide you with an in-depth understanding of cancer, how it effects the skin, specialized protocols, sanitation guidelines, the chemistry of products and the effects of products on cancer patients. You can make a difference in the lives of oncology patients by making them feel beautiful and cared for.
13 classes
AEP2005
21WA: 03/02 – 04/20 T/Th 6:30 PM – 9:30 PM
Location: AEC Tuition: $1,680
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 $510 per week for day classes. Section B will be offered in the evening in 30-hour/2-week sessions for $510.** Placement in this program is contingent upon space availability in the class.

**AEP1005**
21FA: 10/19 – 06/04  M/T/W/Th/F  8:15 AM – 2:15 PM  
Program Length:  5 classes (held every week)  
Location:  WTC  
21FB: 10/19 – 06/04  M/T/W/Th  6:00 PM – 10:00 PM  
Program Length:  8 Classes (held every two weeks)  
Location:  MTC  
Additional requirements:  students must come to class with their own manikins, tools, and non-consumable supplies.

**EYELASH EXTENSIONS**
Are you interested in increasing your client base and income? Are you a New York State Licensed Cosmetologist or Esthetician? If so, then this class is for you. Eastern Suffolk BOCES is offering this course in partnership with Beauty by Judy USA, Inc. You must register in person at an ESBOCES Adult Education office and bring your license/certification with you. Manikins will be provided. 8 hours

**AEP4000**
21FA: Day and Evening classes begin weekly.  
Call 631-286-6585 for class schedules.  
Location:  Smithtown, NY  
Tuition:  $800  
Additional requirements: students are required to purchase a kit and insurance. Information will be given at the time of registration.

**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**
21FA: Day and Evening classes begin weekly.  
Call 631-286-6585 for class schedules.  
Location:  AEC  
Tuition:  $1,999

**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**
21FA: 10/13 – 12/22  T  6:30 PM – 9:30 PM  
21SB: 03/16 – 05/25  T  6:30 PM – 9:30 PM  
Location:  MTC  
Tuition:  $559  
Additional requirement: students must supply their own tools.

**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**
21FA: 10/26 – 12/21  M/W  6:30 PM – 9:30 PM  
21SB: 04/12 – 06/02  M/W  6:30 PM – 9:30 PM  
Location:  AEC  
Tuition:  $1,249  
Additional requirement: students are required to purchase a white uniform top.
BUSINESS SKILLS

Communication is the key to successful employment. This Business Skills course will provide you with the tools to move up the ladder of success. This course includes a 6-hour internship, as well as a portfolio of accomplishments. The course is divided into 8 modules: Computer Skills for the Workplace, Presentation Media Skills, Customer Service, Business Writing, Workplace Communication, Productivity and Time Management, Career and Financial Management and Introduction to Entrepreneurship. Textbooks are included in the tuition. 40 classes day/34 classes evening

BUS1100
21FA: 10/19 – 03/24 M/W 1:30 PM – 4:00 PM
21FB: 10/20 – 03/09 T/Th 6:00 PM – 9:00 PM
Location: AEC Tuition: $1,595

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
21FA: 10/19 – 11/16 M/W 6:30 PM – 9:30 PM
21SB: 03/15 – 04/14 M/W 6:30 PM – 9:30 PM
Location: MTC Tuition: $510

HOSPITALITY MANAGEMENT

Hospitality is a vital component to virtually every business and industry. Hotels, restaurants, cruise lines, airlines, theme parks, hair salons, residential and health care facilities are just a few examples. This course will help you to start or advance your career. Learn management, leadership and analytical skills that will set you apart from others in the industry. 12 classes

BUS3000
21FA: 10/06 – 11/17 T/Th 6:30 PM – 9:30 PM
21SB: 03/16 – 04/29 T/Th 6:30 PM – 9:30 PM
Location: WTC Tuition: $550

CAN’T ATTEND OUR BUSINESS CLASSES? LEARN FROM HOME!
Visit www.yougotclass.org/catalog-complete.cfm/EasternSuffolk/
or see page 53 for a complete listing of courses.
CONTINUING EDUCATION

Business

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
21FA: 10/19 – 12/02 M/W  6:30 PM – 9:30 PM
21SB: 03/15 – 04/28 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
21FA: 10/13 T  6:30 PM – 9:30 PM
21WB: 01/12 T  6:30 PM – 9:30 PM
21SC: 04/13 T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $115

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 integrate financial statements and produce 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
21FA: 09/22 – 12/01 T  6:30 PM – 9:30 PM
Location: WTC  Tuition: $495
21WB: 01/11 – 04/05 M  6:30 PM – 9:30 PM
Location: BTC  Tuition: $495
21SC: 04/13 – 06/15 T  6:30 PM – 9:30 PM
Location: WTC  Tuition: $495

QUICKBOOKS™ DESKTOP

This course is for companies that will be using QuickBooks™ installed on their computers (software does not run via web browser). 10 classes

BUS1025
21FA: 09/24 – 12/03 Th  6:30 PM – 9:30 PM
Location: WTC  Tuition: $495
21WB: 01/13 – 04/07 W  6:30 PM – 9:30 PM
Location: BTC  Tuition: $495
21SC: 04/15 – 06/17 Th  6:30 PM – 9:30 PM
Location: WTC  Tuition: $495

Register online at: www.esboces.org/AEV
A+ CERTIFICATION CORE/OS REFRESHER

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 opportunity during exam time. Test dates and times will be discussed. 20 classes

CTE1010
21WA: 01/11 – 04/05  M/W  6:30 PM - 9:30 PM
Location: MTC  Tuition: $800

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

INTRODUCTION TO DATA NETWORKING

Are you interested in learning how information sent from your computer or phone moves from one place to another? Would you like a rewarding career in the growing telecommunications or IT industries? If yes, then this is the course that will provide the knowledge you need to take you where you want to go. First, you will learn the fundamentals of data networking. You’ll then step up to the next level of designing a functional Ethernet Network that complies with Metro Ethernet Forum (MEF) standards. The MEF defines Ethernet Standards for the telecommunications industry. This course will help open doors for your career in networking. 12 classes

CTE3000
21FA: 10/20 – 12/03  T/Th  6:30 PM - 9:30 PM
21SB: 03/16 – 04/29  T/Th  6:30 PM - 9:30 PM
Location: MTC  Tuition: $750

CONTINUING EDUCATION

COMPUTER REPAIR

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
21FA: 09/22 – 12/08  T/Th  6:30 PM - 9:30 PM
21SB: 03/23 – 06/08  T/Th  6:30 PM - 9:30 PM
Location: MTC  Tuition: $825

MICROSOFT EXCEL®

Many companies today, regardless of department or position, have a need to utilize Excel® to manage their inventory, finances, sales, etc. This course will help you get up and running and start appreciating its many uses. We will explore Excel® in real-world, hands-on situations to further reinforce the skills needed. Attention employers: this course could enhance the skill set of your current employees. 11 classes

CTE2020
21FA: 10/20 – 12/01  T/Th  6:30 PM - 9:30 PM
21SB: 04/13 – 05/18  T/Th  6:30 PM - 9:30 PM
Location: MTC  Tuition: $550
Construction Trades

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

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 II of this course. OSHA 10 certification is included in Level 1.

58 classes day/62 classes evening

CTR4100
21FA: 09/22 – 05/27 T/Th 6:30 PM – 9:30PM
Location: BTC Tuition: $4,130

21FB: 10/05 – 01/08 M/T/W/Th/F 8:00 AM – 11:30 AM
Location: MTC Tuition: $4,130

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. Additional certifications will be offered to those students who participate in Level II of this course. The EPA certification exam is also included at a discounted rate.

64 classes

HRA2100
21FA: 09/21 – 06/16 M/W 6:30 PM – 9:30PM
Location: MTC Tuition: $4,160

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

Are you looking to enter the Construction Industry but lack the skills? This certification course will provide you with the skills and knowledge to be successfully employed in a fast-growing career on Long Island. This course includes both theory and practical skills such as basic safety, introduction to hand tools and power tools, construction drawing, basic rigging, material handling, building materials, properties of concrete, site layout and foundations. Certification exams are given throughout the course. Cost of the exams is included in tuition.

58 classes

CTR2010
21FA: 10/13 – 06/03 T/Th 6:30 PM – 9:30PM
Location: BTC Tuition: $3,770

Register online at: www.esboces.org/AEV
ELECTRIC - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION LEVEL 2

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 2017 NEC®. Cost of the National Certification exams are included in the tuition. 50 classes day/58 classes evening

CTR4200
21FA: 09/21 – 05/24  M/W 6:30 PM – 9:30 PM
21WB: 01/11 – 04/05 M/T/W/T 8:00 AM – 11:30 AM
Location: MTC  Tuition: $3,770

PLUMBING - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION LEVEL 2

Prerequisite: NCCER Plumbing 1 (CTR5100)
Plumbing is one of the most attractive sectors of the skilled trades industry thanks to salary, varied work and potential for advancement. Further your training by enrolling in this Level 2 course and continue to develop the knowledge and hands-on skills necessary for the plumbing profession. Key content includes: Plumbing Math Two, Reading Commercial Drawings, Structural Penetrations, Insulation, and Fire Stopping, Installing and Testing DWV Piping, Installing Roof, Floor, and Area Drains, Installing and Testing Water Supply Piping, Types of Valves, Installing Fixtures and Valves, Installing Water Heaters, Basic Electricity, and Fuel Gas and Fuel Oil Systems. Cost of the National Certification exams are included in the tuition. 59 classes

CTR5200
21FA: 09/21 – 05/26  M/W 6:30 PM – 10:00 PM
Location: MTC  Tuition: $3,835

HVAC - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION LEVEL 2

Prerequisite: NCCER HVAC 1 (HRA2100)
Further your training for career opportunities in the heating, ventilation and air conditioning field. 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 includes Commercial Airside Systems, Chimneys, Vents, and Flues, Introduction to Hydronic Systems, Air Quality Equipment, Leak Detection, Evacuation, Recovery, and Charging, Alternating Current, Basic Electronics, Introduction to Control Circuit Troubleshooting, Troubleshooting Gas Heating, Troubleshooting Cooling, Heat Pumps, Basic Installation and Maintenance Practices, Sheet Metal Duct Systems, and Fiberglass and Flexible Duct Systems. Cost of the National Certification exams are included in the tuition. 68 classes

HRA2200
21FA: 09/22 – 06/17  T/Th 6:00 PM – 9:00 PM
Location: MTC  Tuition: $4,420

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

CTR9200
21FA: 10/19 – 04/07  M/W 6:30 PM – 9:30 PM
Location: BTC  Tuition: $2,535

PROJECT SITE SUPERVISOR - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH

Prerequisite: Must have construction background.
A: 10/19 – 06/20  S 8:00 AM – 11:00 AM
Location: BTC  Tuition: $1,950
CAREER TRAINING, LICENSING and CERTIFICATION PROGRAMS

CONSTRUCTION SITE SUPERVISOR - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION

Are you in the construction field and would like to advance your career to a site supervisor? This course will help you achieve your goals. A site supervisor oversees the construction projects at a worksite. You will learn how to plan, organize and control projects for your employer. The course includes Human Relations and Problem Solving, Safety, Quality Control, Contracts and Construction Documents, Document control and Estimating, Planning and Scheduling and Resource Control and Cost Awareness. Certification exams are given throughout the course. Cost of exams is included in tuition. 30 classes

CTR9300
21FA: 10/20 – 06/08  T  6:30 PM – 9:30 PM
Location: BTC  Tuition: $1,950

AUTOMATIC HEATING PROGRAM

Heating technicians will always be in demand. Nobody likes to be cold! Our program combines theory and hands-on training covering the critical aspects of the heating industry. This program is comprised of 2 modules. Students who complete the Automatic Heating Advanced module will have the opportunity to sit for the NORA certification exams which are offered off-site. Exam fees are not included in tuition. 34 classes

HRA1000 (2-part program)
21FA: 09/22 – 02/02  T/Th  6:30 PM – 9:30 PM
21WB: 02/23 – 06/24  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $1,449

Basic Burners and Controls:
You will learn the basic knowledge of residential heating and will be introduced to actuators, fuels, pumps, combustion chambers, adjusting, testing and energy conservation. 16 classes

HRA1010
21FA: 09/22 – 11/17  T/Th  6:30 PM – 9:30 PM
21WB: 02/23 – 04/22  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $740

Advanced Heating:
Continue to enhance your skills by learning line and low voltage circuit wiring, hot water, steam and warm air systems, indirect water heating, pool heating, sizing for heating loss, troubleshooting and customer relations. 18 classes

HRA1020
21FA: 11/19 – 02/02  T/Th  6:30 PM – 9:30 PM
21SB: 04/27 – 06/24  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $740

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. A list of required hand tools will be distributed on the first night of class. 16 classes

HRA2000
21FA: 10/20 – 12/17  T/Th  6:00 PM – 9:00 PM
21SB: 04/13 – 06/03  T/Th  6:00 PM – 9:00 PM
Location: ICC  Tuition: $849

Additional requirements: 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

HRA2010
21WA: 01/12 – 04/06  T/Th  6:00 PM – 9:00 PM
Location: ICC  Tuition: $945

Additional requirements: 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

HRA2030
21SA: 04/12 – 04/14  M/W  6:30 PM – 9:30 PM
21SB: 06/14 – 06/16  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $150

Register online at: www.esboces.org/AEV

Construction Trades
FACILITIES MAINTENANCE

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 50 hours of theory and practical application in facilities maintenance, 40 hours in forklift training and 10 hours OSHA training. 

36 classes day/26 classes evening

CTR8010
21FA: 10/13 – 01/19   T/W/Th  1:30 PM – 4:00 PM
Location: AEC
Tuition: $850
21FB: 10/19 – 02/03  M/W  6:00 PM – 9:30 PM
Location: AEC
Tuition: $850
21FC: 10/20 – 02/02  T/Th  6:00 PM – 9:30 PM
Location: WTC
Tuition: $850
21WD: 02/22 – 05/26  M/W  6:00 PM – 9:30 PM
Location: AEC
Tuition: $850
21WE: 02/23 – 05/20  T/W/Th  1:30 PM – 4:00 PM
Location: AEC
Tuition: $850
21WF: 02/23 – 05/27  T/Th  6:00 PM – 9:30 PM
Location: WTC
Tuition: $850

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. 

12 classes

CTR8020
21FA: 12/14 – 02/03  M/W  6:00 PM – 9:30 PM
Location: AEC
Tuition: $590
21FB: 12/15 – 02/02  T/Th  6:00 PM – 9:30 PM
Location: WTC
Tuition: $590
21SC: 04/19 – 05/26  M/W  6:00 PM – 9:30 PM
Location: AEC
Tuition: $590
21SD: 04/20 – 05/27  T/Th  6:00 PM – 9:30 PM
Location: WTC
Tuition: $590

HEAVY EQUIPMENT TRAINING

CERTIFICATION COURSES

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. Each course consists of 4 modules at $2,500 per module.

CTR9010 21F: Backhoe Training
CTR9020 21F: Bulldozer Training
CTR9030 21F: Excavator Training
CTR9040 21F: Front-End Loader Training
CTR9050 21F: Skid-Steer Training
Location: Ronkonkoma, NY

FAST-TRACK HEAVY EQUIPMENT CERTIFICATION

If you have 5 years’ experience as a heavy equipment machine operator and are not certified, this Fast-Track 7-hour course is for you. Eastern Suffolk BOCES has partnered with the L.E.A.R.N. Center Heavy Equipment Operator Training school to offer a solution that will protect you or your business from safety violations. New laws and regulations will be reviewed in this one day, 7-hour course. Each machine evaluation consists of a 4-hour safety course. The remaining 3-hours will be an evaluation of the operators skill set. Upon registration, you will be given the contact information to schedule your class. Weekday and weekend schedules are available. 

CTR9060 21FA
Location: Ronkonkoma, NY
Tuition: $2,000

Note: The ESBOCES Adult Education refund policy does not apply to the Heavy Equipment Training Certification or the Fast-Track Certification courses. Students will receive a 100% refund only if they withdraw at least 5 days prior to the start date of the class. Once a student attends the class, there will be no refund given.

EPA TECHNICIAN CERTIFICATION EXAM

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

HRA2040
21SA: 04/19  M  6:00 PM - 10:00 PM
21SB: 06/21  M  6:00 PM - 10:00 PM
Location: MTC
Tuition: $100
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. 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.

MODULE 1 – Exterior and Roof
CTR3031  8 Classes
21FA: 09/22 – 10/15  T/Th  6:00 PM – 9:30 PM
Location:  WTC  Tuition:  $550

MODULE 2 – Interior, Insulation and Ventilation, and Electrical
CTR3032  8 Classes
21FA: 11/10 – 12/08  T/Th  6:00 PM – 9:30 PM
Location:  WTC  Tuition:  $550

MODULE 3 – Heating, Cooling and Plumbing
CTR3033  8 Classes
21FA: 12/15 – 01/19  T/Th  6:00 PM – 9:30 PM
Location:  WTC  Tuition:  $550

MODULE 4 – Overview of the Profession, NYS License Law
CTR3034  8 Classes
21WA: 02/02 – 03/09  T/Th  6:00 PM – 9:30 PM
Location:  WTC  Tuition:  $550

MODULE 5 – Unpaid Field-Based Training
CTR3035  40 Hours
21SA: 03/20 – 06/12  S  8:00 AM – 9:00 PM
Location:  WTC  Tuition:  $800

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 nail codes. In addition, blueprint reading techniques will be reviewed. 15 classes

CTR2000
21FA: 09/24 – 01/21  Th  6:30 PM – 9:30 PM
21WB: 03/04 – 06/17  Th  6:30 PM – 9:30 PM
Location:  WTC  Tuition:  $995

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

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
21FA: 09/22 – 11/17  T/Th  6:30 PM – 9:30 PM
21SB: 03/23 – 05/20  T/Th  6:30 PM – 9:30 PM
Location:  BTC  Tuition:  $640

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. You will be provided with a list of hand tools that must be purchased at a cost of approximately $300.
26 classes
CTR4010
21FA: 10/13 – 01/26  T/Th  6:30 PM – 9:30 PM
Location:  MTC  Tuition:  $1,040

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
21WA: 02/23 – 06/08  T/Th  6:00 PM – 9:00 PM
Location:  MTC  Tuition:  $1,200

Register online at: www.esboces.org/AEV
OSHA 10 TRAINING

The 10-Hour OSHA Training Program for the Construction Industry provides training on the recognition, avoidance, abatement, and prevention of job related hazards, as well as teaches construction workers about their rights and employer responsibilities. The course includes an introduction to OSHA, OSHA Focus Four Hazards (falls, electrocution, struck-by, and caught-in or between), personal protective equipment, and health hazards in construction. Additional elective topics will be covered (actual topics subject to change). Students who successfully complete the course will receive an OSHA-10 Construction Industry card. All classes must be attended and completed in their entirety to receive credit for the course. 10 classes

CTR9070
21A: 10/14 – 01/13 W 6:30 PM – 9:30 PM
21B: 04/14 – 06/16 W 6:30 PM – 9:30 PM
Location: BTC Tuition: $105

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

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
21A: 11/12 – 04/07 W/Th 6:30 PM – 9:30 PM
21B: 04/07 – 05/12 W/Th 6:30 PM – 9:30 PM
Location: BTC Tuition: $385
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

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Location: MTC

Tuition: $2,475

Additional requirement: students are required to purchase a uniform.

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

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Location: ICC

Tuition: $2,000

Suggested Course Selection: Hospitality Management

See page 9 for details
**Health Sciences**

**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**

- **21FA**: 09/21 – 01/13  M/W  6:30 PM – 9:30 PM
- **21FB**: 09/22 – 01/05  T/Th  6:30 PM – 9:30 PM
- **21WC**: 03/01 – 06/09  M/W  6:30 PM – 9:30 PM
- **21WD**: 03/02 – 06/03  T/Th  6:30 PM – 9:30 PM

Location: BTC  Tuition: $1,699

**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**

- **21FA**: 09/22 – 12/14  T/Th  6:00 PM – 9:00 PM
- **21WB**: 03/09 – 06/03  T/Th  6:00 PM – 9:00 PM

Location: BTC  Tuition: $1,795

**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**

- **21FA**: 09/22 – 12/17  T/Th  6:00 PM – 9:00 PM
- **21WB**: 03/09 – 06/03  T/Th  6:00 PM – 9:00 PM

Location: BTC  Tuition: $1,795

**PREREQUISITES FOR THE FOLLOWING HEALTH SCIENCES COURSES:**

- U.S. high school diploma or equivalency. 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. A U.S. high school diploma or equivalency is not required for Home Health Aide.
- Proper photo identification, must be current (non-expired) and contain both a current photo and your signature.
- 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.

**CAREER TRAINING, LICENSING and CERTIFICATION PROGRAMS**
Health Sciences

**CLINICAL MEDICAL ASSISTANT**

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**

- **21FA**: 09/21 - 01/28  M/T/W/Th/F  9:00 AM - 2:00 PM  Location: AEC  Tuition: $4,065
- **21FB**: 09/21 - 06/23  M/W/Th  5:00 PM - 9:00 PM  Location: WTC  Tuition: $4,065
- **21FC**: 09/21 - 01/28  M/T/W/Th/F  9:00 AM - 2:00 PM  Location: WTC  Tuition: $4,065
- **21WD**: 02/01 - 06/08  M/T/W/Th/F  9:00 AM - 2:00 PM  Location: AEC  Tuition: $4,065

**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 four days per week and evening classes meet two days per week for classroom and four evenings per week for clinical practice. 35 classes.

**LPN2000**

- **21FA**: 09/21 - 11/25  M/T/W/Th  9:00 AM - 1:00 PM  Location: AEC  Tuition: $1,690
- **21FB**: 09/21 - 02/22  M/W  6:00 PM - 10:00 PM  Location: WTC  Tuition: $1,690
- **21FC**: 10/05 - 03/03  M/W  6:00 PM - 10:00 PM  Location: AEC  Tuition: $1,690
- **21WD**: 01/04 - 03/11  M/T/W/Th  9:00 AM - 1:00 PM  Location: WTC  Tuition: $1,690
- **21WE**: 03/01 - 07/12  M/T/W/Th  9:00 AM - 1:00 PM  Location: AEC  Tuition: $1,690
- **21SF**: 03/22 - 05/26  M/T/W/Th  9:00 AM - 1:00 PM  Location: AEC  Tuition: $1,690

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 covered in tuition. Detailed information will be provided on the first day of class.

**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**

- **21FA**: 09/22 - 12/16  T/W/Th  9:00 AM - 2:00 PM  Location: AEC  Tuition: $2,725
- **21FB**: 10/05 - 06/02  M/W  6:00 PM - 9:00 PM
- **21SC**: 03/16 - 06/09  T/W/Th  9:00 AM - 2:00 PM

Additional requirement: basic computer skills are required.
PHLEBOTOMY

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 hemoglobinometer, 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
21FA: 09/22 - 12/17  T/Th  6:00 PM – 9:30 PM
Location: BTC  Tuition: $1,895
21WB: 01/11 - 04/19  M/W  6:30 PM – 10:00 PM
Location: AEC  Tuition: $1,895
21WC: 02/02 - 05/11  T/Th  6:00 PM – 9:30 PM
Location: BTC  Tuition: $1,895

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

ANATOMY AND PHYSIOLOGY FOR THE HEALTH CARE WORKER

Interested in entering the health care field? An understanding of basic Anatomy and Physiology is a must for the Health Care worker! Anatomy and Physiology is the study of the structure and function of each body system and how these systems work together to maintain a balanced state. You will learn how chemical reactions drive all the functions of the body and the amazing ability of the body’s tiniest living unit, the cell! Common medical terminology will be introduced. Discover a greater appreciation and understanding of the incredible human body. 10 classes

HCA1250
21FA: 10/13 - 12/22  T  6:00 PM – 9:00 PM
21SB: 03/16 - 05/25  T  6:00 PM – 9:00 PM
Location: BTC  Tuition: $315

PRACTICAL NURSING PROGRAM

Additional prerequisites for Practical Nursing Program:
- 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 interprofessional 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/practicalnursing

Practical Nursing 1
09/2021 - 06/2022  M/T/W/Th  6:00 PM – 9:30 PM
Practical Nursing 2
09/2022 - 04/2023  M/T/W/Th/F  8:00 AM – 2:30 PM
OR Practical Nursing, Full-Time
09/2021 - 08/2022  M/T/W/Th/F  8:00 AM – 2:30 PM

September 2020  Tuition $16,217 (subject to change)

Upon completion, students receive a diploma issued by the Eastern Suffolk School of Practical Nursing and are eligible to take the NYS Practical Nursing Licensing examination.
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.

**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 and reading comprehension, math, and English. A successful exam score grants the candidate an interview with faculty and does not guarantee admission to the Practical Nursing Program. You MUST arrive ½ hour prior to your scheduled exam time. LATE ARRIVALS will NOT be permitted to take the exam and will have to reschedule at a cost of $35.

**LPN1210**  
Location: AEC  
Tuition: $170

Register for exam at [www.esboces.org/AEV](http://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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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. 34 classes

**LPN1450**  
Location: AEC  
Tuition: $495  
Location: WTC  
Tuition: $495  
Location: AEC  
Tuition: $495  
Location: WTC  
Tuition: $495

Register online at: [www.esboces.org/AEV](http://www.esboces.org/AEV)
Prerequisite: Previously certified or currently enrolled in a Clinical Medical Assistant course. Non-ESBOCES graduates are welcome. Proof of certification or enrollment as a Clinical Medical Assistant must be submitted prior to registration. Looking for study resources or remediation for the Clinical Medical Assistant national certification or recertification examination? This course is designed to allow students the opportunity to refresh information needed in order to take the national certification exams. The review is designed to remediate and maintain skills in medical terminology, electrocardiogram, phlebotomy, and basic clinical skills. Students with CMA and Phlebotomy certification will be required to draw blood on each other. Anyone on anticoagulant medication must call prior to registration. Upon completion, students should be prepared to sit for the national certification exam. Completion of this course does not in any way determine the pass or fail outcome of the national exams. This is designed as a preparatory review. 10 classes.

HCA5050
21SA: 03/16 - 05/25  T  6:00 PM – 10:00 PM
Location: MTC  Tuition: $650

Additional requirements: it is recommended that all students have a Hepatitis B vaccine.

Be part of an emerging trend in health care! 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 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. 25 classes

HCA6020
21FA: 09/22 - 12/22  T/Th  6:00 PM – 9:00 PM
21WB: 03/09 - 06/08  T/Th  6:00 PM – 9:00 PM
Location: BTC  Tuition: $715

“The U.S. Department of Labor forecasts that by 2026, Physical Therapy Aide careers will increase by a staggering 30% (Oct. 24, 2017).” That makes this one of the fastest growing jobs in the country, not just in the healthcare industry, and means there is no better time to start Physical Therapy Aide training.
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
21FA: 10/19 – 10/20 M/T 6:00 PM – 10:00 PM
21SB: 03/15 – 03/16 M/T 6:00 PM – 10:00 PM
Location: BTC Tuition: $195

• 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 principal 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 will 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
21FA: 10/19 – 11/02 M 6:30 PM – 9:30 PM
21SB: 04/12 – 04/26 M 6:30 PM – 9:30 PM
Location: MTC Tuition: $250
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 Repair Industry Certification Preparation (ASE) (TTE1050) and Automotive Skills (TTE1000). 18 classes

TTE1010
21FA: 09/21 – 12/07 M/W 6:30 PM – 9:30 PM
21WB: 03/01 – 05/05 M/W 6:30 PM – 9:30 PM
Location: MTC Tuition: $699
Welding

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
21FA: 09/21 - 01/06  M/W  6:00 PM – 9:30 PM
21FB: 09/22 - 12/17  T/Th  6:00 PM – 9:30 PM
21SC: 03/15 - 06/16  M/W  6:00 PM – 9:30 PM
21SD: 03/16 - 06/10  T/Th  6:00 PM – 9:30 PM
Location: ICC  Tuition: $2,245

CONTINUING EDUCATION

SHIELDED METAL ARC

Learn a basic understanding of common arc welding procedures and practices covering: joint design, electrode selection, and polarity. Other topics to be discussed will be the three basic welding joints, as well as an introduction to out-of-position welding.

12 classes

WEL1010
21FA: 09/21 - 11/09  M/W  6:30 PM – 9:30 PM
21WB: 01/12 - 03/02  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $875

TIG/MIG BEGINNER

This is an introductory course in machine set-up and operation of two welding procedures. You will learn beginning TIG (heli-arc), stainless and aluminum in all positions, and beginning MIG which will cover welding of mild steel.

12 classes

WEL1030
21FA: 09/22 - 10/29  T/Th  6:30 PM – 9:30 PM
21WB: 03/09 - 04/22  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $875

ADVANCED SHIELDED METAL ARC

Prerequisite: Shielded Metal Arc (WEL1010)
Learn the advanced technical understanding of arc welding, as well as improve your skill in out-of-position welding. There will be an emphasis on structural welding and the American Welding Society (AWS) D1.1 standard.

12 classes

WEL1015
21FA: 11/04 - 12/21  M/W  6:30 PM – 9:30 PM
21SB: 04/05 - 05/12  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $875

ADVANCED TIG

Prerequisite: TIG/MIG Beginner (WEL1030)
Are you looking to advance your welding skills? This course is designed to teach students who have basic knowledge of TIG welding and wish to improve their skills in welding aluminum, stainless steel, and steel tubing to American Welding Society (AWS) D17.1 standard. Upon completion, you can seek employment in industries such as aerospace, marine, automotive, nuclear and many others.

12 classes

WEL1035
21FA: 11/05 - 12/17  T/Th  6:30 PM – 9:30 PM
21SB: 05/04 - 06/10  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $875

Register online at: www.esboces.org/AEV
**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/practicalnursing](http://www.esboces.org/practicalnursing) or [www.esboces.org/cosmetology](http://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](http://www.benefits.va.gov/gibill).
- **1199SEIU** Members may be eligible for tuition assistance for the Practical Nursing Program.

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**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](http://www.esboces.org) or contact Student Financial Services at (631) 233-4450.
INSTRUCTORS NEEDED:
We are looking for qualified professionals to teach others in the fields of:
• Registered Nurses - Health Care
• Culinary/Hospitality
• Construction/Building Trades
• Welding

Do you have an idea for a new course? Tell us. We are looking for people who like to teach others and want to share their knowledge.
Contact Donna Singer at (631) 286-6585

Register online at: www.esboces.org/AEV
Discounted grooming services are available to the public, with locations in Bellport and Riverhead. The Adult Education Dog Grooming classes are always looking for dogs to groom. See page 51 for more information.
If you have a passion for drawing and creating and are interested in expressing this creativity while earning a living, then this series of three courses is for you. Whether you want to market your skill or have fun being creative at home, the guided instruction and lab time will help you develop your graphic skills. This course is comprised of three parts. Feel free to enroll in one, two or all three parts. Save money by enrolling in all three parts of this course. 60 classes

CDP3000 (3-part program)
21FA: See dates and times below.
Location: BTC Tuition: $2,195

PART 1 – 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
21FA: 09/29 – 12/10 T/Th 6:00 PM – 9:00 PM
Location: BTC Tuition: $775

PART 2 – 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
21WA: 01/12 – 04/06 T/Th 6:00 PM – 9:00 PM
Location: BTC Tuition: $775

PART 3 – 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
21SA: 04/13 – 06/17 T/Th 6:00 PM – 9:00 PM
Location: BTC Tuition: $775

Build upon your computer skills to an advanced level of WORD including inserting pictures, using styles and templates, formatting and creating files. You will also explore Microsoft Access, Outlook and Publisher. You will learn how to create flyers, books, newsletters and more! 15 classes

CTE2000
21FA: 10/20 – 12/15 T/Th 6:30 PM – 9:30 PM
21SB: 04/20 – 06/08 T/Th 6:30 PM – 9:30 PM
Location: BTC Tuition: $610

Computer Technology

Register online at: www.esboces.org/AEV
Culinary Arts

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
21FA: 09/24 – 12/03    Th    6:30 PM – 9:30 PM
Location:  MTC                           Tuition:  $500

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
21WA: 01/19 – 03/09    T     6:30 PM – 9:30 PM
Location:  MTC                            Tuition:  $350

ENERGY BOOSTING MEALS
Always on the run, need to boost your metabolism? This cooking course will provide you with recipes that are quick, fun, energetic and will lead you down the path to a healthy you. Keto and vegetarian cooking will help you achieve your goal of feeling good!

5 classes
CUA2055
21FA: 10/20 – 11/24    T     6:30 PM – 9:30 PM
Location:  MTC                            Tuition:  $250

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
21FA: 10/20 – 11/24    T/Th  6:00 PM – 9:00 PM
21SB: 03/16 – 04/22    T/Th  6:00 PM – 9:00 PM
Location:  BTC                               Tuition:  $500
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
21FA: 12/02 – 12/10  W/Th  7:00 PM – 10:00 PM
Location: WTC  Tuition: $200
21FB: 12/07 – 12/15  M/T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $200

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.

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 pate a choux, tart tatin, palmiers, and many more decadent classics. 8 classes

CUA3100
21SA: 3/16 –05/11  T  6:30 PM – 9:30 PM
Location: BTC  Tuition: $400

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
21FA: 10/13 – 11/17  T  6:30 PM – 9:30 PM
21SB: 03/16 – 04/20  T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $250

Register online at: www.esboces.org/AEV
Examination Assistance

**ACT® TEST PREPARATION**
College bound? More and more students are entering the world of higher education and the competition to get in to the best universities is high. Most universities and colleges now require students to take the ACT® or SAT®. Preparing for the ACT® is different than other exams in that it doesn’t have a practice test as with the PSAT® and SAT®. This course will focus on different format, timing, scoring and science sections so that there is less unfamiliarity to overcome. This course is offered in collaboration with The Center for Legal Studies. Visit [http://www.legalstudies.com/vendor/es-boces/](http://www.legalstudies.com/vendor/es-boces/) to register.

**LSAT® TEST PREPARATION**
Applying to law school means taking the Law School Admissions Test (LSAT®). You will receive an overview of law school survival techniques. It includes an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers and approaches for selecting the correct answer. You will also learn the outline format that law school admissions counselors favor for the writing sample. This course is offered in collaboration with The Center for Legal Studies. Visit [http://www.legalstudies.com/vendor/es-boces/](http://www.legalstudies.com/vendor/es-boces/) to register.

**GMAT® TEST PREPARATION**
Most MBA programs across the country now require a graduate management admissions score for acceptance. For those students looking to achieve a maximum score, this course will prepare you to do so in all subject areas. This online format combines the convenience of independent study with the camaraderie of a classroom environment. This course is offered in collaboration with The Center for Legal Studies. Visit [www.legalstudies.com/vendor/es-boces/](http://www.legalstudies.com/vendor/es-boces/) to register.

**SAT® TEST PREPARATION**
College bound? More and more students are entering the world of higher education, and the competition to get in to the best universities is high. Most universities and colleges now require students take the SAT®. This course will teach you the techniques necessary for success. You will learn to navigate the test with ease, earning impressive scores along the way. This course is offered in collaboration with The Center for Legal Studies. Visit [http://www.legalstudies.com/vendor/es-boces/](http://www.legalstudies.com/vendor/es-boces/) to register.

**GRE® TEST PREPARATION**
Applying to graduate school likely means taking the GRE® revised general test. This preparation course is a must to ensure that you do your best. For those students looking to achieve a maximum score, this course will prepare you to do so in all subject areas. This online format combines the convenience of independent study with the camaraderie of a classroom environment. This course is offered in collaboration with The Center for Legal Studies. Visit [http://www.legalstudies.com/vendor/es-boces/](http://www.legalstudies.com/vendor/es-boces/) to register.

**SAT®/ACT® TEST PREPARATION**
Become familiar and prepare for both the SAT® and ACT® exams. You will learn the different formats, scoring, timing and subject areas that are expected on both exams. This course is offered in collaboration with The Center for Legal Studies. Visit [http://www.legalstudies.com/vendor/es-boces/](http://www.legalstudies.com/vendor/es-boces/) to register.
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
21FA: 10/19 – 11/30 M 7:00 PM – 9:00 PM
Location: MTC  Tuition: $255
21SB: 04/05 – 05/17 M 7:00 PM – 9:00 PM
Location: WTC  Tuition: $255

MINDFUL MEDITATION

Join us and discover a variety of practices to learn the relationship and connection of our breath, thoughts, emotions, body and the world. Each class will explore sitting and standing, exercise of movement and meditation. Actively participate in movement and meditation practices of Qi Gong, Tai Chi and Yoga. Through these experiential exercises, we will explore the healing and transformative potential of meditation. 6 classes

HCA7050
21FA: 10/20 – 12/01 T 7:00 PM – 8:30 PM
21WB: 02/23 – 04/06 T 7:00 PM – 8:30 PM
21SC: 04/20 - 05/25 T 7:00 PM – 8:30 PM
Tuition: $135
Location: Enjoy this class from your living room through an interactive Zoom experience.

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

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
21FA: 10/06 – 11/17  T  6:30 PM – 9:30 PM
21SB: 03/16 – 04/27  T  6:30 PM – 9:30 PM
Location: ICC  Tuition: $550

LANDSCAPE DESIGN AND MAINTENANCE
If you like being outdoors and want to learn the skills needed to be a lawn care professional, or if you are a homeowner who wants to maintain your own yard, this course will teach you the principles of horticulture. You will learn about soil care, fertilizers, lawn maintenance, basic landscaping design, weed and insect control, pruning and planting schedules. 10 classes
LFD2000
21FA: 09/21 – 11/02  M/W  6:30 PM – 9:30 PM
21SB: 03/15 – 04/21  M/W  6:30 PM – 9:30 PM
Location: WTC  Tuition: $525

IRRIGATION SYSTEMS
Learn a great trade. Irrigation helpers and service technicians are in big demand. Landscapers, add irrigation systems to your menu of services. Homeowners, learn how to design and repair your own irrigation system. You will learn flow losses, system design, system wiring, trouble shooting, proper irrigation watering scheduling, drip irrigation systems, and installation and system components. 10 classes
LFD1550
21FA: 09/22 – 10/22  T/Th  6:30 PM – 9:30 PM
21SB: 03/16 – 04/22  T/Th  6:30 PM – 9:30 PM
Location: WTC  Tuition: $525
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
21FA: 09/22 – 11/12   T/Th   6:30 PM – 9:30 PM
21SB: 03/16 – 05/11   T/Th   6:30 PM – 9:30 PM
Location:  BTC                           Tuition:  $550

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

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
21FA: 12/01 – 01/07   T/Th   6:30 PM – 9:30 PM
21SB: 05/18 – 06/15   T/Th   6:30 PM – 9:30 PM
Location:  BTC                           Tuition:  $400

Additional requirements:  a digital camera. The instructor will advise you of any other required materials.
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
21FA: 10/13 – 01/21  T/Th   6:30 PM – 9:30 PM
21SB: 03/16 – 06/15  T/Th   6:30 PM – 9:30 PM
Location: MTC  Tuition: $875

PICTURE FRAMING

Do you have beautiful artwork and photographs at home without frames? Custom framing can be very expensive. This class will offer you knowledge of matting, canvas stretching, calculations on fitting your photos, color theory, dry mounting and choosing the perfect frame to enhance your photo and artwork. Save 80% on custom framing. 6 classes

CDP1050
21SA: 05/17 – 06/07  M/W   6:30 PM – 9:30 PM
Location: BTC  Tuition: $325

Additional requirement: the teacher will provide a supply list on the first night of class.

PERSONAL ENRICHMENT COURSES

Photography and Audio Production

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
21FA: 10/20 – 12/10  T/Th   6:00 PM – 9:00 PM
21SB: 03/23 – 05/13  T/Th   6:00 PM – 9:00 PM
Location: WTC  Tuition: $610

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
21FA: 09/21 – 12/02  M/W   6:30 PM – 9:30 PM
Location: ICC  Tuition: $610
**Welding**

**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.

**12 classes**

**WEL1020**

21WA: 01/25 – 03/10  M/W  6:30 PM – 9:30 PM

Location: MTC  
Tuition: $875

---

**Transportation Technology**

**MOTORCYCLE SERVICE AND REPAIR**

Get ready for Spring. 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 clearances, 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**

21SA: 05/10 – 06/21  M/W  6:30 PM – 9:30 PM

Location: MTC  
Tuition: $500

---

**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**

21FA: 10/19 – 12/09  M/W  6:30 PM – 9:30 PM

21WB: 02/22 – 04/19  M/W  6:30 PM – 9:30 PM

Location: BTC  
Tuition: $580

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Register online at: [www.esboces.org/AEV](http://www.esboces.org/AEV)
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.legalstudies.com/vendor/es-boces/ to register and to view a description of the courses.

UGOTCLASS ONLINE CERTIFICATES AND COURSES

ESBocES 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.yougotclass.org/catalog-complete.cfm/EasternSuffolk/ to register and to view a description of the courses.

See page 53 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
★ Graphics Design-Digital/Print Media Specialist
★ 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)286-6585 for more information and a list of newly-approved courses.
CONFIRMATIONS
You may assume 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.

SPANISH TRANSLATION
To have any or all of this catalog translated in Spanish, 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
THE TASC™ PROGRAM

Instruction is based on the content of the TASC™ exam, which includes Math, Reading, Writing Social Studies and Science. While you are attending the TASC™ program you will explore Adult Education career choices which you will be able to attend while you are earning your HSE diploma. All classes include Digital Literacy, job readiness training workshops on various topics such as business and finance, health literacy, debt management and financial literacy. Eastern Suffolk BOCES students have the opportunity to take the TASC™ exam at our Bellport location.

- Please note that you need to be 21 years of age or over and that we require a registration fee of $25 (money order or certified bank check) payable to Eastern Suffolk BOCES.

THE NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP) is an applied performance assessment system that evaluates reading, writing, math and workforce readiness skills of participants in life and work contexts. Students who successfully complete the program are awarded a local high school diploma. The NEDP:

- assesses high school-level skills, awarding a New York State High School Equivalency diploma so graduates can meet their academic and career goals.
- is designed for self-directed students with life and work experiences and a general familiarity with the computer.
- offers flexible scheduling and confidentiality.
- evaluates 70 competencies in ten content areas including Financial Literacy, Health Literacy, Civic Literacy, Geography, History, Science, and Twenty-First Century Workplace Skills.
- assesses competencies that are based on skills outlined in the Common Core College and Career Readiness standards.

REGENTS – HSE EXAMINATION PATHWAY

Students in our program who have passed NYS Regents examinations with a score of 65 or greater in Mathematics, English Language Arts (ELA), Social Studies and/or Science will have the opportunity to substitute those passing scores on a maximum of four of the five corresponding TASC™ subtests (Mathematics, Reading, Writing, Social Studies and Science (attachment R)).

Are you having difficulty passing the TASC™ exam? Eastern Suffolk BOCES is offering a Fast Track High School Equivalency HSE Prep Course. Classes are held on Saturdays beginning October 2020. Please call 631-233-4425 for a schedule.

For more information, call: (631) 233-4425 or (631) 369-7570
English as a Second Language

Achieve your academic, professional, and personal goals.

• 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
• Curriculum incorporates American History and Government and the steps needed to become a U.S. citizen

REGISTRATION INFORMATION
All classes begin the week of September 21, 2020

Please check our website at www.esboces.org for registration information or call one of the centers below:

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

Register online at: www.esboces.org/AEV
Register for Continuing Education Classes Online at www.esboces.org/AEV

MAIL TO:   Adult Education Center
100 Second Avenue, Brentwood, NY 11717
(631) 233-4450 • FAX (631) 233-4459

MAIL-IN REGISTRATION FORM

NAME

Last First M.I.

Gender:  Male  Female

Date Of Birth  /  /  

MAILING ADDRESS

City N Y Zip

HOME PHONE  -  -  -

CELL PHONE  -  -  -

E-mail Address

Course Number  Section  Course Title  Fee

To register by mail, kindly submit your application with a Money Order.
Please call 631-233-4450 to register by phone with (MasterCard/VISA/Discover) credit card.

REFUND POLICY (Page 27):
Please sign that you have read it and consent:

Please review page 24 for the Security Guard Training refund policy and page 15 for the Heavy Equipment Training refund policy.
The Practical Nursing program is not subject to this refund policy.
OTHERWISE THERE ARE NO EXCEPTIONS TO THIS POLICY. Please allow 4-6 weeks for refunds.
You may assume your registration has been accepted unless otherwise notified.

Tuition vouchers accepted from ACCES-VR, WIOA and CSEA Partnerships.

If your course features this icon, be sure to visit www.esboces.org/bookstore to purchase the required textbook.
Other Services

Services for individuals, business, and not-for-profit agencies

47 Adaptive Driving
47 Supported Employment
48 Summer Career Exploration
49 Career and College Pathways for High School Students
50 Salon Menu
50 Spa Menu
50 Barber Shop Services
51 Nail Care Menu
51 Dog Grooming Services
51 Professional Automotive Services

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

*Priority is given to referrals from ACCES-VR and school districts.

For more information, call (631) 244-5886

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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
WHAT CAREER WOULD YOU LIKE TO EXPLORE THIS SUMMER?

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

REGISTRATION for Summer 2021 begins in February

Call (631) 286-6535 or (631) 369-7567 or visit www.esboces.org/ for course listings and additional information.
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
### 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 &amp; Up</td>
<td>Waxing (eyebrows)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Shampoo &amp; Set</td>
<td>$10.00</td>
<td>Waxing (lips)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Haircut</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Process Color (root touch up)</td>
<td>$15.00 &amp; Up</td>
<td>Basic Manicure</td>
<td>$5.00</td>
</tr>
<tr>
<td>Single Process Color (full head)</td>
<td>$20.00 &amp; Up</td>
<td>Paraffin Manicure</td>
<td>$7.00</td>
</tr>
<tr>
<td>Highlights</td>
<td>$15.00 &amp; Up</td>
<td>Nail Wraps/Acrylics (gel nails)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Per Foil</td>
<td>$2.00</td>
<td>Nail Wraps/Acrylics (gel polish)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Deep Conditioning Treatment</td>
<td>$5.00</td>
<td>Nail Art (per nail)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Perms</td>
<td>$25.00 &amp; Up</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>
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</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>
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</tr>
<tr>
<td>Scent-Sational Aromatherapy Facial</td>
<td>$20.00</td>
<td>Full Arm</td>
<td>$7.00</td>
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<tr>
<td>Oxygen Facial</td>
<td>$40.00</td>
<td></td>
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<tr>
<td>Eye Treatment</td>
<td>$5.00</td>
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<td></td>
<td></td>
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<tr>
<td>Paraffin Treatment</td>
<td>$5.00</td>
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<tr>
<td>Brightening Eye Treatment</td>
<td>$4.00</td>
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<tr>
<td>Hydrating Lip Treatment</td>
<td>$4.00</td>
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</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>

Register online at: [www.esboces.org/AEV](http://www.esboces.org/AEV)
DID YOU KNOW?

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

- Oil Change, Lube & Filter
- Belts & Hoses
- Brake Service
- Tire Repair, Rotation & Wheel Alignment
- Car Inspection

Prices are based on parts needed after diagnostic assessment and indirect services.
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, §363 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America 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, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

Register online at: www.esboces.org/AEV
Visit: www.yougottclass.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

Certificate in Sales
• Strategic Selling with Social Media
• Power Selling
• Getting Started in Sales

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

Productivity and Time Management Certificate
• Productivity eTools: Be Organized and Get Stuff Done
• Managing Productivity
• New 21st Century Strategies for Productivity and Time Management

BUSINESS COMMUNICATION
Certificate in Basic Game Design
• Intermediate Video Game Design
• Introduction to 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 Presentation Media
• Graphic Design for Visual Presentations
• Infographics
• Adobe Photoshop Essentials

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
Business Coaching Certificate
• Mentoring and Coaching in the Workplace Level 1
• Mentoring and Coaching in the Workplace Level 2

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

Managing Social Change Certificate
• Change Management Skills
• Change in the Workplace
• Creating Community and Social Change

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

Workplace Conflict Solutions Certificate
• Dealing with Difficult People in the Workplace
• Conflict Management
• Stress Management in the Workplace

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

Mastering Video Marketing Certificate
• YouTube for Business
• Video Marketing

PERSONAL DEVELOPMENT
For Parents of Boys

SOCIAL MEDIA FOR BUSINESS
Facebook 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
• HTML Fundamentals
• CSS Fundamentals
• Introduction to Coding

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

Programming for Non-Programmers Certificate
• Basic Programming Concepts
• How Programming Works
• Communication with Programmers

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

Certified Online Instructor (COI)
• Advanced Teaching Online
• Designing Online Instruction
• Fostering Online Discussion

TRAINING FOR K12 TEACHERS
Certificate in Learning Styles
• Students with ASD (Autism Spectrum Disorder)
• Gender in the Classroom
• Generational Learning Styles

Substitute Teacher Preparation
Talking Circles: A Restorative Approach to Student Discipline
ATTENTION
Business Owners and Industry Leaders

ARE YOU LOOKING TO PROVIDE TRAINING TO NEW OR CURRENT EMPLOYEES?
Eastern Suffolk BOCES can provide the training you are looking for.

Our programs can be:
• Customized or tailored to meet your needs
• Provided at your location or ours

Customized Training Available for:
• New Equipment
• New Staff
• Safety

Career and Continuing Education Courses:
• Industry-Recognized Credentials
  • Driver Training
• Business and Office Management
  • Customer Service

English Language Skills for Speakers of other Languages
• Grant-Funded Service
• Increase the effectiveness of non-English speaking employees to communicate with supervisors, co-workers and customers

INQUIRE about potential GRANT SOURCES available for your training needs!

Call today for more information:
Barbara Egloff, Divisional Administrator
Career, Technical, and Adult Education
(631) 419-1609
begloff@esboces.org

Register online at: www.esboces.org/AEV
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