Start your journey to a career today!

2021-2022 COURSE CATALOG
Career Training, Licensing and Certification Programs
Continuing Education, and Personal Enrichment Courses

Unlimited Opportunities
- Career Training
- Continuing Education
- Personal Enrichment
- Lifelong Learning

Register online at: www.esboces.org/AEV

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Eastern Suffolk BOCES
Adult Education
Did You Know...

• Adult Education offers over 50 Career Training, Licensing and Certification programs and 28 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 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.

• We offer courses in 4 locations from Brentwood to Riverhead.

Do you know what our students are saying about us?

“The HVAC instructor was very knowledgable assisting me to learn a new skill.”

“The automotive teacher was accomplished in his field”

“Good hours for classes, plenty of materials, and excellent equipment to work with.”

“BOCES courses have great programs for people to learn a skill for a new career.”
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**Don’t forget the book! If this icon appears next to your course title, visit [www.esboces.org/bookstore](http://www.esboces.org/bookstore) to purchase the required textbook.**
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!

Animal Science
Appearance Enhancement
Health Sciences
Construction Trades

Scan code to learn more about ESBOCES Adult Education Programs
CAREER TRAINING, LICENSING and CERTIFICATION PROGRAMS

Animal Science

See page 44 for low cost dog grooming services.

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. 50 classes

ASC1020
22FA: 10/12 – 05/12  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $1,867
22FB: 10/12 – 05/12  T/Th  6:30 PM – 9:30 PM
Location: WTC  Tuition: $1,867

Additional Requirement: 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, preventative 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. 61 classes

ASC1000
22F: 09/13 – 05/18  M/W  6:30 PM – 9:30 PM
22FB: 09/14 – 05/26  T/Th  6:30 PM – 9:30 PM
Location: BTC  Tuition: $2,616

Additional requirements: uniform purchase is required and current tetanus vaccination is recommended.

CONTINUING EDUCATION

Animal Science

See page 27 for additional animal science personal enrichment classes.

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. 27 classes

ASC1010
22FA: 10/18 – 01/31  M/W  6:30 PM – 9:30 PM
22WB: 02/28 – 06/08  M/W  6:30 PM – 9:30 PM
Location: BTC  Tuition: $1,168

Additional requirements: a scrub top will be required for the class and 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
22FA: 09/20 – 06/21 M/T/W/Th 6:00 PM – 10:00 PM
Location: BTC Tuition: $4,952

**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
22FA: 10/04 – 01/31 M/T/W/Th/F 8:00 AM – 4:00 PM
22WB: 02/28 – 06/22 M/T/W/Th/F 8:00 AM – 4:00 PM
Location: AEC Tuition: $9,144

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

Full-Time Day
AEP1000 172 Classes
22FA: 09/13 – 06/16 M/T/W/Th/F 8:15 AM – 2:45 PM
Location: WTC Tuition: $10,864
22FB: 09/13 – 06/16 M/T/W/Th/F 8:15 AM – 2:45 PM
Location: MTC Tuition: $10,864

Part-Time Evening – Part 1
AEP1100 125 Classes
22FA: 09/13 – 06/01 M/T/W/Th 6:00 PM – 10:00 PM
Location: MTC Tuition: $5,432

Part-Time Evening – Part 2
AEP1120 125 Classes
22FA: 09/13 – 05/31 M/T/W/Th 6:00 PM – 10:00 PM
Location: MTC Tuition: $5,432

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 New York State Licensing Barbering exam. You will learn all phases of men’s haircutting, beard and facial design, men’s facials, the barbering state board requirements and the latest trends in Barbering from a licensed Barber. 87 classes

**AEP6010**

- **22FA**: 12/13 – 06/09  M/T/W/Th  6:00 PM – 10:00 PM
- **22SB**: 03/15 – 05/24  T  6:30 PM – 9:30 PM

**Location:** BTC  
**Tuition:** $3,565

### 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**

- **22FA**: 10/18 – 05/12  M/T/W/Th  1:30 PM – 4:00 PM

**Location:** AEC  
**Tuition:** $2,410

## 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**

- **22FA**: 10/13 – 12/22  W  6:30 PM – 9:30 PM  
- **22SB**: 03/16 – 05/25  W  6:30 PM – 9:30 PM

**Location:** MTC  
**Tuition:** $694

### 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**

- **22FA**: 10/12 – 12/21  T  6:30 PM – 9:30 PM  
- **22SB**: 03/15 – 05/24  T  6:30 PM – 9:30 PM

**Location:** MTC  
**Tuition:** $570

Additional requirement: students must supply their own tools.
COSMETOLOGY CLASS MAKE UP HOURS

Do you need to make up cosmetology hours in order to qualify for the New York State Cosmetology Licensing examination? Between September and June, you can make up your hours during the day or in the evening. Students MUST meet with our Cosmetology teacher for an evaluation of formal transcripts describing accumulated cosmetology hours prior to acceptance into this program. Where necessary, an entrance exam may be required. Once accepted, the appropriate module(s) and schedule(s) will be assigned. Section A will be offered in 30-hour/1-week sessions at $521 per week for day classes. Section B will be offered in the evening in 30-hour/2-week sessions for $521. Placement in this program is contingent upon space availability in the class.

AEP1005
22FA: 10/18 – 06/09   M/T/W/Th/F   8:15 AM – 2:15 PM
Program Length:  5 classes (held every week)
Location:  WTC
22FB: 10/18 – 06/09   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
22FA: 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
22FA: Day and Evening classes begin weekly.
Call (631) 286-6585 for class schedules.

Location:  AEC   Tuition:  $1,999

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
22FA: 10/25 – 12/15   M/W   6:30 PM – 9:30 PM
22SB: 04/11 – 06/08   M/W   6:30 PM – 9:30 PM
Location:  AEC   Tuition:  $1,274

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

Register online at:  www.esboces.org/AEV
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**
22FA: 10/18 – 11/10  M/W  6:30 PM – 9:30 PM  
22SB: 03/14 – 04/06  M/W  6:30 PM – 9:30 PM  
Location: MTC  Tuition: $515

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**
22FA: 10/19 – 12/07  T/Th  6:30 PM – 9:30 PM  
22SB: 03/15 – 05/03  T/Th  6:30 PM – 9:30 PM  
Location: WTC  Tuition: $550

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**
22FA: 10/18 – 11/29  M/W  6:30 PM – 9:30 PM  
22SB: 03/14 – 04/27  M/W  6:30 PM – 9:30 PM  
Location: MTC  Tuition: $550

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**
22FA: 10/19  T  6:30 PM – 9:30 PM  
22WB: 02/01  T  6:30 PM – 9:30 PM  
22SC: 04/12  T  6:30 PM – 9:30 PM  
Location: MTC  Tuition: $115

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

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

**BUS1020**
22FA: 10/12 – 12/21  T  6:30 PM – 9:30 PM  
Location: WTC  Tuition: $510  
22SB: 03/29 – 06/07  T  6:30 PM – 9:30 PM  
Location: BTC  Tuition: $510

**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**
22FA: 10/14 – 01/13  Th  6:30 PM – 9:30 PM  
Location: WTC  Tuition: $510  
22SC: 03/31 – 06/16  Th  6:30 PM – 9:30 PM  
Location: BTC  Tuition: $510

Can’t attend our business classes? Learn from home! Visit [www.yougotclass.org/catalog-complete.cfm/EasternSuffolk/](http://www.yougotclass.org/catalog-complete.cfm/EasternSuffolk/) Please look at page 32 and 46 for online classes
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
22FA: 09/14 – 12/07  T/Th  6:30 PM – 9:30 PM
22SB: 03/22 – 06/09  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $841

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 skill during exam time. Test dates and times will be discussed.

20 classes

CTE1010
22WA: 01/10 – 03/28  M/W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $820

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

COMPUTER SKILLS IN THE WORKPLACE

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

20 classes

CTE5000
22FA: 10/05 – 12/21  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $550

ADVANCED COMPUTER SKILLS IN THE WORKPLACE

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

20 classes

CTE5050
22SA: 03/22 – 06/07  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 2. OSHA 10 certification is included in Level 1.

58 classes day/62 classes evening

**CTR4100 22FA: 09/14 – 05/31  T/Th 6:30 PM – 9:30 PM**

**Location: BTC  Tuition: $4,270**

**CTR4100 22FB: 10/04 – 01/06 M/T/W/Th/F 8:00 AM – 11:30 AM**

**Location: MTC  Tuition: $4,270**

**CTR4100 22FC: 09/13 – 05/23  M/W 6:30 PM – 9:30 PM**

**Location: BTC  Tuition: $4,270**

**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 2.

64 classes

**HRA2100 22FA: 09/14 – 06/07  T/Th 6:30 PM – 9:30 PM**

**Location: MTC  Tuition: $4,312**

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

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

58 classes

**CTR5100 22FA: 09/14 – 06/07  T/T 6:30 PM – 9:30 PM**

**Location: MTC  Tuition: $4,500**

**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 22FA: 10/12 – 06/09  T/Th 6:30 PM – 9:30 PM**

**Location: BTC  Tuition: $4,115**

Due to rising cost of building materials the tuition has increased to meet the needs of the courses.
Construction Trades

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 is included in the tuition. 59 classes

CTR5200
22FA: 09/13 – 05/11 M/W 6:30 PM – 10:00 PM
Location: MTC Tuition: $3,951

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
22FA: 10/18 – 03/21 M/W 6:30 PM – 9:30 PM
Location: BTC Tuition: $2,635

Register online at: www.esboces.org/AVE
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
22FA: 10/19 – 06/07 T 6:00 PM – 9:00 PM
Location: MTC Tuition: $1,950
Eligible students can participate in a 25-hour internship with the Patriot Organization.

AUTOMATIC HEATING

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

HRA1000
22FA: 09/14 – 02/01 T/Th 6:30 PM – 9:30 PM
22WB: 02/08 – 06/21 T/Th 6:30 PM – 9:30 PM
Location: BTC Tuition: $1,649

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
22FA: 10/19 – 12/21 T/Th 6:00 PM – 9:00 PM
22SB: 04/05 – 06/07 T/Th 6:00 PM – 9:00 PM
Location: MTC Tuition: $1,065

REFRIGERATION AND AIR CONDITIONING 2

Prerequisite: Students must have completed Refrigeration and Air Conditioning 1 or have 1 or 2 year 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
22WA: 01/11 – 03/29 T/Th 6:00 PM – 9:00 PM
Location: MTC Tuition: $1,161
Additional requirement: A list of hand tools will be distributed on the first night of class.

EPA TECHNICIAN CERTIFICATION TEST PREP

Passing the EPA exam is mandatory for all technicians who service, maintain and repair commercial refrigeration and air conditioning equipment (effective November 14, 1994). This EPA Technician Certification exam is approved by the EPA in accordance with Section 608 of the Clean Air Act. The seminar includes a self-study manual containing 20 sample questions, 200 focused study questions and text on Types I, II and III certification and the core. This class will prepare students for the certification examination. 2 classes

HRA2030
22SA: 04/11 – 04/13 M/W 6:30 PM – 9:30 PM
22SB: 06/07 – 06/09 T/Th 6:30 PM – 9:30 PM
Location: MTC Tuition: $153
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.

**Facilities Maintenance**

CTR8010
22FA: 10/18 - 01/26 M/W 6:00 PM – 9:30 PM
Location: AEC Tuition: $877
22FB: 10/19 - 02/08 T/Th  6:00 PM – 9:30 PM
Location: WTC Tuition: $877
22WC: 02/28 - 06/06 M/W  6:00 PM – 9:30 PM
Location: AEC Tuition: $877
22WD: 03/01 - 06/07 T/Th  6:00 PM – 9:30 PM
Location: WTC Tuition: $877

**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
22FA: 12/08 - 01/26 M/W  6:00 PM – 9:30 PM
Location: AEC Tuition: $590
22FB: 12/16 - 02/08 T/Th  6:00 PM – 9:30 PM
Location: WTC Tuition: $590
22SC: 04/25 - 06/06 M/W  6:00 PM – 9:30 PM
Location: AEC Tuition: $590
22SD: 04/28 - 06/07 T/Th  6:00 PM – 9:30 PM
Location: WTC Tuition: $590

**EPA Technician Certification Exam**

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

HRA2040
22SA: 04/25 M  6:00 PM - 10:00 PM
22SB: 06/13 M  6:00 PM - 10:00 PM
Location: MTC Tuition: $105

**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 22FA: Backhoe Training
CTR9020 22FA: Bulldozer Training
CTR9030 22FA: Excavator Training
CTR9040 22FA: Front-End Loader Training
CTR9050 22FA: 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 operator’s skill set. Upon registration, you will be given the contact information to schedule your class. Weekday and weekend schedules are available.

CTR9060 22FA
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.

Register online at: www.esboces.org/AEV
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
22FA: 09/14 – 10/12       T/Th     6:00 PM – 9:30 PM
Location:  WTC                                   Tuition:  $559

MODULE 2 – Interior, Insulation and Ventilation, and Electrical
CTR3032   8 Classes
22FA: 11/09 – 12/09       T/Th     6:00 PM – 9:30 PM
Location:  WTC                                  Tuition:  $559

MODULE 3 – Heating, Cooling and Plumbing
CTR22WA  8 Classes
22FA: 01/04 – 01/27       T/Th     6:00 PM – 9:30 PM
Location:  WTC                                  Tuition:  $559

MODULE 4 – Overview of the Profession, NYS License Law
CTR3034  8 Classes
22WA: 02/01 – 03/08   T/Th    6:00 PM – 9:30 PM
Location:  WTC                                    Tuition:  $559

MODULE 5 – Unpaid Field-Based Training
CTR3035  40 Hours
22SA: 03/12 – 06/18  S       8:00 AM – 9:00 PM
Location:  WTC                                   Tuition:  $820

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
22FA: 09/23 – 01/27  Th  6:30 PM – 9:30 PM
22WB: 03/03 – 06/23  Th  6:30 PM – 9:30 PM
Location:  ICC                              Tuition:  $1,045

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
22FA: 09/21 – 11/18       T/Th    6:30 PM – 9:30 PM
22SB: 03/22 – 05/24       T/Th    6:30 PM – 9:30 PM
Location: BTC                                    Tuition:  $690

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
22FA: 10/12 – 01/27   T/Th   6:30 PM – 9:30 PM
Location:  MTC                         Tuition:  $1,356

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
22WA: 02/08 – 06/02   T/Th   6:00 PM – 9:00 PM
Location:  MTC            Tuition:  $1,359
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. 3 classes

CTR9070
22FA: 10/13 – 12/22  W  6:00 PM – 9:30 PM
22WB: 03/10 – 03/24  W  6:00 PM – 9:30 PM
Location: BTC  Tuition: $105

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
22WA: 01/12 – 03/23  T/Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $680

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

PLUMBING 1

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

CTR5000
22FA: 10/13 – 12/22  W  6:30 PM – 9:30 PM
22SB: 04/06 – 06/15  W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $680

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

PLUMBING 2

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

CTR5010
22WA: 01/12 – 03/23  W  6:30 PM – 9:30 PM
Location: MTC  Tuition: $680

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

Register online at: www.esboces.org/AEV
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
22FA: 09/20 – 01/24  M/W  6:00 PM – 10:00 PM
22WB: 02/07 – 06/08  M/W  6:00 PM – 10:00 PM
Location: BTC  Tuition: $2,525

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
22FA: 09/20 – 12/22  M/W  6:00 PM – 10:00 PM
22WB: 02/28 – 06/01  M/W  6:00 PM – 10:00 PM
Location: ICC  Tuition: $2,029

POOL AND SPA MAINTENANCE TECHNICIAN

Get in and Dive! The Pool and Spa Industry has seen record growth with no signs of stopping. The field brings together a variety of trades, including electrical, plumbing, HVAC and carpentry. The instructors are from the Pool and Spa industry. The curriculum consists of Safety, Business Practices, Water Quality, Structures and Finishes, Circulation, Filtration and Hydraulics, Electrical Requirements, Heaters and Optional Equipment, Control Systems and Maintenance. Upon completion of the Pool and Spa course, students will take the PHTA Certified Maintenance certification exam for an additional cost. Textbook and workbook are included in the tuition. 10 classes

CTR6000
22FA: 10/18 – 11/17  M/W  6:30 PM – 9:30 PM
22SB: 01/03 – 02/07  M/W  6:30 PM – 9:30 PM
Location: BTC  Tuition: $450

ROOFING

Do you like to work outdoors and take pride in your work? During the next 8 years, 42,000 roofing jobs will be needed. The Roofing Academy will give you the knowledge and tools for you to be a successful roofer. The curriculum includes sales, roofing structures, shapes and systems, building codes, terminology, materials, equipment, blasting systems, ventilation, estimation, OSHA and training to become a foreman.

20 classes

CTR7000
22FA: 09/20 – 12/06  M/W  6:30 PM – 9:30 PM
22SB: 03/14 – 05/25  M/W  6:30 PM – 9:30 PM
Location: BTC  Tuition: $1161

CAREER TRAINING, LICENSING and CERTIFICATION PROGRAMS

See page 28 for Culinary Enrichment Courses
Health Sciences

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.

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
22FA: 09/28 – 01/06   T/Th   6:00 PM – 9:00 PM
22SB: 03/15 – 06/14   T/Th  6:00 PM – 9:00 PM
Location: BTC                           Tuition:  $1,832

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
22FA: 09/13 – 12/22   M/W  6:30 PM – 9:30 PM
22FB: 09/14 – 01/04   T/Th  6:30 PM – 9:30 PM
22WC: 03/07 – 06/13   M/W  6:30 PM – 9:30 PM
22WD: 03/08 – 06/14   T/Th  6:30 PM – 9:30 PM
Location: BTC                           Tuition:  $1,733

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
22FA: 09/28 – 12/06   M/W  6:30 PM – 10:00 PM
Location: MTC                           Tuition:  $1,294
22FB: 09/29 – 12/09   T/Th  6:30 PM – 10:00 PM
Location: AEC                           Tuition:  $1,294
22SC: 03/14 – 05/25   M/W  6:30 PM – 10:00 PM
Location: MTC                           Tuition:  $1,294
22SD: 03/15 – 05/31   T/Th  6:30 PM – 10:00 PM
Location: AEC                           Tuition:  $1,294

Register online at: www.esboces.org/AEV
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
22FA: 09/13 – 01/19  M/T/W/Th/F  9:00 AM – 2:00 PM
22FB: 09/20 – 06/22  M/T/W/Th  5:00 PM – 9:00 PM
Location: AEC  Tuition: $4,065
22FC: 09/13 – 01/20  M/T/W/Th/F  9:00 AM – 2:00 PM
Location: WTC  Tuition: $4,065
22WD: 01/31 – 06/07  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. 43 classes

LPN2000
22FA: 09/20 – 11/22  M/T/W/Th/F  9:00 AM – 1:00 PM
22FB: 09/20 – 03/09  M/W  6:00 PM – 10:00 PM
Location: AEC  Tuition: $1,724
22FC: 10/05 – 03/29  T/Th  6:00 PM – 10:00 PM
Location: WTC  Tuition: $1,724
22FD: 11/29 – 02/04  M/T/W/Th/F  9:00 AM – 1:00 PM
22WE: 02/07 – 04/13  M/T/W/Th/F  9:00 AM – 1:00 PM
22SF: 04/25 – 06/24  M/T/W/Th/F  9:00 AM – 1:00 PM
Location: AEC  Tuition: $1,724

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.

PHLEBOTOMY TECHNICIAN

Our phlebotomy training program will prepare you to become a skilled technician and will enhance the skills of the individual currently employed in the health care field, i.e., CNA, LPN, or RN. You will learn various techniques of phlebotomy such as: vacuum method for venous blood withdrawal, autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, proper use of a 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
22FA: 09/14 – 12/16  T/Th  9:00 AM – 12:30 PM
Location: AEC  Tuition: $1,933
22FB: 10/19 – 01/27  T/Th  6:00 PM – 9:30 PM
Location: BTC  Tuition: $1,933
22WC: 01/10 – 04/11  M/W  6:30 PM – 10:00 PM
Location: AEC  Tuition: $1,933
22WD: 02/08 – 05/17  T/Th  6:00 PM – 9:30 PM
Location: BTC  Tuition: $1,933

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

Practical Nursing 1
09/2022 - 06/2023   M/T/W/Th   6:00 PM – 9:30 PM

Practical Nursing 2
09/2023 - 04/2024   M/T/W/Th/F   8:00 AM – 2:30 PM
- OR – Practical Nursing, Full-Time
09/2022 - 08/2023   M/T/W/Th/F   8:00 AM – 2:30 PM

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

PREPARATION FOR PRACTICAL NURSING ENTRANCE EXAM

A career in nursing is both challenging and rewarding. The first step in the process for entry into the Eastern Suffolk School of Practical Nursing is a successful score on the entrance exam which assesses vocabulary, reading comprehension, English, and math skills. Prospective candidates seeking admission to the Practical Nursing Program who want to improve their reading comprehension, English, and math skills are encouraged to take this course. Students will be pre-tested and post-tested to assist in identifying strengths and weaknesses in reading comprehension, English and math. Students enrolled in the prep course will be eligible to take the Nurse Entrance Exam immediately following completion of the course. The completion of this course does not guarantee admission into the Practical Nursing Program. 18 classes

LPN1200
22FA: 10/18 – 12/20   M/W   6:00 PM – 9:00 PM
22WB: 01/10 – 03/21   M/W   6:00 PM – 9:00 PM
22SC: 04/04 – 06/13   M/W   6:00 PM – 9:00 PM
Location: BTC    Tuition: $689

NURSE ENTRANCE EXAM

Candidates must take and pass the Nurse Entrance Exam to be considered for enrollment in the Practical Nursing Program. The exam assesses vocabulary, math, English and reading comprehension. A successful exam score grants the candidate an interview with faculty and does not guarantee admission to the Practical Nursing Program. 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: $179

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

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

34 classes

LPN1450
22FA: 01/04 – 04/06 M/W/Th 6:00PM – 9:00PM
Location: AEC Tuition: $495
22FB: 01/11 – 05/19 T/Th 6:00PM – 9:00PM
Location: WTC Tuition: $495
22SC: 04/11 – 07/13 M/W/Th 6:00PM – 9:00PM
Location: AEC Tuition: $495

PHYSICAL THERAPY AIDE

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
22FA: 09/14 - 01/04 T/Th 6:00 PM – 9:00 PM
22SB: 03/15 - 06/21 T/Th 6:00 PM – 9:00 PM
Location: BTC Tuition: $715

30-hour internship is required.
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
22FA: 10/18 – 10/19  M/T  6:00 PM – 10:00 PM
22SB: 03/14 – 03/15  M/T  6:00 PM – 10:00 PM
Location: BTC  Tuition: $205

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

NEW YORK STATE PROFESSIONAL PROCESS SERVER

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

**3 classes**

LPS6000
22FA: 10/18 – 11/01  M  6:30 PM – 9:30 PM
22SB: 04/25 – 05/09  M  6:30 PM – 9:30 PM
Location: MTC  Tuition: $255

Register online at: www.esboces.org/AEV
BASIC AUTO MECHANICS AND MAINTENANCE (TI)

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

18 classes

TTE1010
22FA: 10/12 – 02/10 T/Th 6:00 PM – 9:30 PM
22WB: 03/01 – 06/16 T/Th 6:00 PM – 9:30 PM
Location: ICC Tuition: $712

AUTOMOTIVE SKILLS

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

58 classes

TTE1050
22FA: 10/18 – 06/06 M/W 6:30 PM – 9:30 PM
Location: MTC Tuition: $2,105

CONTINUING EDUCATION

BASIC AUTO MECHANICS AND MAINTENANCE (TI)

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

18 classes

TTE1010
22FA: 09/21 – 11/30 T/Th 6:30 PM – 9:30 PM
22WB: 03/01 – 05/10 T/Th 6:30 PM – 9:30 PM
Location: ICC Tuition: $712
22FB: 09/21 – 11/30 T/Th 6:30 PM – 9:30 PM
Location: WTC Tuition: $712
**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**

- 22FA: 09/13 – 12/15  M/W  6:00 PM – 9:30 PM
- 22FB: 09/14 – 12/16  T/Th  6:00 PM – 9:30 PM
- 22SC: 03/14 – 06/13  M/W  6:00 PM – 9:30 PM
- 22SD: 03/15 – 06/14  T/Th  6:00 PM – 9:30 PM

Location: M/W: MTC  T/Th: ICC  Tuition: $2,436

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

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**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**

- 22FA: 09/21 – 10/28  T/Th  6:30 PM – 9:30 PM
- 22WB: 01/25 – 03/15  T/Th  6:30 PM – 9:30 PM

Location: MTC  Tuition: $929

**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**

- 22FA: 11/30 – 01/18  T/Th  6:30 PM – 9:30 PM
- 22SB: 04/05 – 05/24  T/Th  6:30 PM – 9:30 PM

Location: MTC  Tuition: $929

**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**

- 22FA: 09/20 – 11/03  M/W  6:30 PM – 9:30 PM
- 22WB: 03/07 – 04/13  M/W  6:30 PM – 9:30 PM

Location: ICC  Tuition: $929

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**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**

- 22FA: 11/08 – 12/20  M/W  6:30 PM – 9:30 PM
- 22SB: 05/02 – 06/13  M/W  6:30 PM – 9:30 PM

Location: ICC  Tuition: $929

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Register online at: [www.esboces.org/AEV](http://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/nursing or www.esboces.org/cosmetology.

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

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

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

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

Veterans Administration Based on active duty service, the GI Bill® provides educational assistance to service members, veterans, and their dependents. Contact the Department of Veterans Affairs at 1-800-827-1000. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

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

ESBOCES REFUND POLICY

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

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

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

FEDERAL REFUND POLICY

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

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

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

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

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

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

INSTRUCTORS NEEDED:
We are looking for qualified professionals to teach others in the fields of:
- Registered Nurses - Health Care
- Construction/Building Trades
- Culinary/Hospitality
- 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 dsinger@esboces.org

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 44 for more information.

Animal Science

CANINE BASIC OBEDIENCE TRAINING

Sit, stay, come! Whether you have a new puppy or an older dog this course is for you! Learn how to create the best possible relationship with your dog by utilizing positive reinforcement techniques while teaching basic commands. If you would like an additional person to attend with you and your dog, there will be an additional $50 fee. 8 classes

ASC1040
22FA: 10/12 – 12/07   T    7:00 PM – 8:00 PM  
22SB: 04/26 – 06/14   T    7:00 PM – 8:00 PM
Location: ICC  
Tuition: $321

Additional requirements: dogs must be at least 6 months old and current on their immunizations. Owners will need to provide proof of inoculations.

Computer Technology

GRAPHIC DESIGN – DIGITAL/ PRINT MEDIA SPECIALIST

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)
22FA: See dates and times below.
Location: BTC  
Tuition: $2,300

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
22FA: 09/21 – 12/07   T/Th   6:00 PM – 9:00 PM
Location: BTC  
Tuition: $791

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
22WA: 01/11 – 03/29   T/Th   6:00 PM – 9:00 PM
Location:BTC  
Tuition: $791

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
22SA: 04/05 – 06/21   T/Th   6:00 PM – 9:00 PM
Location: BTC  
Tuition: $791
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
22FA: 09/30 – 12/16  Th  6:30 PM – 9:30 PM
Location: MTC  Tuition: $515

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
22FA: 10/12 – 11/16  T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $255

KETO AND VEGETARIAN COOKING

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
22FA: 10/12 – 11/16  T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $255

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
22FA: 12/01 – 12/09  W/Th  7:00 PM – 10:00 PM
Location: WTC  Tuition: $209
22FB: 12/06 – 12/14  M/T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $209

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

DECEPTIVELY DELICIOUS

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

CUA3080
22WA: 01/18 – 03/08  T  6:30 PM – 9:30 PM
Location: MTC  Tuition: $355

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 include treats such as macaroons, rolled cookies with royal icing and the latest trends in party confections. 10 classes

CUA1105
22FA: 10/19 – 11/30  T/Th  6:00 PM – 9:00 PM
22SB: 03/29 – 05/10  T/Th  6:00 PM – 9:00 PM
Location: BTC  Tuition: $509

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
22WA: 01/11 – 03/08  T  6:30 PM – 9:30 PM
Location: BTC  Tuition: $415

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

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

LANDSCAPE DESIGNS & IRRIGATION SYSTEMS

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. 15 classes

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 living 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
22FA: 10/18 - 11/29 M 7:00 PM - 9:00 PM
Location: MTC            Tuition: $262
22SB: 04/04 - 05/23 M 7:00 PM - 9:00 PM
Location: WTC                        Tuition: $262

LFD1010
22FA: 9/21 – 10/26 T 6:30 PM – 9:30 PM
22SB: 03/15 – 04/26 T 6:30 PM – 9:30 PM
Location: ICC            Tuition: $561
### Photography

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

**CDP1010**  
22FA: 09/28 – 11/23  T/Th  6:30 PM – 9:30 PM  
22SB: 03/15 – 05/12  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.

### Advanced Photography

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

**CDP1015**  
22FA: 12/07 – 01/13  T  6:00 PM – 9:00 PM  
22WB: 03/03 – 06/23  T  6:00 PM – 9:00 PM  
Location: BTC  
Tuition: $400  

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

### 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**  
22SA: 05/16 – 06/06  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.
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.  

**Auto Body Repair**

**TTE1030**
22WA: 02/15 – 04/07  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.

**Marine Repair**

**TTE3025**
22FA: 09/27 – 12/01  M/W  6:30 PM – 9:30 PM
Location: ICC  Tuition: $610

**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.

**Small Engine Repair**

**TTE5000**
22FA: 10/18 – 12/06  M/W  6:30 PM – 9:30 PM
22WB: 01/31 – 03/23  M/W  6:30 PM – 9:30 PM
Location: BTC  Tuition: $580
Online Classes

THE CENTER FOR LEGAL STUDIES

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

- Advanced Legal Research and Writing
- Advanced Paralegal Certificate
- Alternative Dispute Resolution Certificate
- eDiscovery for Paralegals Certificate
- Employment Law Certificate
- Intellectual Property Law for Engineers
- Law School Preparation
- Legal Investigation Certificate
- Legal Nurse Consultant Training
- Legal Secretary Certificate
- Medical Professional Legal Consultant
- Paralegal Certificate Course®
- Personal Injury for the Paralegal
- Software Essentials for the Law Office
- Victim Advocacy Certificate

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

UGOTCLASS ONLINE CERTIFICATES AND COURSES

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.esboces.org click on UGotClass online catalog for registration, course description and tuition. See page 46 for a complete listing of UGOTClass online classes.
UNLOCK THE DOOR TO YOUR FUTURE!

Available to all ESBOCES Students and Alumni

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
Your registration is accepted unless otherwise notified. You will be notified if your class has been cancelled.

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

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

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

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

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

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

TRANSLATION
To have any or all of this catalog translated in another language, please call (631) 233-4425.
Para tener alguno o todo este catálogo traducido en español por favor llame (631) 233-4425.
HIGH SCHOOL EQUIVALENCY and LITERACY PROGRAMS

FOCUS ON SUCCESS

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

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

### REGISTRATION INFORMATION

For Adults 21 years or older
$25 Registration Fee

**CALL NOW FOR AN APPOINTMENT TO REGISTER**

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

For more information, call:
(631) 233-4425, (631) 369-7570 or (631) 286-6548

**LOOKING TO PREPARE FOR SAT®, ACT®, LSAT®, GRE®, OR GMAT® EXAM?**
See page 29
English as a Second Language

Ask us how you can improve your English and Civics Education while being trained in a career

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

REGISTRATION INFORMATION
All classes begin the week of September 13, 2021
Registration begins July 12th, 2021. Day and Evening appointments available

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

Achieve your academic, professional, and personal goals.
Students may earn tuition assistance for career training courses when dually enrolled in English or Equivalency class.
Call a Vocational Advisor for more information.

Register online at: www.esboces.org/AEV
### MAIL-IN REGISTRATION FORM

**Eastern Suffolk BOCES**

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
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<tr>
<th>MAILING ADDRESS</th>
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<tbody>
<tr>
<td>City</td>
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<td>Zip</td>
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<tr>
<th>HOME PHONE</th>
<th>CELL PHONE</th>
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<th>E-mail Address</th>
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**Course Number | Section | Course Title | Fee | TOTAL:**
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To register by mail, kindly submit your application with a Money Order.

**REFUND POLICY** (Page 25):  
Please sign that you have read it and consent:  

Please review page 22 for the Security Guard Training refund policy and page 14 for the Heavy Equipment Training refund policy.  
The Practical Nursing and Cosmetology programs are 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.
Other Services

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

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

**THE ROAD TO INDEPENDENCE STARTS HERE**

**The Adaptive Driver Training Program**

is designed to service those with physical and non-physical disabilities.

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

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

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

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

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

For more information, call (631) 244-5886

Supported Employment

**WORKING TOGETHER TO SUPPORT EMPLOYMENT**

**The Supported Employment Program**

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

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

Our program provides employment-related services to individuals with intellectual and other developmental disabilities that include:
- assessment of individual’s interests, employment needs, and skills
- soft skills training and pre-employment preparation
- travel training to community employment site
- job development consistent with individual’s interests, abilities and employer expectations
- on-the-job training
- long-term support services

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

WHAT CAREER WOULD YOU LIKE TO EXPLORE THIS SUMMER?

2022
Register Today!
Call (631) 369-7567
or visit
registration.xenegrade.com/esboces

REGISTRATION for Summer 2022 begins in February

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

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

for High School Students

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

Find Your Future Here

(631) 419-1646
Inner Beauty Salon & Spa

SALON MENU

<table>
<thead>
<tr>
<th>HAIR SERVICES</th>
<th>PRICE</th>
<th>FACIAL</th>
<th>PRICE</th>
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</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>
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<tr>
<td>Haircut</td>
<td>$10.00</td>
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</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>
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<tr>
<td>Highlights</td>
<td>$15.00&amp; Up</td>
<td>Nail Wraps/Acrylics (gel nails)</td>
<td>$18.00</td>
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<tr>
<td>Per Foil</td>
<td>$2.00</td>
<td>Nail Wraps/Acrylics (gel polish)</td>
<td>$10.00</td>
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<tr>
<td>Deep Conditioning Treatment</td>
<td>$5.00</td>
<td>Nail Art (per nail)</td>
<td>$1.00</td>
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<tr>
<td>Perms</td>
<td>$25.00&amp; Up</td>
<td>Full Set</td>
<td>$18.00</td>
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SPA MENU

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

<table>
<thead>
<tr>
<th>HAIR SERVICES</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>Haircut</td>
<td>$5.00</td>
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</tbody>
</table>
Professional Automotive Services

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

DID YOU KNOW?

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

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

Prices are based on parts needed after diagnostic assessment and indirect services.

For a complete listing of services visit www.esboces.org/AEV

Dog Grooming and Bathing

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

Bath/Dry, Ear Cleaning, Nail Trim
- Under 40 lbs. $10.00
- Between 40 and 80 lbs. $15.00
- Over 80 lbs. $20.00

Puppy Cut
- Under 40 lbs. $15.00
- Between 40 and 80 lbs. $20.00
- Over 80 lbs. $25.00

Nail Wraps/Acrylics (gel nails) $18.00
Nail Wraps (gel polish) $10.00

BELLPORT DAY
(631) 286-6500
Tuesday, Wednesday and Friday (October – June)
Evening appointments: (631) 286-6585

BRENTWOOD
(631) 233-4425
1:30 PM – 4:00 PM (November - May)

NAIL CARE MENU

<table>
<thead>
<tr>
<th>NAIL CARE</th>
<th>PRICE</th>
<th>NAIL CARE</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>Basic Manicure</td>
<td>$5.00</td>
<td>Nail Art (per nail)</td>
<td>$1.00</td>
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<tr>
<td>Paraffin Manicure</td>
<td>$7.00</td>
<td>Full Set</td>
<td>$18.00</td>
</tr>
<tr>
<td>Nail Wraps/Acrylics</td>
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<tr>
<td>Nail Wraps (gel polish)</td>
<td>$10.00</td>
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Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of 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.
UGOTCLASS Online Certificates and Courses

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

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

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

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

BUSINESS COMMUNICATION
Certificate in Basic Game Design
• 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 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

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

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

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

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

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

Supervisory and Leadership Certificate
• Supervisory and Leadership

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

Mastering Video Marketing Certificate
• YouTube for Business
• Video Marketing

SOCIAL MEDIA FOR BUSINESS
Social Media for Business Certificate
• Introduction to Social Media
• Integrating Social Media in Your Organization
• Marketing Using Social Media

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

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

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

WordPress Certificate
• WordPress Certificate