ADULT EDUCATION COURSES
2016-2017
FALL  WINTER

Career and Technical Education  (631) 286-6585
Health Sciences  (631) 233-4450
Literacy  (631) 233-4425


Register online at: www.esboces.org/AEV
Look for Spring Catalog February 2017
REGISTRATION IS ON-GOING FOR THE FALL, WINTER AND SPRING SEMESTERS

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

ON-LINE
Visit our website at www.esboces.org/AEV
Click on REGISTER ON-LINE

MAIL
Complete the registration form inside this catalog and mail with a money order or credit card information (no cash) to:
Eastern Suffolk BOCES
Adult Education Center
100 Second Avenue
Brentwood, NY 11717

IN-PERSON
• Adult Education Center (AEC)
  100 Second Ave., Brentwood, NY
  9:00 AM - 3:00 PM
• Gary D. Bixhorn Technical Center (BTC)
  350 Martha Ave., Bellport, NY
  9:00 AM - 3:00 PM
  5:00 PM - 8:00 PM (WEDS. Only – Beginning 9/21/16)
• Edward J. Milliken Technical Center (MTC)
  375 Locust Ave., Oakdale, NY
  9:00 AM - 3:00 PM
• Harry B. Ward Technical Center (WTC)
  970 N. Griffing Ave., Riverhead, NY
  9:00 AM - 3:00 PM

FAX
Faxed registrations will be accepted for students using VISA, MASTERCARD or DISCOVER.
Fax the completed registration form to:
(631) 286-6582

PHONE
Phone-in registration will be accepted from 8:30 AM to 3:30 PM
A staff member will be available to accept your registration.
• Adult Education Center (AEC)
  (631) 233-4425
• Gary D. Bixhorn Technical Center (BTC)
  (631) 286-6585
• Edward J. Milliken Technical Center (MTC)
  (631) 244-5893
• Harry B. Ward Technical Center (WTC)
  (631) 369-7567

PAYMENT METHODS FOR:
• Mail and In-Person Registration:
  • Money Order (made out to Eastern Suffolk BOCES)
  • VISA, MASTERCARD or DISCOVER
• Fax and Phone Registration:
  • VISA, MASTERCARD or DISCOVER only
  • NO CASH

= Courses approved for the training of Veterans and other eligible personnel by the New York State Bureau of Veteran’s Education.

Tuition vouchers accepted for ACCES, WIA and CSEA Partnership.

Financial options available for eligible courses over $1,000. Please call (631) 286-6585 for more information.

AEC = Adult Education Center (Brentwood)
BTC = Gary D. Bixhorn Technical Center (Bellport)
ICC = Islip Career Center (Oakdale)
MTC = Edward J. Milliken Technical Center (Oakdale)
WTC = Harry B. Ward Technical Center (Riverhead)
**ADULT EDUCATION CALENDAR 2016-2017**

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**CLOSING INFORMATION**

Adult programs will be automatically cancelled if the centers are closed during the day. In the event of inclement weather or forced closings, announcements for Eastern Suffolk BOCES will be made on:

- **WALK**.................. 1370 AM and 97.5 FM
- **WBAZ**...................101.7 FM (Southold)
- **WBAB**....................102.3 FM
- **WBLI**....................106.1 FM
- **B103.1**................103.1 FM
- **KJOY**...................98.3 FM
- **WRIV**................... 1390 AM (Riverhead)

Channel 12 ...................... TV

www.esboces.org/AEV  
(631) 286-6585

**Classes will NOT be held on the following dates:**

The dates listed below are scheduled school closings that were adopted by the Board of Education:

- **SEPTEMBER 28**  
  Secondary Open House  
  (evening only)
- **OCTOBER 3-4**  
  Rosh Hashanah
- **OCTOBER 10**  
  Columbus Day
- **OCTOBER 11**  
  (evening only)
- **OCTOBER 12**  
  Yom Kippur
- **NOVEMBER 8**  
  Election Day
- **NOVEMBER 11**  
  Veteran’s Day
- **NOVEMBER 23**  
  Thanksgiving  
  (evening only)
- **NOVEMBER 24-25**  
  Thanksgiving
- **DEC. 26-JANUARY 2**  
  Winter Recess
- **JANUARY 16**  
  Martin Luther King, Jr. Day
- **FEBRUARY 2**  
  Secondary Open House  
  (evening only)
- **FEBRUARY 20-24**  
  Mid-Winter Recess

**CLASS STARTING DATES:**

- **Fall Semester:** September 19, 2016
- **Winter Semester:** January 3, 2017
- **Spring Semester:** March 20, 2017
### Course Offerings

We are pleased to welcome you to the world of life-long learning. The courses listed on the following pages have been scheduled for your convenience.

Many offerings are available in the evening and during the day at five different locations.

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#### Scheduling and Registration Process

Class Starting Dates:
- Fall Semester: September 19, 2016
- Winter Semester: January 3, 2017
- Spring Semester: March 20, 2017

For Spring Course Information and Registration, Visit [www.esboces.org/AEV](http://www.esboces.org/AEV)

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ANIMAL SCIENCE PROGRAM

REGISTER NOW!

COMPREHENSIVE VETERINARY ASSISTANT ★★
ASC1000 $2,365 61 Classes
This course is designed to prepare students to perform both clinical and administrative duties associated with the veterinary field. Students will have the opportunity to combine theory with hands-on applications to prepare them for success in the field. The course of study includes: comparative anatomy and physiology, diagnostic procedures and techniques, introduction to dentistry and radiology, veterinary terminology, handling and restraining techniques, surgical preparation, post-operative care, aseptic techniques, animal first aid, and small and large animal nursing. Students will also be introduced to holistic methods such as animal nutrition and preventative and alternative medicine. An additional 20-hour off campus clinical experience is a course requirement. The objective of the clinical experience is to complement classroom activities and give students the opportunity to gain experience in the field. It is recommended that all students have a current tetanus vaccination. Students are required to purchase a uniform. Off-site visits to be announced at the first class. Please call 631-286-6585 for financial options.

A: 09/19 - 06/07
M/W 6:30 PM - 9:30 PM BTC

B: 09/20 - 05/25
T/Th 6:30 PM - 9:30 PM BTC

BASIC VETERINARY CARE ★
ASC1010 $970 24 Classes
This course is designed for individuals who are interested in working with and caring for a variety of small animals. It combines theory and hands-on applications that will prepare the student to work in the veterinary field. Students will learn basic animal care, handling and restraining techniques, external anatomy, parasitology, controlling infection, laboratory skills, animal nutrition, animal first aid, an introduction to alternative and preventative medicine and care of small and exotic animals. A scrub top will be required for the class. It is recommended that all students have a current tetanus vaccination.

A: 09/19 - 01/04
M/W 6:30 PM - 9:30 PM BTC

DOG GROOMING SALON SERVICES
Available October - April, 6 PM-9 PM
Services include:
• Bathing and Fluffing
• Ear Cleaning
• Nail Trimming
• Trimming & Cutting
Call: (631) 286-6585 (BTC) or (631) 369-7567 (WTC)
Mon. - Thurs. to schedule an appointment for your dog. Animals must have proof of inoculations.

DOG GROOMING ★
ASC1020 $990 26 Classes
This comprehensive course combines theory and practical hands-on learning that will prepare an individual for an entry-level position in the exciting field of dog grooming. Students learn a variety of grooming techniques and first aid procedures that are needed to be successful in the grooming field. It is recommended that all students have a current tetanus vaccination. Dog grooming services are available at a low cost. Please call 631-286-6585 (BTC) or 631-369-7567 (WTC) for an appointment.

A: 09/19 - 01/11
M/W 6:30 PM - 9:30 PM BTC

B: 09/20 - 01/05
T/Th 6:30 PM - 9:30 PM BTC

C: 09/20 - 01/05
T/Th 6:00 PM - 9:00 PM WTC

D: 01/24 - 05/09
T/Th 6:30 PM - 9:30 PM BTC

E: 01/24 - 05/09
T/Th 6:00 PM - 9:00 PM WTC

DOG GROOMING PART 2 ★
ASC1025 $385 14 Classes
Prerequisite: ASC1020 Dog Grooming
This course is designed for the student who would like to obtain their Suffolk County Dog Grooming License. The course will expand upon your knowledge of dog grooming as it applies to the many different breeds. Students will gain the practical hands-on experience necessary for them to master the techniques of scissoring, clipping and thinning out fur or hair. A 30-hour internship is necessary for the completion of this course.

A: 01/23 - 03/20
M/W 6:00 PM - 9:00 PM BTC

CANINE BASIC OBEDIENCE TRAINING
ASC1040 $190 9 Classes
Prerequisite: Dogs must be at least 6 months old and current on their immunizations. Owners will need to provide proof of inoculations. It is never too late to start training your dog to be a more obedient member of your pack. This course is designed to teach dogs basic obedience through the use of positive reinforcement. Lessons include sit, stay, down, leave it, take it, come and loose leash walking. Problem behaviors will be discussed.

A: 10/18 - 11/17
T/Th 6:30 PM - 7:30 PM ICC
COSMETOLOGY LICENSING PROGRAM

AEP1000 $10,140  172 Classes
Prerequisite: U.S. High School Diploma or equivalency. Foreign Diplomas must be evaluated and verified prior to registration.
If you have a desire to be artistic, the world of cosmetology is the one for you. The 1,000-hour New York State licensed course will open many doors for you. The licensed course will lead you down the path to developing skills in hairstyling, haircoloring, haircutting, all chemical techniques, make-up, skin care, and all phases of nail technology. OSHA (Occupational Safety and Health Administration) certification will also be included. Preparation for the state board written and practical exam is an essential part of the licensed curriculum. The instructor of this course is a licensed, experienced instructor. The Cosmetology Licensing Program is now eligible for federal student aid. Please call 631-233-4450 for more information.

A: 09/07 - 06/09 M/T/W/Th/F 8:15 AM - 2:45 PM WTC
B: 10/05 - 07/07 M/T/W/Th/F 8:15 AM - 2:45 PM MTC

COSMETOLOGY LICENSING PROGRAM – EVENING

AEP1100 $5,070  139 Classes
Students enrolled in the Cosmetology Evening program will complete 528 hours from September 19, 2016 – June 29, 2017. Students will resume the Cosmetology Evening program in the Fall of 2017 to complete the required 1,000 hours. Dates to be announced.

A: 09/19 - 06/29 M/T/W/Th 6:00 PM - 10:00 PM MTC

COSMETOLOGY MAKE-UP HOURS

AEP1005 $410  5 Classes
This program is designed for students who need to make up hours to qualify for the New York State Cosmetology licensing examination. This course is taught in modules during a two-week period in the summer and during the school year from October to May. 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. The course will be offered in 30-hour/1-week blocks at $360 per week. Students must come to class with their own mannequins, tools, and non-consumable supplies. Placement in this program is contingent upon space availability in the class.

A: 10/17 - 06/09 M/T/W/Th/F 8:15 AM - 2:15 PM MTC
B: 10/17 - 06/09 M/T/W/Th/F 8:15 AM - 2:15 PM WTC

Information for Students Registering for Cosmetology/Barbering/Nail Technology/Esthetician

SUPPLIES NEEDED
Students are required to purchase a cosmetology/barbering or nail kit, which includes workbooks and a designated uniform top. Black slacks and rubber-soled shoes are required to complete the uniform. All students are required to be models for class partners during live practice sessions.

TUITION
Registration and financial arrangements must be completed prior to the start date of class. Forms of accepted payment are: money order payable to: Eastern Suffolk BOCES, VISA, Mastercard or Discover. Career Training Loans or Partial Payment Plans are available.

Questions Regarding Appearance Enhancement Program Licensing?
Call: New York State Division of Licensing (518) 473-2731

SALON SERVICES
Available February - June
All hair, skin and nail services offered at reasonable prices.
Call for an appointment!

Cosmetology: (631) 244-5893
Nail Technology: (631) 369-7567
Barbering: (631) 286-6585
Esthetician: (631) 233-4425

PREPARATION FOR THE NEW YORK STATE LICENSING COSMETOLOGY EXAM

AEP1010 $500  10 Classes
This course is designed for individuals who have completed the 1,000 hours for licensing, but did not take the New York State Cosmetology Licensing Exam. All skills required for this exam will be demonstrated and practiced. Students must supply their own tools. Mannequin and review text included in tuition.

A: 09/27 - 12/20 T 6:30 PM - 9:30 PM MTC
6 APPEARANCE ENHANCEMENT PROGRAM

**ESTHETICIAN**

**AEP2000** $8,570  
75 Classes - Day,  
150 Classes - Evening

Prerequisite: U.S. High School Diploma or equivalency. Foreign Diplomas must be evaluated and verified prior to registration.

Beauty is in the eye of the beholder. Become a professional Esthetician and begin a career creating beauty! Become employed in a spa, laser clinic, plastic surgery office, resort, cruise ship or a salon. This course is taught by an industry professional instructor who will guide and instruct you in classroom theory as well as a sterile clinical lab. This program is a New York State licensed 600-hour course. Tuition includes a student make-up kit. White uniform and textbook are to be purchased by the student. A supplemental tool and supply list will be discussed at the first class meeting. Call 631-286-6585 for more information and financial options.

A: 09/07 - 02/01  T/W/Th/F  8:00 AM - 4:00 PM AEC
B: 09/19 - 07/14  M/T/W/Th  6:00 PM - 10:00 PM AEC
C: 02/07 - 06/29  T/W/Th/F  8:00 AM - 4:00 PM AEC

**AIRBRUSH MAKE-UP**

**AEP1040** $200  2 Classes

Add a new service to your Salon or start a business using the Bronze Biologic Tanning System. This 2-day workshop will offer you the opportunity to join a billion dollar sunless industry where you can offer your clients spray tanning in your salon or in your home. This workshop includes hands-on training, marketing and a certification from Bronze Biologic. Students are required to purchase the Bronze Biologic Spray Tanning kit. The cost of the kit is $995 which will allow you to spray tan 100 clients. Information for purchasing the kit will be available at registration.

A: 11/28 - 12/05  M  8:00 AM - 3:00 PM AEC

**CHEMICAL PEEL WORKSHOP**

**AEP2020** $200  2 Classes

Prerequisite: Licensed Esthetician.

Chemical Peels have become a staple of the esthetics profession. Peels are used for anti-aging, hyperpigmentation, acne, and oily skin, as well as to deliver overall healthier, smoother, more youthful skin. Estheticians will grasp a complete understanding of the different types of chemical peels. Enzymes, alpha/beta peels, jessners solution as well as advanced technology in chemical peeling agents will be discussed. Attendees will learn the physiological reactions of peeling agents on the skin, as well as how to determine which peels are suitable for each skin type and condition. Students are required to purchase a kit of chemical peels and products for $250. Information for purchasing the kit will be available at registration.

A: 11/07 - 11/14  M  9:00 AM - 12:00 PM AEC
B: 02/06 - 02/13  M  9:00 AM - 12:00 PM AEC

ATTENTION ESTHETICIANS:

For additional certification courses, please visit www.esboces.org/AEV

**LASER CERTIFICATION COURSE**

**COMING THIS FALL**

Please call 631-286-6585 for more information.

**SPRAY TAN WORKSHOP**

**AEP2050** $200  2 Classes

Add a new service to your Salon or start a business using the Bronze Biologic Tanning System. This 2-day workshop will offer you the opportunity to join a billion dollar sunless industry where you can offer your clients spray tanning in your salon or in your home. This workshop includes hands-on training, marketing and a certification from Bronze Biologic. Students are required to purchase the Bronze Biologic Spray Tanning kit. The cost of the kit is $995 which will allow you to spray tan 100 clients. Information for purchasing the kit will be available at registration.

A: 10/17 - 10/24  M  9:00 AM - 12:00 PM AEC
A: 01/23 - 01/30  M  9:00 AM - 12:00 PM AEC
BARBERING LICENSING PROGRAM
AEP6000 $4,525 134 Classes
Prerequisite: U.S. High School Diploma or equivalency. Foreign Diplomas must be evaluated and verified before registration.
Hands-on class, taught by a Professional Barber in a state-of-the-art classroom. This 536-hour class will prepare students for a career in Barbering. This course fulfills the New York State requirements necessary to qualify for the New York State licensing examination. You will be instructed in all skills related to barbering. These skills include: contemporary haircutting and styling, shaving, mustache and beard design, shampoos, rinses and conditioning treatments. You will learn proper sanitation techniques, hygiene practices, safety measures and first aid techniques. You will also study anatomy and physiology, shop management and professional ethics. Students are required to purchase their own kit. Please call 631-286-6585 for financial options. Veteran approved.
A: 09/19 - 06/22 M/T/W/Th 6:00 PM - 10:00 PM BTC

NAIL TECHNICIAN LICENSING PROGRAM
AEP3000 $2,290 104 Classes
This course will cover both practical skills and related theory required to pass the NYS written segment of the licensing examination. Students in ESOL and TASC™ courses are welcome. The 250-hour New York State approved curriculum for the nail technician licensing covers all phases of manicures, pedicures, artificial nail applications, nail art and all related sanitation and sterilization procedures. Literacy students MUST meet with a vocational advisor prior to registering for this course. Please call 631-286-6585 for financial options.
A: 10/05 - 05/04 M/T/W/Th 1:30 PM - 4:00 PM AEC
B: 10/05 - 05/04 M/T/W/Th 1:30 PM - 4:00 PM WTC

WAXING CERTIFICATE PROGRAM
AEP2030 $1,800 13 Classes
This 75-hour New York State licensed course will prepare you for a career in face and body waxing. This course will include state laws and professional requirements, physiology and histology of the skin, disorders and diseases, bacteriology, sanitation and disinfection and the removal of superfluous hair. Upon completion of this course students will be able to pass the NYS written and practical exam and obtain the New York State specialty license in Waxing.
A: 09/12 - 12/19 M 8:00 AM - 2:00 PM AEC

ADVANCED HAIRSTYLING AND HAIRCUTTING FOR THE LICENSED COSMETOLOGIST
AEP1080 $580 8 Classes
Prerequisite: New York State Cosmetology License
Eastern Suffolk BOCES offers this course to assist you in learning to improve your cosmetology skills to better serve your clients. Learn the latest in haircutting and haircoloring techniques to improve your client base and income. Four haircuts will be introduced as well as four advanced color techniques. Styling and curling techniques will enhance the practical projects. Two mannequins are included in the tuition.
A: 10/19 - 12/14 W 6:30 PM - 9:30 PM MTC

FOR SPRING COURSE INFORMATION AND REGISTRATION, VISIT www.esboces.org/AEV

Don’t Forget the Book!
Some of our course offerings require a textbook and/or workbook.
If your course listing features a icon, be sure to visit www.esboces.org/bookstore for purchasing information.
**BUSINESS**

**REGISTER NOW!**

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

**BUS1000 $400 12 Classes**

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.

A: 09/19 - 11/09 M/W 6:30 PM - 9:30 PM MTC

**BUSINESS AND FINANCE**

**BUS1100 $2,695 63 Classes**

This course is designed for individuals preparing for the job market who need a combination of computer and basic language skills to become successful in today’s job market. Students will be enrolled in a program leading to entry-level opportunities in the workplace. Emphasis will be placed on keyboarding, Windows and word processing skills, and appropriate communication skills, both written and oral. Studies will also include Excel and Access as well as the Internet. This course is strongly recommended for individuals who need a combination of career skills presented in a slower-paced, yet comprehensive learning environment. In addition to the hours spent in the classroom, students will complete a 6-hour internship, as well as compose a portfolio of accomplishments to support employment opportunities. Textbooks included in tuition. Please call 631-286-6585 for financial options.

A: 10/17 - 01/26 M/T/W/Th/F 9:00 AM - 2:00 PM AEC
B: 02/27 - 06/01 M/T/W/Th/F 9:00 AM - 2:00 PM AEC

**BOOKKEEPING BASICS**

**BUS1010 $400 8 Classes**

This introductory course prepares the individual to better understand the bookkeeping process for a small business. This course will help the entrepreneur understand the principles of the accounting cycle. Basic instruction in banking, payroll, sales, receivables, payables and other transactions will be covered. The course includes use of ledgers, journals and financial statements. This course is STRONGLY RECOMMENDED prior to taking BUS1020 QUICKBOOKS.

A: 09/19 - 10/26 M/W 6:30 PM - 9:30 PM MTC

**QUICKBOOKS PRO – BASIC**

**BUS1020 $400 9 Classes**

BUS1010 Bookkeeping Basics and basic computer skills are strongly recommended in order to take this course. This course introduces the fastest and easiest way to manage a small business. Students will learn how QuickBooks Pro maintains account receivables and account payables, tracks inventory, prepares payroll and so much more. Students will learn how to integrate financial statements and produce multiple reports.

A: 09/20 - 10/25 T/Th 6:30 PM - 9:30 PM WTC
B: 11/07 - 12/07 M/W 6:30 PM - 9:30 PM BTC

**NOTARY PUBLIC WORKSHOP**

**BUS2000 $115 2 Classes**

This seminar provides instruction to prepare an individual for the New York State (NYS) test. Laws, procedures and concepts relating to the notary public office will be covered. Situations relating to the role of the notary public officer will be highlighted.

A: 10/19 - 10/26 W 6:30 PM - 9:30 PM MTC

Don’t Forget the Book!

Some of our course offerings require a textbook and/or workbook. If your course listing features a book icon, be sure to visit www.esboces.org/bookstore for purchasing information.
INTRODUCTION TO ELECTRONICS AND ENGINEERING
CTE3000 $300  8 Classes
Prerequisite: Basic PC skills.
In this extremely hands-on course, we will delve into how to get started in electronics and learn basic engineering skills to set you on your journey to make something really unique! Who knows, maybe you will start the next great company like Apple, Google or Tesla with your newly minted, technical ability. Students will work on a project based on the topics learned, including: Microcontroller, Basic Programming in the C language, Let’s Learn Binary, and the SparkFun Inventor’s kit. Students are required to purchase the SparkFun Inventor’s kit. The cost of the kit is $99.95 and can be purchased by visiting www.sparkfun.com/products/12060.
A: 09/19 - 10/26 M/W 6:30 PM - 9:00 PM MTC

COMMUNITY OUTREACH

DRUG ABUSE ON LONG ISLAND
CED1000 FREE  1 Class
This three-hour informational workshop will inform you on the dangers of Heroin addiction. Topics to be discussed: How is Heroin used, the effects of drug abuse, tell-tale signs, prevention and treatment. Speakers from drug treatment agencies will be available to answer your questions after the presentation. Facilitated by Eastern Suffolk BOCES. Limited seats available. Please call 631-286-6585 to register.
A: 10/19 - 10/19 W 6:30 PM - 9:30 PM BTC
B: 01/25 - 01/25 W 6:30 PM - 9:30 PM BTC

ALZHEIMER’S – THE GROWING CONCERN IN AMERICA
CED1020 FREE  1 Class
If you have a loved one that has fallen victim to Alzheimer’s, this informational workshop will provide you with an understanding of this debilitating disease, the effect it has on a family and the tools to help you as a caregiver. Topics will include: an overview of Alzheimer’s disease, mortality, caregiving, the knowledge and cost of healthcare and the impact that Alzheimer’s disease has on families. Limited seats available. Please call 631-286-6585 to register.
A: 10/26 - 10/26 W 6:30 PM - 9:30 PM BTC

FOR SPRING COURSE INFORMATION AND REGISTRATION, VISIT www.esboces.org/AEV
BLUEPRINT READING
CTR1000 $510 16 Classes
This course will enable a student to read and understand architectural building plans and list various materials needed in the construction of residential and light commercial structures.
A: 09/19 - 11/28 M/W 6:30 PM - 9:30 PM MTC
B: 09/20 - 11/22 T/Th 6:30 PM - 9:30 PM WTC

BASIC CARPENTRY SKILLS
CTR2000 $650 12 Classes
This entry-level class will introduce students to the basic skills of the trade and include blueprint reading techniques. Hands-on work will include hand tool familiarization, as well as safe operation of power equipment such as table saws and portable circular saws. Throughout this course, students will become familiar with terminology, materials and nailing codes. A required basic tool list will be supplied on the first night of class. Steel toe work shoes and safety glasses are required.
A: 10/06 - 01/05 Th 7:00 PM - 9:30 PM WTC

ARCHITECTURAL MOLDINGS
CTR2020 $365 6 Classes
Prerequisite: Students must have experience using equipment such as sliding compound, table saws and chop saws. This course will cover simple, one-piece molding to built-up details. Students will learn how to cut and install moldings, and how to use a sliding compound saw and cope joints. Topics include: base molding, door and window casing, crown molding, wainscoting and chair rails. Required materials include: pouch, tape measure, pencils, knife, hammer, nail sets, speed square, small flat bar, safety glasses and coping saw.
A: 01/04 - 01/25 M/W 6:30 PM - 9:30 PM BTC

TILE INSTALLATION AND DESIGN
CTR2030 $550 8 Classes
Learn from an expert in the field of tile installation and design. This is a hands-on class. Topics that you will observe and practice will include: design, preparation of floors or walls, mud base, measuring and cutting tile and different materials to work with. Discussions will include the selection of tile for flooring and walls.
A: 01/04 - 03/01 W 6:30 PM - 9:30 PM BTC

HOME INSPECTOR PROGRAM
This program prepares students to meet the requirements of the New York State Home Inspection licensing law and the New York State Home Inspector certification exam. This consists of five modules totalling 100 hours of classroom time and 40 hours of in-field experience. Homework and final exams will be given; 90% attendance is mandatory by state law. After completing this course and passing the New York State exam, students who are seeking to be licensed must apply directly to the New York State (NYS) Division of Licensing Services with a non-refundable $250 application fee. U.S. High School Diploma or equivalency is required to sit for the New York State exam. The first four modules of the Home Inspector program consist of 25 hours of classroom time per module. Throughout the program, students will be introduced to the specific trades involved in the home inspection process, as well as NYS home inspection standards relative to each module. The fifth module is a 40-hour field experience.

MODULE 1 – EXTERIOR AND ROOF
CTR3031 $480 8 Classes
Included in Module 1 are the following topics: structural, exterior and roof components.
A: 09/20 - 10/20 T/Th 6:00 PM - 9:30 PM WTC

MODULE 2 – INTERIOR, INSULATION AND VENTILATION, AND ELECTRICAL
CTR3032 $480 8 Classes
Included in Module 2 are the following topics: interior, insulation, ventilation and electrical components.
A: 10/27 - 11/29 T/Th 6:00 PM - 9:30 PM WTC

MODULE 3 – HEATING, COOLING AND PLUMBING
CTR3033 $480 8 Classes
Included in Module 3 are the following topics: heating, cooling and plumbing components.
A: 12/06 - 01/05 T/Th 6:00 PM - 9:30 PM WTC

MODULE 4 – OVERVIEW OF THE PROFESSION, NYS LICENSE LAW
CTR3034 $480 8 Classes
Included in Module 4 are the following topics: overview of the profession, license law and report writing.
A: 01/12 - 02/09 T/Th 6:00 PM - 9:30 PM WTC

MODULE 5 – UNPAID FIELD-BASED TRAINING
CTR3035 $735 40 Hours
Module 5 is a 40-hour field experience. Students will be provided the opportunity to complete a variety of home inspections in the field.
A: 02/27 - 04/27 M/T/W/Th/F 8:00 AM - 9:00 PM WTC
THE ELECTRIC PROGRAM
CONSISTS OF: Electric 1, Electric 2, and National Electric Code

ELECTRIC 1 ★★★
CTR4010 $890  26 Classes
This comprehensive course will prepare students for entry into this field. Topics will stress the fundamentals of basic electrical theory and hands-on experience as it relates to residential wiring, OSHA calculations, wiring methods and content leading towards the introduction of commercial applications will be introduced. To be successful in this course, it is recommended that students have a strong background in basic math and elementary algebra. Students will be provided with a list of hand tools that must be purchased at a cost of approximately $300.
A: 09/19 - 01/11  M/W  6:30 PM - 9:30 PM BTC
B: 09/20 - 01/05  T/Th  6:30 PM - 9:30 PM BTC
C: 01/23 - 05/08  M/W  6:30 PM - 9:30 PM BTC
D: 01/24 - 05/09  T/Th  6:30 PM - 9:30 PM BTC

ELECTRIC 2 ★★★
CTR4020 $1,145  29 Classes
Prerequisite: CTR4010 Electric 1 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. OSHA (Occupational Safety and Health Administration) certification will be offered after the class is completed. Hands-on applications will be applied to all theory covered. A 20-hour Career Internship is required for course completion. Please call 631-286-6585 for financial options.
A: 09/19 - 01/25  M/W  6:30 PM - 9:30 PM MTC
B: 09/20 - 01/17  T/Th  6:30 PM - 9:30 PM MTC
C: 02/27 - 06/14  M/W  6:30 PM - 9:30 PM MTC
D: 02/28 - 06/13  T/Th  6:30 PM - 9:30 PM MTC

NATIONAL ELECTRIC CODE ★★★
CTR4030 $1,285  38 Classes
Prerequisite: CTR4010 Electric 1 or trade experience.
Taught by an experienced, licensed electrical contractor, this course will study in-depth the interpretation of the current NEC as practiced by electrical contractors, including local inspector’s interpretations. Students will learn how the code applies to electrical safety in wiring. This course will also deal with in-depth analysis of the National Electrical Code as it pertains to specialty areas such as wiring for explosion proof locations, auto repair and spray booth locations, health care and public assembly applications, boat yards and marinas and emergency standby systems. This is a theory class. Students must purchase codebook. Information will be supplied during first class. Please call 631-286-6585 for financial options.
A: 09/19 - 03/06  M/W  6:30 PM - 9:30 PM BTC

THE PLUMBING PROGRAM
CONSISTS OF: Plumbing 1, Plumbing 2, and Plumbing 3

PLUMBING 1 ★★★
CTR5000 $565  10 Classes
Prerequisite: CTR5000 Plumbing 1
This course prepares students to enter the plumbing field. Students 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, students 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. A list of required tools will be given to students on the first night of class.
A: 09/20 - 12/13  T  6:30 PM - 9:30 PM MTC
B: 09/21 - 12/14  W  6:30 PM - 9:30 PM MTC
C: 01/03 - 03/14  T  6:30 PM - 9:30 PM MTC

PLUMBING 2 ★★★
CTR5010 $625  10 Classes
Prerequisite: CTR5000 Plumbing 1
This expanded course covers the roughing and finishing of domestic plumbing systems. Students 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. A list of required tools will be given to students on the first night of class.
A: 09/19 - 12/05  M  6:30 PM - 9:30 PM MTC
B: 01/09 - 03/27  M  6:30 PM - 9:30 PM MTC

PLUMBING 3 ★★★
CTR5020 $700  15 Classes
Prerequisite: Plumbing 1 or 1 year minimum trade experience.
This is a comprehensive theory class for individuals preparing for a license in the field of plumbing. Code readings, isometric drawings and how to read plans, along with detailed reference to licensing requirements will be covered. OSHA (Occupational Safety and Health Administration) certification will be offered after the class is completed. Eastern Suffolk BOCES has partnered with Petro Home Services to provide a job-shadowing experience for qualified students. Students will receive the information from their instructor on the first night of class.
A: 09/22 - 01/12  Th  6:30 PM - 9:30 PM MTC
B: 03/02 - 06/15  Th  6:30 PM - 9:30 PM MTC
SOLAR POWER AND ALTERNATIVE ENERGY SOURCES ★

CTR8000 $1,070 14 Classes

This course will introduce residential and commercial property owners to solar power and its many uses in our daily lives. The course will focus on the explosive growth of the solar photovoltaic market, which has created one of the fastest growing industries in the world with many new job and career opportunities. Areas of study will include the use of solar power in residential, commercial, municipal and not-for-profit buildings. Students will learn the basics of solar design including solar site surveys, technology and products, financing, the application process and installation. Students will learn to design their own solar power system for their home or business use. The course will combine theory in the classroom including designing a solar system and learning hands-on installation techniques in the solar lab actually installing a solar system. Additional areas of study will include: topics such as theory and the practice of changing DC (Direct Current) to AC (Alternating Current); monitoring systems; other solar powered products; solar thermal systems; and battery backup systems. Students will be introduced to other green and renewable energy solutions including wind, geothermal and combine heat and power (CHP) systems. Students taking this course will receive a certificate of completion and graduates will be well-qualified for job opportunities in the solar industry after finishing the requirements of this course. Please call 631-286-6585 for financial options.

A: 09/20 - 11/15  T/Th  6:30 PM - 9:30 PM MTC

Employment Opportunities

Eastern Suffolk BOCES is always looking for qualified professionals to teach our vast array of courses. If you are interested in teaching in any of the related fields below, please forward a resume to:

Donna Singer
Eastern Suffolk BOCES Adult Education
Gary D. Bixhorn Technical Center
350 Martha Avenue, Bellport, NY 11713

• Automotive
• Barbering
• Business Courses
• Certified Personal Trainer
• Computer Technology
• Construction Trades
• Culinary
• Dental Assistant
• Dog Grooming
• Heating, Refrigeration and Air Conditioning
• Landscaping and Design
• Nail Technology
• Notary Public
• Veterinary Science
• Website Design
• Welding

For Health Sciences, send your resume to:

Debra Epilone
Eastern Suffolk BOCES Adult Education Center
100 Second Avenue, Brentwood, NY 11717

• Case Management
• Clinical Medical Assistant
• Customer Service for the Healthcare Worker
• EKG Technician
• Intro to Dialysis Technician
• Medical Office Biller/Coder
• Nurse Assistant
• Pharmacy Technician
• Phlebotomy

★ = Approved for Veterans’ Benefits

AEC = Adult Education Center (Brentwood)
BTC = Gary D. Bixhorn Technical Center (Bellport)
ICC = Islip Career Center (Oakdale)
MTC = Edward J. Milliken Technical Center (Oakdale)
WTC = Harry B. Ward Technical Center (Riverhead)
AUTOMATIC HEATING BASIC
BURNERS AND CONTROLS ★
HRA1000 $625 16 Classes
This course will offer students the basic knowledge of domestic automatic heating. Theory and practical application will introduce the student to actuators, fuels, pumps, combustion chambers, adjusting, testing and energy conservation. Students that continue on to complete the Automatic Heating Advanced course will have the opportunity for a job shadowing experience with Petro Home Services.
A: 09/20 - 11/22  T/Th  6:30 PM - 9:30 PM  BTC

AUTOMATIC HEATING ADVANCED ★
HRA1010 $625 18 Classes
Prerequisite: HRA1000 Automatic Heating Basic Burners and Controls or equivalent trade experience. This course is a continuation of Basic Burners and Controls. Instruction will include line and low voltage circuit wiring, hot water systems, steam systems, warm air systems, indirect water heating, pool heating, sizing for heating loss, troubleshooting and customer relations. This course will focus on the NORA certification tests (Bronze/Silver). Students may sit for the certification exam which will be held off-site. Eastern Suffolk BOCES has partnered with Petro Home Services to provide a job-shadowing experience for qualified students. Students will receive the information from their instructor on the first night of class.
A: 09/19 - 12/05  M/W  6:00 PM - 9:00 PM  MTC
B: 01/04 - 03/08  M/W  6:00 PM - 9:00 PM  MTC

GAS HEATING AND CONTROLS ★
HRA1050 $500 8 Classes
Students will have the opportunity to understand the process of utilizing gas as a fuel for heating. Topics to be presented are: rating the heat output and supply, clocking a gas meter and flow, gas valve adjustment, safety devices, types of gas heating appliances, furnace design, venting and supply air exhausted. Also included will be change of temperature with respect to fan and delta measure. Students will participate in the hands-on practical experience. A certification test will be given at the end of the course for a cost of $35.
A: 01/03 - 01/26  T/Th  6:30 PM - 9:30 PM  MTC

REFRIGERATION AND AIR CONDITIONING 1 ★
HRA2000 $730 16 Classes
This introductory course will develop the student’s knowledge and understanding of the principles of refrigeration and its application to the processing of air. Curriculum consists of 50% hands-on and 50% theory. A list of required hand tools will be distributed on the first night of class.
A: 09/19 - 11/28  M/W  6:00 PM - 9:00 PM  MTC
B: 01/04 - 03/08  M/W  6:00 PM - 9:00 PM  MTC

FOR SPRING COURSE INFORMATION AND REGISTRATION, VISIT www.esboces.org/AEV
HEATING, REFRIGERATION and AIR CONDITIONING

REFRIGERATION AND AIR CONDITIONING 2 ★
HRA2010 $750 20 Classes
Prerequisite: HRA2000 Refrigeration and Air Conditioning 1 or 2 years trade experience.
A continuation of the basic refrigeration course, RAC 2 expands on the students’ knowledge of electric motors, relays and capacitors, as well as the development of skills necessary to diagnose and repair single and three-phase commercial refrigeration and air conditioning equipment. The electrical theory component of this course also covers schematic symbols, reading schematic and wire diagrams, meters usage and the operation and selection of electrical controls used on refrigeration and air conditioning equipment. As there is a great deal of electrical/mechanical theory to be covered, there is limited hands-on application. A list of required hand tools will be distributed the first night of class.
A: 09/20 - 12/08 T/Th 6:30 PM - 9:30 PM MTC

REFRIGERATION AND AIR CONDITIONING SERVICE TECHNICIAN REFRESHER /
TEST PREP ★
HRA2030 $140 2 Classes
Passing the EPA exam is mandatory for all technicians who service, maintain and repair commercial refrigeration and air conditioning equipment (effective November 14, 1994). This EPA Technician Certification Exam is approved by the EPA to certify technicians in accordance with Section 608 of the Clean Air Act. 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.
A: 10/17 - 10/19 M/W 6:30 PM - 9:30 PM MTC

EPA TECHNICIAN CERTIFICATION EXAM
HRA2040 $100 1 Class
Students should bring all prior certifications to the exam.
A: 10/24 - 10/24 M 6:00 PM - 10:00 PM MTC
B: 01/09 - 01/09 M 6:00 PM - 10:00 PM MTC

COMPREHENSIVE REFRIGERATION / AIR CONDITIONING REPAIR ★
HRA2050 $2,030 33 Classes
This course provides all of the theory and concepts taught in the individual refrigeration courses, but in an overall shorter time. This course will require note taking and some home study. Included in the course curriculum are Green concepts such as air distribution, air quality and filtration, economizers, heat pumps and conservation. Students will sit for the EPA Refrigeration Certification test. Fee for the EPA exam is included in tuition. A tool list will be provided on the first night of class. Please call 631-286-6585 for financial options.
A: 09/20 - 01/31 T/Th 6:30 PM - 9:30 PM MTC
B: 09/20 - 01/31 T/Th 6:30 PM - 9:30 PM WTC
C: 02/14 - 06/20 T/Th 6:30 PM - 9:30 PM MTC
D: 02/14 - 06/20 T/Th 6:30 PM - 9:30 PM WTC

Don’t Forget the Book!
Some of our course offerings require a textbook and/or workbook.
If your course listing features a icon, be sure to visit www.esboces.org/bookstore for purchasing information.
THE PHOTOGRAPHY PROGRAM CONSISTS OF: Introduction to Photography, Photography 1 and Advanced Photography

INTRODUCTION TO PHOTOGRAPHY CDP1000 $340 9 Classes
This class will teach you how to take great photographs. You will learn how to use the settings on your camera to create and capture the right angle and light. Highlights of the course will include techniques on how to deal with difficult situations, such as poor lighting or fast moving objects. You will also be introduced to the art of travel photography. Students must provide their own camera.

A: 09/20 - 10/25 T/Th 6:30 PM - 9:30 PM BTC
B: 02/28 - 03/28 T/Th 6:30 PM - 9:30 PM BTC

PHOTOGRAPHY 1 CDP1010 $340 9 Classes
Prerequisite: CDP1000 Introduction to Photography
This course is designed for the beginner who wants to become a serious photographer. How to measure, control, and analyze light as well as the theory of composition and proper placement of subject will be discussed. Care and use of the digital camera and all related equipment will be covered. Home photo assignments will be given. Bring a digital camera the first night of class. The instructor will advise students of required materials on the first night of class.

A: 11/01 - 12/06 T/Th 6:30 PM - 9:30 PM BTC

ADVANCED PHOTOGRAPHY CDP1015 $340 9 Classes
Prerequisite: CDP1010 Photography 1
This course provides an exciting opportunity to explore the fascinating world of black and white as well as color photography. The class will delve deeper into the theory of composition to give photos a professional look. Some of the topics include film 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. Students will learn the proper use of the digital camera to take great photos.

A: 12/13 - 01/17 T/Th 6:30 PM - 9:30 PM BTC

BUSINESS OF PROFESSIONAL PORTRAITS PHOTOGRAPHY STUDIO CDP1030 $350 8 Classes
This course instructs students on how to be an entrepreneur. It includes setting up an office, organizing products/services/forms and marketing the studio. Students will create business samples (photographic products) on locations and within a classroom studio using professional lighting equipment.

A: 09/21 - 11/30 W 6:00 PM - 9:00 PM BTC

INTERIOR DESIGN FOUNDATIONS CDP2000 $700 20 Classes
Great design is not instantaneous but is built upon a foundation of theory, knowledge and creativity. Students will learn what creates this foundation, including the principles of design, color theory, space planning and selection of fabrics and materials. They will then have the opportunity to apply their knowledge and inspiration to develop their own floor plan and design schematics. Creative learning through hands-on designing, guest speakers and presentation will enable the student to create a truly unique interior. Additional topics to be presented are universal design, sustainable design and materials and related careers in the design profession.

A: 09/21 - 12/08 W/Th 6:30 PM - 9:00 PM BTC

DYNAMIC DESIGN CDP2010 $350 5 Classes
Have you ever loved how certain rooms make you feel when you are in them? Happy, cozy, relaxed or maybe energetic and productive? What is it about the interior that creates that feeling and how do we create it for ourselves without having to redesign the entire space? This class will discuss methods and techniques professional designers use to transform spaces from dull to dazzling, from chaotic to serene, creating remarkable results for even the smallest budget. Students will have the opportunity to identify and apply their own creative solutions to real-world design scenarios, including their own homes.

A: 01/04 - 02/01 W 6:30 PM - 9:00 PM BTC
DIGITAL AUDIO RECORDING  
CDP2050 $800  25 Classes
Want to embark on a career in Audio Technology? Learn techniques on creating professional sounding mixes using a digital audio workstation in a fully-equipped studio which contains: iMacs, interfaces, speakers and midi keyboards for each student. Students will write, produce, engineer, mix and master their own projects. Projects include sound reinforcement for theater and musical performance, sound mixing for in-studio television production and post-production and original soundtrack for film, television and the music industry.
A: 09/20 - 01/03  T/Th  6:30 PM - 9:30 PM  MTC

COMPUTER GRAPHICS DESIGNER
CDP3000 $1,800  58 Classes
This is a comprehensive course in computer graphics for beginners. This course will begin with the basic use of a Macintosh computer and progress to using the most current, industry-standard software. Using powerful programs such as Adobe Photoshop, Illustrator and Dreamweaver, students will learn how to create, edit, produce, and publish computer graphics with an emphasis on web design. Students will start to develop personal portfolios by completing several in-class projects. These portfolios aim to assist students with obtaining an entry-level position in the computer graphics field. Please call 631-286-6585 for financial options.
A: 09/20 - 05/16  T/Th  6:00 PM - 9:00 PM  BTC

WEBSITE DESIGN – CREATING A WEBSITE FOR BEGINNERS
CDP4000 $485  12 Classes
There are multiple ways a website can be created and this course is a contrast/comparison of two ways to build a website. The first way will teach you how to use tools available on the internet. The second way will show the student how to build a website using Dreamweaver. A basic understanding of using a computer is required for this course. Students should also be familiar with Windows 8 or 10 and have knowledge of a wireframe of the website they would like to implement.
A: 09/19 - 11/09  M/W  6:30 PM - 9:30 PM  MTC

DREAMWEAVER – HTML AND CSS FOR BEGINNERS
CDP4010 $485  10 Classes
This course is designed to provide an overview of Dreamweaver using HTML and CSS. The structure, protocols and purpose of both HTML and CSS will be reviewed. Students will have the opportunity to create an active project model. A basic understanding of using a computer is required for this course. Students should also be familiar with Windows 8 or 10 as well as Dreamweaver.
A: 11/16 - 12/21  M/W  6:30 PM - 9:30 PM  MTC

Healthy You
PILOXING
HCA6510 $80  7 Classes
Piloxing is a fitness program that blends the best of Pilates, boxing and dance into a high-energy workout. It is designed to burn maximum calories and increase stamina. All you need is water and a towel!
A: 10/19 - 12/07  W  6:00 PM - 7:00 PM  MTC

REIKI 1 PRACTITIONER
HCA7000 $190  7 Classes
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.
A: 10/19 - 12/07  W  6:00 PM - 7:00 PM  MTC

PLYOGA
HCA6510 $80  7 Classes
Plyoga is a 4-segment fitness system using fundamental and accelerated Yoga postures as an active and fluent recovery for intense Cardiovascular Plyometric intervals. It is a highly-modifiable program that takes participants on a personal plateau to discover new levels of personal fitness pertaining to endurance, balance, strength, and flexibility. The benefits of this class are: cardiovascular strength, improved endurance, muscular durability, agility and flexibility, increased core strength which equals better balance and increased mental toughness. All you need is a mat, water and a towel!
A: 10/19 - 12/07  W  6:00 PM - 7:00 PM  MTC

PLYOGA
HCA6510 $80  7 Classes
Plyoga is a 4-segment fitness system using fundamental and accelerated Yoga postures as an active and fluent recovery for intense Cardiovascular Plyometric intervals. It is a highly-modifiable program that takes participants on a personal plateau to discover new levels of personal fitness pertaining to endurance, balance, strength, and flexibility. The benefits of this class are: cardiovascular strength, improved endurance, muscular durability, agility and flexibility, increased core strength which equals better balance and increased mental toughness. All you need is a mat, water and a towel!
A: 10/19 - 12/07  W  6:00 PM - 7:00 PM  MTC
PASTRY ARTS AND BAKING
CUA1000 $1,350  26 Classes
Start a new career in Pastry Arts and Baking or learn to bake like a professional. Through this in-depth, hands-on course, students will learn the techniques used by pastry chefs to produce a variety of gourmet breads and desserts. The course will teach students professional Pastry Arts and Baking while producing a variety of baked goods, from basic quick breads to professional layer cakes. Topics covered will include: breads, pastries, cookies, pies, cakes, soufflés, custards and more. Develop baking skills that you can use in a professional baking environment. Please call 631-286-6585 for financial options.
A: 09/19 - 01/11  M/W  6:30 PM - 9:30 PM  ICC
B: 02/27 - 06/05  M/W  6:30 PM - 9:30 PM  ICC

HOLIDAY BAKING
CUA1010 $200  4 Classes
Join our Holiday Baking class and enjoy learning how to bake varieties of classic holiday treats. You will enjoy preparing and baking these items from scratch and you will bring them home with you to add to your holiday celebrations. Please remember to bring plastic cookie containers for taking home products. Requirements: apron, hair must be kept back, closed shoes. Please inform the instructor if you have any food allergies.
A: 11/30 - 12/08  W/Th  7:00 PM - 10:00 PM  WTC
B: 11/28 - 12/06  M/T  6:30 PM - 9:30 PM  MTC

COMMERCIAL CULINARY ARTS PROGRAM
CUA2000 $2,250  30 Classes
This hands-on, career-oriented, 120-hour entry-level program will introduce students to kitchen and restaurant operations, cooking and the food industry. Program topics will include: cooking basics and techniques, developing knife skills, main course cooking, vegetable and starch cookery, food safety, sanitation, food costing and the use of large and small commercial kitchen equipment. Students will focus on plating and presentation techniques and the use of standard and exotic food ingredients for both American and International regional cuisine. OSHA (Occupational Safety and Health Administration) requirements will also be discussed. Students are required to purchase a uniform. Please call 631-286-6585 for financial options.
A: 09/19 - 01/30  M/W  6:00 PM - 10:00 PM  BTC
B: 02/27 - 06/21  M/W  6:00 PM - 10:00 PM  BTC

EVERYDAY HEALTHY COOKING
CUA2050 $300  5 Classes
Tired of fast food? This class will focus on preparing recipes using healthy ingredients. Healthy eating does not have to be boring, bland or gritty. Menu selections can be prepared in a way that is healthy, nutritious and fun. Students will work together each week to prepare soups, salads, entrées and desserts.
A: 10/06 - 11/03  Th  6:00 PM - 9:00 PM  BTC

FOR SPRING COURSE INFORMATION AND REGISTRATION, VISIT www.esboces.org/AEV
ITALIAN COOKING  
CUA3010  $300  5 Classes  
Since World War II, Italian cooking has been America’s favorite cuisine. This course will focus on traditional Italian dishes as well as pasta, sauces, entrées, soups and desserts. Class preferences will determine the foods that we will prepare each week.  
A:  11/15 - 12/13  T  6:00 PM - 9:00 PM  MTC

INTRODUCTION TO COOKING  
CUA3020  $300  5 Classes  
This introductory cooking course will teach students the basics skills needed to create delicious soups, entrees and side dishes which they can bring home to share with their families. Topics will include but not be limited to, basic knife skills, braising and sautéing.  
A:  10/06 - 11/03  Th  6:30 PM - 9:30 PM  MTC

VEGETARIAN COOKING  
CUA3035  $300  5 Classes  
Many families are now celebrating “meatless Mondays” to encourage healthy eating. Learn how to prepare popular vegetarian dishes as well as some popular international foods. Note: this class does incorporate dairy and eggs, as well as grains, starches and other vegetarian ingredients.  
A:  01/26 - 03/09  Th  6:00 PM - 9:00 PM  BTC

CHOCOLATE, BAKING AND CANDY MAKING  
CUA3060  $425  7 Classes  
Create delicious chocolates and other candy making recipes. Included in this class are sweets and treats baking delights. Bring home your confections to share with your family.  
A:  10/19 - 12/07  W  6:30 PM - 9:00 PM  MTC

COUPLES CULINARY CLASS  
CUA3070  $450 per couple  6 Classes  
This class is perfect for the couples that like to cook together and experience new recipes for entertaining guests. Add some spice to your life! Join the Couples Culinary class where you will create delicious meals that will tantalize your guests.  
A:  01/09 - 02/27  M  6:30 PM - 9:00 PM  MTC

GOURMET AND GLUTEN-FREE COOKING  
CUA3080  $350  5 Classes  
A gluten-free lifestyle can be confusing to some. Instead it should be happy, healthy and, of course, delicious. Each week we will discuss appropriate foods to incorporate into your diet as well as foods to avoid. This hands-on cooking class will offer a variety of cooking techniques as you prepare nutritious entrees, side dishes, salads, snacks, appetizers and, of course, desserts. This class will also incorporate Paleo-friendly cooking ideas as well. Come prepared to take home your culinary creations each week.  
A:  10/18 - 11/22  T  6:30 PM - 9:30 PM  MTC

CAKE DECORATING – ADVANCED  
CUA3090  $400  6 Classes  
This course is designed for the students that have prior cake decorating experience or have taken the ESBOCES Cake Decorating class. Students will bring in a previously baked cake and learn advanced Fondant, Gum Paste and various other decorating techniques.  
A:  01/05 - 02/16  Th  6:00 PM - 9:00 PM  WTC

Don’t forget containers to bring home your culinary creations!
EXAMINATION ASSISTANCE 19


GRE® TEST PREPARATION
EXA5030 $300
Applying to graduate school likely means taking the GRE revised General Test. Our preparation course is a must to ensure that you do your best! This online format combines the convenience of independent study with the camaraderie of a classroom environment. The GRE revised General Test has three separate sections: analytical writing, verbal and quantitative. Our online course is divided into two separate courses: one to prepare you for the analytical writing and verbal sections and one to prepare you for the quantitative section. This course is offered in collaboration with The Center for Legal Studies.

LSAT® TEST PREPARATION
EXA5040 $300
Applying to law school means taking the Law School Admissions Test (LSAT). This course provides an overview of law school entrance procedures, a career in law and law school survival techniques. It includes an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers and approaches for selecting the correct answers. You will also learn proven test-taking techniques and participate in an intensive review of analytical reasoning questions, including techniques for drafting the most helpful types of diagrams and explanations for, and interpretations of, correct answer choices. Students 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.

TASC™ (FORMERLY GED®) PREPARATION – IMPROVE YOUR TEST TAKING SKILLS
EXA1000 $150 7 Classes
Learn how to sharpen your skills to build a strong foundation for passing the Official Practice Test. The Official Practice Test is one of the steps needed in preparing for the Test Accessing Secondary Completion, also known as TASC™ and formerly known as the GED®. Students will also receive instruction in using the new calculator which is needed to complete the test. Students will be prepared to pass the TASC™, which leads to a New York State High School Equivalency Diploma.
A: 09/20 - 10/18  T/Th  6:30 PM - 9:30 PM  BTC

GMAT® TEST PREPARATION
EXA5020 $300
Most MBA programs across the country and internationally require a Graduate Management Admission Test score for program admission. Our GMAT Preparation Course is a must! This unique online format combines the convenience of independent study with the camaraderie of a classroom environment. The GMAT has four different sections: analytical writing, integrated reasoning, verbal, and quantitative. Our online course is divided into two separate courses: one to prepare you for the verbal and analytical writing sections of the GMAT and one to prepare you for the integrated reasoning and quantitative sections. This course is offered in collaboration with The Center for Legal Studies.

SAT® TEST PREPARATION
EXA5000 $150
If you are college bound, you will probably be required to take the SAT. Almost all undergraduate colleges and universities require that prospective students take either the ACT or the SAT, and most students take both. Taking this course first will prepare you for the many question types found on the SAT, using test-taking techniques taught to thousands of college-bound students around the world. We will analyze each of the test question areas, give special consideration to math and verbal refreshers and provide techniques aimed at relieving test-taking anxiety. You will practice on actual SAT tests from previous years, and we fully explain and interpret the correct and incorrect answers in an online format. This course is offered in collaboration with The Center for Legal Studies.

SAT®/ACT® TEST PREPARATION
EXA5015 $250
This 7-week course covers preparation for both the SAT and the ACT exams. See above for detailed descriptions. This course is offered in collaboration with The Center for Legal Studies.

ACT® TEST PREPARATION
EXA5010 $150
If you are college bound, you will probably be required to take the ACT Assessment. Almost all undergraduate colleges and universities require that prospective students take either the ACT or the SAT, and most students take both. Taking this course first will prepare you for all of the question types found on the ACT. We will analyze each of the test question areas, give special consideration to math and verbal refreshers and provide techniques aimed at relieving test-taking anxiety. You will practice on actual ACT tests from previous years, and we fully explain and interpret the correct and incorrect answers. This course is offered in collaboration with The Center for Legal Studies.

REGISTER NOW!
CERTIFIED PERSONAL TRAINER ★
HCA5000 $1,415 24 Classes

The Certified Personal Trainer (CPT) program aligns both clinical exercise and practical health and fitness coursework, ultimately allowing students to earn nationally recognized certification from the International Sports Sciences Association after completing certification requirements. This certification is included in the tuition. Course topics will include: anatomy, kinesiology, injury prevention, supplementation and nutrition, as well as weight and strength training. Please call 631-286-6585 for financial options.

A: 09/19 - 01/04 M/W 6:30 PM - 9:30 PM BTC
B: 09/20 - 12/22 T/Th 6:30 PM - 9:30 PM BTC
C: 02/26 - 05/25 T/Th 6:30 PM - 9:30 PM BTC

DENTAL CHAIRSIDE ASSISTANT (FORMERLY DENTAL ASSISTANT) ★
HCA1120 $1,620 26 Classes

Prerequisite: U.S. High School Diploma or equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration.

With the skills gained from this course, students will be able to work chairside with the dentist, transferring instruments, mixing dental materials, recording patient data and performing business skills. Students will be introduced to the newest energy-saving, digital x-ray technology. Students will be required to affiliate clinically for one week. A physical examination and purchase of the designated uniform are required. Please call 631-286-6585 for financial options.

A: 09/19 - 01/11 M/W 6:30 PM - 9:30 PM BTC
B: 09/20 - 01/05 T/Th 6:30 PM - 9:30 PM BTC
C: 02/27 - 06/01 M/W 6:30 PM - 9:30 PM BTC
D: 02/28 - 06/01 T/Th 6:30 PM - 9:30 PM BTC

PREP COURSE FOR NURSE ENTRANCE EXAM
LPN1200 $479 16 Classes

Prerequisite: U.S. High School Diploma or equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration. Valid photo identification must be current (non-expired) and contain both a current photo and your signature. The entrance exam assesses vocabulary, reading comprehension and math skills. Prospective candidates seeking admission to the Practical Nursing Program who want to improve their reading comprehension and math skills are encouraged to take this course. Students will be pre-tested and post-tested to assist in identifying areas of strengths and weaknesses in reading comprehension 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 Licensed Practical Nursing Program. Please note: all end dates of course are approximated.

A: 09/19 - 11/28 M/W 6:30 PM - 9:30 PM BTC
B: 09/20 - 11/22 T/Th 2:00 PM - 5:00 PM BTC
C: 01/09 - 03/13 M/W 6:30 PM - 10:00 PM BTC
D: 01/03 - 03/07 T/Th 2:00 PM - 5:00 PM BTC

EKG TECHNICIAN
LPN1000 $1,102 20 Classes

Prerequisite: U.S. High School Diploma or equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration. Valid photo identification must be current (non-expired) and contain both a current photo and your signature. Lab coat required. 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. Students will learn all electrocardiograph techniques, including the operation of EKG equipment, techniques of tracing, basic interpretation, specialized procedures related to EKG and proper mounting. This course is designed to prepare the successful completer for a potential entry-level position as an EKG technician. Completers are eligible to take a certification exam at an additional cost payable to the testing agency. Please call 631-233-4450 for financial options.

A: 09/13 - 12/01 T/Th 6:30 PM - 10:00 PM AEC
B: 03/14 - 05/25 T/Th 6:30 PM - 10:00 PM AEC

PHLEBOTOMY ✉️
LPN1100 $1,755 24 Classes

Prerequisite: U.S. High School Diploma or equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration. Valid photo identification must be current (non-expired) and contain both a current photo and your signature. Uniform required (approx. $120). Completed Eastern Suffolk BOCES physical exam at the student’s own expense.

In this course, students will be able to demonstrate various methods of Phlebotomy such as: vacuum method for venous blood withdrawal, an autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, proper use of a hemoglobinometer and obtain a hemoglobin level. These skills will prepare the student for a potential entry-level position and will enhance the skills of the individual currently employed in the healthcare field, i.e.: CNA, LPN, RN. This course does not guarantee employment as a phlebotomist. Students are required to draw blood on each other. Anyone on anticoagulant medications must call for information before registering. It is recommended that all students have the Hepatitis B vaccine. Please call 631-233-4450 for financial options.

A: 09/20 - 12/22 T/Th 6:30 PM - 10:00 PM BTC
B: 12/06 - 03/09 T/Th 6:30 PM - 9:30 PM AEC
C: 02/26 - 05/25 T/Th 6:30 PM - 10:00 PM BTC

REGISTER NOW!
HEALTH SCIENCES

NURSE ENTRANCE EXAM

LPN1210  $158
Prerequisite: Valid photo identification must be current (non-expired) and contain both a current photo and your signature.
Candidates must take and pass the Nurse Entrance Exam to be considered for enrollment in the LPN Program. The exam assesses verbal skills (vocabulary and reading comprehension) and math. Successful exam score grants the candidate an interview with faculty and does not guarantee admission into the Licensed Practical Nursing Program. You MUST arrive 1/2 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 $30. For more information, please call (631) 233-4450. Please note: the fee for the Nurse Entrance Exam is non-refundable.

PHARMACY TECHNICIAN ★

LPN1300  $3,901   75 Classes
Prerequisite: U.S. High School Diploma or equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration. Valid photo identification must be current (non-expired) and contain both a current photo and your signature.
Enter a fast growing health career. A pharmacy technician provides essential services for patients and the general public. You will learn pharmacology and technical skills to assist a pharmacist in screening and filling prescriptions, preparing medicated solutions, calculating dosages and collecting payment and billing. You will also select and order pharmaceutical supplies, help manage inventory and assist patients in the use of prescribed medications. Course of study will include professional communication and ethics. Successful completion of this course will prepare you for employment in hospitals, clinics and pharmacies. A 50-hour internship will be required for completion of the course. Please call 631-233-4450 for financial options.
A:  10/05 - 05/04  M/W/Th  6:00 PM - 10:00 PM  BTC
B:  02/14 - 05/10  T/W/Th  9:00 AM - 2:00 PM  MTC

MEDICAL OFFICE BILLER / CODER ICD-10 ★

LPN1400  $2,550  32 Classes - Day
Prerequisite: U.S. High School Diploma or equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration. Some basic computer skills are required. Valid photo identification must be current (non-expired) and contain both a current photo and your signature.
This course is designed for the student who wishes to seek employment in a medical office, insurance and/or billing company setting. The following topics will be covered: medical terminology, anatomy and physiology, health insurance coverage and the fundamental operations of a medical office. Diagnosis and procedure coding will also be covered, and students will learn how proper reimbursement can be obtained from various insurance companies such as: employer-provided insurance, disability insurance, Medicare, Medicaid, and Worker’s Compensation. Students will also review alternative medical treatments as they relate to coding and billing. Throughout the course, students will work independently to learn how to use the Medical Manager software program. Upon successful completion of the program, students will be eligible to take a certification exam at an additional cost payable to the testing agency. Please call 631-233-4450 for financial options.
A:  10/05 - 12/22  T/W/Th  9:00 AM - 2:00 PM  MTC
B:  02/14 - 05/10  T/W/Th  9:00 AM - 2:00 PM  MTC

If your course listing features a icon, be sure to visit www.esboces.org/bookstore for purchasing information.

Don’t Forget the Book!
Some of our course offerings require a textbook and/or workbook.

For a tour of the Adult Ed classrooms, call 631-369-7567
NURSE ASSISTANT
LPN2000  $1,540
25 Classes-Day/35 Classes-Evening
Prerequisite: U.S. High School Diploma or Equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration. Students must have a valid social security card. Valid photo identification must be current (non-expired) and contain both a current photo and your signature. All students are required to have a background check and random drug screening. Cost is covered in tuition. Detailed information will be provided on the first day of class.

Nurse Assistants are an essential link in the health care team. This course provides students with the theory and skills necessary to deliver quality care to clients in health care institutions and agencies. Students will 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. Classroom and clinical course requirements and hours must be successfully completed to receive a BOCES certificate of completion and to be eligible for the NYS Nurse Assistant Certification Examination. Day classes meet five days per week and evening classes meet two days per week for classroom and four evenings per week for clinical practice. Students must purchase the designated school uniform and obtain a complete physical examination. NYS Nurse Assistant Certification Examination cost is paid by the student to the NYS Commissioner of Health (fee is currently $115). Please note that all end dates of courses are approximate. Please call 631-233-4450 for financial options.

A: 09/12 - 12/12 M/T/W/Th  8:00 AM - 12:00 PM AEC
B: 09/19 - 02/09 M/W  6:00 PM - 10:00 PM BTC
C: 12/19 - 03/27 M/T/W/Th  8:00 AM - 12:00 PM AEC
D: 02/13 - 06/29 M/W  6:00 PM - 10:00 PM BTC
E: 04/03 - 06/29 M/T/W/Th  8:00 AM - 12:00 PM AEC

LPN REFRESHER / LICENSING PREPARATION COURSE
LPN3000  $240  5 Classes
Prerequisite: Valid photo identification must be current (non-expired) and contain both a current photo and your signature.

Are you looking to return to a career in practical nursing? Are you having trouble passing the NCLEX Practical Nursing Licensing Exam? If you answered yes to either of these questions, why not take the nurse refresher class? This course is geared toward giving you the skills and critical thinking knowledge necessary to assist you with licensing and to perform your job well. Topics include: head-to-toe assessment, vital signs, sterile and clean gloving, sterile techniques and specimen collection. The course also covers focused respiratory assessments, suctioning, trach care, urinary catheterization, skin and wound care and medication administration. In addition, practice NCLEX questions will be reviewed each week and test-taking strategies will be discussed.

A: 01/10 - 02/07  T  5:30 PM - 9:30 PM AEC

CASE MANAGEMENT
LPN3010  $240  4 Classes
Prerequisite: Valid photo identification must be current (non-expired) and contain both a current photo and your signature. Hold a Professional Health Care license (ie: RN, LCSW, LPN,) or BA/BS; Master’s degree from an Accredited Institution in a Health or Human Services Field AND either 12 months employment experience supervised by a CCM, 24 months full-time case management employment experience, or 12 months employment experience as a supervisor of individuals who provide case management services.

Today’s professional case managers work in health care, worker’s compensation, behavioral health, insurance and managed care organizations. Case managers are employed in a range of health care settings and independent practice. At the completion of this course, eligible students will be able to take the Case Management Certification exam. Completion of this course does not guarantee success on the Case Management Certification exam or employment as a case manager.

A: 01/11 - 02/01  W  5:30 PM - 8:30 PM AEC

CLINICAL MEDICAL ASSISTANT
LPN5000  $3,754  75 Classes
Prerequisite: U.S. High School Diploma or equivalency. Foreign High School Diplomas must be evaluated and verified prior to registration. Valid photo identification must be current (non-expired) and contain both a current photo and your signature. Uniform required (approx. $120). Completed Eastern Suffolk BOCES physical exam at the student’s own expense.

The Clinical Medical Assistant 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. This course is designed to prepare the successful completer for an entry-level position. 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 national certification exams in Clinical Medical Assisting, Phlebotomy and EKG at an additional cost payable to the testing agency. Please call 631-233-4450 for financial options.

A: 09/12 - 01/13 M/T/W/Th/F  9:00 AM - 2:00 PM AEC
B: 10/11 - 02/09 M/T/W/Th/F  9:00 AM - 2:00 PM BTC
C: 12/12 - 03/30 M/W/Th  5:00 PM - 10:00 PM AEC
D: 01/23 - 05/19 M/T/W/Th/F  9:00 AM - 2:00 PM BTC
E: 02/13 - 06/05 M/T/W/Th/F  9:00 AM - 2:00 PM BTC
CLINICAL MEDICAL ASSISTANT SKILLS LAB
LPN6010  $15 per session
Prerequisite: Previously certified or currently enrolled in a Clinical Medical Assistant, EKG or Phlebotomy course. Non-BOCES graduates are welcome and must provide proof of certification as a Clinical Medical Assistant, EKG Technician or Phlebotomist prior to registration. Valid photo identification must be current (non-expired) and contain both a current photo and your signature.
This course is designed to maintain skills in venipuncture, dermal puncture, electrocardiogram, vital signs and basic clinical skills. The classes are for the enrollee to support clinical skills in their field or for a student currently enrolled in a clinical program. Students with CMA and Phlebotomy certification will be required to draw blood on one another. Anyone on anticoagulant medication must call prior to registration. Uniform required. It is recommended all students have a Hepatitis B vaccine.
A: 10/17 - 06/26  M  2:00 PM - 3:00 PM  AEC
Don’t Forget the Book!
Some of our course offerings require a textbook and/or workbook.
If your course listing features a icon, be sure to visit www.esboces.org/bookstore for purchasing information.
FOR SPRING COURSE INFORMATION AND REGISTRATION, VISIT www.esboces.org/AEV

= Approved for Veterans’ Benefits
AEC = Adult Education Center (Brentwood)
BTC = Gary D. Bixhorn Technical Center (Bellport)
ICC = Islip Career Center (Oakdale)
MTC = Edward J. Milliken Technical Center (Oakdale)
WTC = Harry B. Ward Technical Center (Riverhead)
The Eastern Suffolk School of Practical Nursing adult programs, sponsored by BOCES, is located at the Adult Education Center in Brentwood.

STATE OF THE ART SIMULATION NURSING LABORATORY
The Eastern Suffolk School of Practical Nursing is leading the way in nursing education through the use of high fidelity patient simulators to help prepare the nurses of tomorrow!

LICENSING REQUIREMENTS FOR LPN’S
- Practical Nursing 1 9/2017-6/2018 M/T/W/Th 6:00 PM-9:30 PM
- Practical Nursing 2 9/2018-3/2019 M/T/W/Th/F 8:00 AM-2:30 PM
- OR –
- Practical Nursing, Full Time 9/2017-8/2018 M/T/W/Th/F 8:00 AM-2:30 PM
- New York State Licensing Exam

ADMISSION REQUIREMENTS:
- Successful score on the Nurse Entrance Pre-Admission Exam for Practical Nursing. Candidate must achieve a minimum of 60% in the reading and a minimum of 60% in the math section to be eligible for faculty interview.
- U.S. High School Diploma or Equivalency.
- Valid photo identification must be current (non-expired) and contain both a current photo and your signature.
- Satisfactory Faculty Interview.
- To ensure the safety and well-being of all patients, all students are required to have a background check at their expense. Information regarding obtaining a background check will be provided at interview.
- Completed Eastern Suffolk BOCES physical examination – at student’s expense.
- All students are required, at their expense, to perform a mandatory random drug screening.

RECOMMENDED PREREQUISITES:
- LPN1200 – Prep Course for Nurse Entrance Exam

APPLICATION FOR TESTING PROCEDURES:
Registration for the entrance exam can be completed online at www.esboces.org/AEV.

UPON GRADUATION, STUDENTS:
- Receive a diploma issued by the Eastern Suffolk School of Practical Nursing.
- Are eligible to take the New York State Practical Nursing licensing examination.

ADA AND REHABILITATION ACT:
In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and it’s amendments, the Eastern Suffolk BOCES School of Practical Nursing and Health Sciences provides reasonable accommodations and services upon request to individuals with documentation supporting a covered disability or chronic illness.

The Eastern Suffolk School of Practical Nursing is approved for Pell Grants, Federal Stafford Loans, and Veteran Benefits. Candidates may apply for financial aid after acceptance into the program. This program has been approved for training of veterans and other eligible personnel by the New York State Education Department.

Veteran certifying officer:
Debra Epilone,
Program Administrator

Estimated Additional Program Expenses total $1,900 (which includes uniform, graduation, books, NCLEX Licensing Exam, miscellaneous supplies, physical exam, background check and drug screening).

Please contact the Health Sciences Office at (631) 233-4450 or visit our website at www.esboces.org for further information.

Hegis Code
5209.00
5209.20
5209.10
LANDSCAPING & FLORAL DESIGN

FLOWERS FOR THE HOLIDAYS
LFD1000  $470   10 Classes
Create beautiful artificial centerpieces for the holidays that will last forever. This course will cover principles of floral design introducing traditional and current trends. The instructor is a floral designer who will share her expertise of floral design with you.
A:  09/19 - 11/02  M/W  6:30 PM - 9:30 PM  ICC

IRRIGATION SYSTEMS
LFD1550  $400   8 Classes
Landscapers...add Irrigation Systems to your menu of services. Homeowners...learn how to design your own irrigation system. Educate yourself on soil moisture, water infiltration, damage control, proper irrigation, root watering, needle irrigation systems, installation and system parts.
A:  09/19 - 10/26  M/W  6:30 PM - 9:30 PM  WTC

SPANISH
LAN2000  $525   15 Classes
This course is designed for individuals who need to communicate on a daily basis with Spanish speakers. Emphasis will be placed on words and phrases helpful in giving pertinent information to customers, co-workers and individuals.
A:  09/20 - 01/24  T  6:30 PM - 9:30 PM  WTC
B:  02/28 - 06/13  T  6:30 PM - 9:30 PM  WTC

ITALIAN
LAN3000  $525   15 Classes
Experience and learn the beautiful language of Italian. This course is perfect for anyone planning on traveling to Italy. Emphasis will be placed on words and phrases helpful in giving pertinent information to customers, co-workers and individuals.
A:  09/20 - 11/17  T/Th  6:30 PM - 9:30 PM  MTC

LANDSCAPE DESIGN & MAINTENANCE
LFD2000  $470   15 Classes
Learn professional landscaping techniques! This course will cover specific principles of horticultural practices and the maintenance of landscaped grounds. It is designed for garden and lawn care professionals or may be taken by a homeowner for personal interest. Topics include: soil improvement, inorganic and organic fertilizers, lawn establishment and maintenance, basic landscape designs, weed and insect control, pruning techniques and schedules, plant material selection and tree/shrub planting.
A:  09/20 - 11/17  T/Th  6:30 PM - 9:30 PM  WTC
SECURITY GUARD TRAINING*
LPS5000 $150  2 Classes
The first required course is an eight-hour Pre-Assignment Training course. This 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 Department of State.
A: 10/18 - 10/20  T/Th  6:00 PM - 10:00 PM  BTC

SECURITY GUARD 16 HOUR ON-THE-JOB TRAINING (OJT)*
LPS5010 $300  4 Classes
Prerequisite: LPS5000. This must be completed within the first 90 days of employment. This training program is relevant to the guard’s duties, requirements of the work site, and the needs of the employer.
A: 10/25 - 11/03  T/Th  6:00 PM - 10:00 PM  BTC

SECURITY GUARD ANNUAL IN-SERVICE CLASS*
LPS5020 $150  2 Classes
Prerequisite: LPS5000 and LPS5010. This training must be completed each calendar year following completion of the 16 Hour OJT course. This program is designed to meet current training needs and refresh or update guards in changes in the security field. The guard must complete this course as a prerequisite for renewal of his or her guard registration with NYS Department of State. This class is eight hours.
A: 11/15 - 11/17  T/Th  6:00 PM - 10:00 PM  BTC

*All students will be entitled to a 100% refund at any time prior to the start of instruction. In the event of a 16 hour OJT course, the students will be entitled to a 100% refund prior to the start of instruction and, if the student cancels following the start of the first 8 hour, but before the start of the second 8 hour block of instruction, the student will be entitled to a 50% refund. Further, the security guard training school cannot assess any cancellation fees.
Join our acclaimed paralegal program, with classes available for beginning as well as advanced legal workers.

- **LPS 1000 - PARALEGAL CERTIFICATE COURSE**
- **LPS 2000 - ADVANCED PARALEGAL**
- **LPS 2010 - LEGAL NURSE CONSULTANT**
- **LPS 2020 - SOFTWARE ESSENTIALS FOR THE LAW OFFICE**
- **LPS 2030 - ADVANCED LEGAL RESEARCH AND WRITING**
- **LPS 2040 - PERSONAL INJURY FOR THE PARALEGAL**
- **LPS 2050 - LEGAL SECRETARY**
- **LPS 2060 - LEGAL INVESTIGATION**
- **LPS 2070 - VICTIM ADVOCACY**
- **LPS 2080 - ALTERNATIVE DISPUTE RESOLUTION**
- **LPS 2090 - LAW SCHOOL PREPARATION**
- **LPS 2100 - INTELLECTUAL PROPERTY LAW FOR ENGINEERS**
- **LPS 2110 - EMPLOYMENT LAW CERTIFICATE COURSE**


Visit [http://www.yougotclass.org/catalog-complete.cfm/EasternSuffolk](http://www.yougotclass.org/catalog-complete.cfm/EasternSuffolk) to register and to view a description of the courses.

Eastern Suffolk BOCES 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. A non-profit education organization, LERN works with education institutions to serve the needs of communities all over the country. Our online courses are taught by leading practitioners and teachers, with audio presentations from the teacher and interaction with other participants and the teacher. We offer certificates, CEUs, ILUs, and some courses even have optional graduate credit. Courses focus on Skills for the 21st Century. ©

**BUSINESS**
- BUSINESS COMMUNICATION
- CAREER SKILLS
- HEALTH
- HUMAN RESOURCES
- LEADERSHIP
- LEED GREEN WORKPLACE
- MANAGEMENT
- NEW MEDIA MARKETING

**PROFESSIONAL DEVELOPMENT**
- SOCIAL MEDIA FOR BUSINESS
- TRAINING & EDUCATION
- TRAINING FOR K12 TEACHERS

REGISTER NOW!
COMPREHENSIVE AUTOMOTIVE SKILLS ★
TTE1000 $1,560 35 Classes
This course will help students land that first job. Topics covered will include fundamental automotive principles, electricity, electronics, engine systems, fuel delivery systems, emissions, brakes, suspension and principles of A/C. Students will be introduced to the latest in scanner technology. Students will also learn auto shop management skills, including a basic understanding of auto shop productivity, automotive diagnostic skills and the best way to convey automotive repair information to the consumer. Job readiness skills will be addressed throughout the course. Upon successful completion of this course, students will be well-prepared for that all important interview. Please call 631-286-6585 for financial options.
A: 09/19 - 02/15 M/W 6:00 PM - 9:30 PM MTC
B: 09/20 - 02/09 T/Th 6:00 PM - 9:30 PM WTC
C: 03/06- 05/31 M/T/W 6:00 PM - 9:30 PM MTC

AUTO BODY REPAIR
TTE1030 $525 14 Classes
This class is designed for the beginner looking to become familiar with auto body repair related tools and equipment. Power tools, spray equipment, types of paints available and basic repair techniques will be covered. Personal auto work allowed at teacher’s discretion (students must bring their own parts).
A: 09/20 - 11/15 T/Th 6:00 PM - 9:00 PM WTC
B: 01/03 - 02/28 T/Th 6:00 PM - 9:00 PM WTC

AUTO BODY REPAIR AS A PROFESSION
TTE1040 $1,000 21 Classes
There is a great demand in the auto body industry for qualified technicians. This course is designed by auto body technicians for career-oriented students. Students will learn assembly and disassembly of parts, paint preparation, masking, jamming, finish work and final delivery. Qualified students will be placed in a 10-hour internship at a local auto body shop.
A: 11/29 - 02/16 T/Th 6:00 PM - 9:30 PM ICC

BASIC AUTO MECHANICS
TTE1010 $575 18 Classes
This class is designed for the individual who may be considering automotive repair as a career choice. Learn the basics. 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.
A: 09/20 - 12/01 T/Th 6:30 PM - 9:30 PM MTC
B: 01/05 - 05/25 Th 6:30 PM - 9:30 PM MTC

FOR SPRING COURSE INFORMATION AND REGISTRATION, VISIT www.esboces.org/AEV
TRANSPORTATION TECHNOLOGY  29

TRANSPORTATION TECHNOLOGY  29

TRANSIT CAREER TRAINING  
TTE3000 $1,350  16 Classes
This program is designed for the individual who would like to embark on a career in a transit-related industry such as trains or subway systems. The curriculum is especially designed for the person who is seeking an entry-level position in a transit-related career. Curriculum will include mechanical skills, basic electrical-electronics theory, relay logic, basic computer skills, troubleshooting and work site safety practices. This program is theory-based with hands-on applications. The instructor is a professional in the transit profession. OSHA (Occupational Safety and Health Administration) certification will be included in this class.
A:  09/20 - 11/22  T/Th  6:30 PM - 9:30 PM  MTC

MOTORCYCLE REPAIR 4-STROKE TOP END REBUILD  
TTE4010 $400  10 Classes
Students will review basic 4-stroke engine theory. Areas covered include: engine teardown, assembly and troubleshooting. A complete valve job and cylinder boring will be demonstrated.
A:  10/31 - 12/05  M/W  6:30 PM - 9:30 PM  BTC

SMALL ENGINE REPAIR  
TTE5000 $470  14 Classes
Theory of operation of 2 and 4 cycle engines, carburetors, ignition systems, electrical systems and more will be covered. Students will service, diagnose, troubleshoot and repair lawn mowers, chain saws and other power equipment. Students will have an opportunity to work on their own equipment.
A:  01/04 - 04/26  W  6:30 PM - 9:30 PM  BTC

MARINE REPAIR  
TTE3025 $450  15 Classes
The focus of this course will be basic outboard motor 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 engines, advanced teardown and rebuilding of outdrive engines. Students will have an opportunity to work on their own outboard motors.
A:  09/20 - 11/17  T/Th  6:30 PM - 9:30 PM  BTC

ADAPTIVE DRIVER TRAINING

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

Instructors are:  • highly qualified, experienced, and New York State certified
Autos are:  • equipped with appropriate adaptive driving equipment
We have:  • over 25 years of experience as the regional adaptive driver training program in Suffolk County
We offer:  • individualized instruction
• senior citizen assessment

FOR MORE INFORMATION, PLEASE CALL 631-244-5886

FEES
Driving Evaluations: $150.00 per hour (1-3 hours)

TRAINING
$95.00 per hour (1-2 hour sessions) (subject to change)

Referrals are accepted from: ACCES-VR, school districts, insurance companies, Veteran’s Administration, hospitals, and physicians. Self-referrals also accepted.

⭐  = Approved for Veterans’ Benefits
AEC = Adult Education Center (Brentwood)
BTC = Gary D. Bixhorn Technical Center (Bellport)
ICC = Islip Career Center (Oakdale)
MTC = Edward J. Milliken Technical Center (Oakdale)
WTC = Harry B. Ward Technical Center (Riverhead)

REGISTER NOW!
TRANSPORTATION TECHNOLOGY

AVIATION GROUND SCHOOL - PART 1
TTE2000 $475  12 Classes
If you find yourself staring up at the sky every time an airplane flies overhead, this is the course for you! Whether you are looking to fly recreationally or professionally, this course is your first step toward your Federal Aviation Administration (FAA) Private Pilot Certificate. Throughout the course, the instructor will cover topics such as flight planning, meteorology, aerodynamics, aircraft systems, the national Airspace System and many more. Students who complete the course with an 80% or higher average will be endorsed to take the FAA written exam. Additionally, upon completion of this course, students can begin their flight training with Mid Island Air Service at either Islip or Brookhaven Calabro Airport at a reduced rate and acquisition of an FAA Medical Certificate. Further information from Mid Island Air Service will be provided by the instructor.
A:  09/20 - 11/03  T/Th  6:30 PM - 9:30 PM  BTC

AVIATION GROUND SCHOOL - PART 2
TTE2010 $450  10 Classes
The content of this course is a continuation of Aviation Ground School Part I. This course will enable you to maximize your knowledge required for successful completion of the FAA Private Pilot oral exam. The exam is one of the necessary three educational requirements needed to obtain the FAA Private Pilot Certificate. The first requirement is the FAA written exam which is covered in Aviation Ground School - Part 1. The last requirement is the Practical (Flight) exam which occurs concurrently with the oral exam on the day you receive your FAA Private Pilot Certificate. This course is taught by a certified Aviation instructor.
A:  09/19 - 11/02  M/W  6:30 PM - 9:30 PM  BTC

TRACTOR TRAILER DRIVING COURSE
TTE6000 $5,000  24 Classes
The trucking industry in the USA is vast and employs millions of people. Eastern Suffolk BOCES has partnered with Commercial Driver Training Inc. to provide students with a broad base of knowledge through classroom instruction and practical experience driving a tractor trailer. This 161.75 hour, 6-week course will be offered from 8:00 am to 4:00 pm at the Bixhorn Technical Center in Bellport. Students must be 21 years of age, possess a valid New York State Driver License, pass a drug test and a Department of Transportation (D.O.T) physical exam. The location of the facility for the drug test and D.O.T. physical exam will be provided at the time of registration. All requirements must be fulfilled before the first day of class. Students are required to go to the DMV to take the written exam upon completion of the classroom instruction before vehicle training. DMV fees are the student’s responsibility. Two road tests are included in the program.
A:  09/19 - 11/02  M/T/W/Th  8:00 AM - 4:00 PM  BTC
B:  11/14 - 01/04  M/T/W/Th  8:00 AM - 4:00 PM  BTC

TRUCK AND BUS DRIVING COURSE
TTE6500 $3,880  20 Classes
Eastern Suffolk BOCES has partnered with Commercial Driver Training Inc. to offer this combination Truck (Class B) and Bus (Class BPS) course. This 125.5 hour, 5-week course will be offered from 8:00 am to 4:00 pm at the Bixhorn Technical Center in Bellport. Students will have five weeks of classroom instruction and driver training on a bus and truck. Students must be 21 years of age, possess a valid New York State Driver License and pass a drug test and Department of Transportation (D.O.T) physical exam. The location of the facility for the drug test and D.O.T. physical exam will provided at the time of registration. All requirements must be fulfilled before the first day of class. Students are required to pass a CDL permit test to move forward to vehicle training. The students are also responsible for the upgrade fee once he or she passes the road test (approximately $180). Two road tests are included in the program.
A:  09/19 - 10/28  M/T/W/Th  8:00 AM - 4:00 PM  BTC
WELDING

COMPREHENSIVE WELDING
WEL1000 $1,560  24 Classes
Experienced welders are in high demand on Long Island. Students will learn the fundamentals of shielded metal arc, TIG/MIG and oxy-acetylene welding as described in Welding 1010 and 1030. Employment opportunities, as well as preparation for job interviews, will be discussed. Completing students will have the basic skills necessary to break into this exciting and essential trade area. Please call 631-286-6585 for financial options.
A:  09/19 - 01/04  M/W  6:00 PM - 9:30 PM  ICC
B:  09/20 - 12/22  T/Th  6:00 PM - 9:30 PM  MTC

WEL1000 $1,560  24 Classes
Experienced welders are in high demand on Long Island. Students will learn the fundamentals of shielded metal arc, TIG/MIG and oxy-acetylene welding as described in Welding 1010 and 1030. Employment opportunities, as well as preparation for job interviews, will be discussed. Completing students will have the basic skills necessary to break into this exciting and essential trade area. Please call 631-286-6585 for financial options.
A:  09/19 - 01/04  M/W  6:00 PM - 9:30 PM  ICC
B:  09/20 - 12/22  T/Th  6:00 PM - 9:30 PM  MTC

SHIELDED METAL ARC
WEL1010 $690  12 Classes
This introductory course to common arc welding procedures and practices will cover 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.
A:  09/19 - 11/09  M/W  6:30 PM - 9:30 PM  MTC
B:  01/10 - 02/28  T/Th  6:30 PM - 9:30 PM  MTC

ADVANCED SHIELDED METAL ARC
WEL1015 $690  12 Classes
Prerequisite: WEL1000 Comprehensive Welding or WEL1010 Shielded Metal Arc.
This course is designed for students who have the basic knowledge and skill in Arc Welding and wish to improve their skills in out-of-position welding. There will be an emphasis on structural welding and the American Welding Society (AWS) D1.1 standard.
A:  11/14 - 01/04  M/W  6:30 PM - 9:30 PM  MTC

ORNAMENTAL WELDING FABRICATION
WEL1020 $640  12 Classes
Learn professional welding techniques and work on your fabricating skills at the same time. In this course, the students will learn fabrication skills important to all welding processes. This hands-on program will guide the student from initial design through the fabrication process using plasma cutting, oxy-acetylene, TIG or gas tungsten and arc welding. Participants will be encouraged to complete several ornamental projects. Most materials are included.
A:  01/10 - 02/28  T/Th  6:30 PM - 9:30 PM  ICC

TIG / MIG - BEGINNER
WEL1030 $690  12 Classes
In this introductory course in machine set-up and operation of these two welding procedures, students will learn beginning TIG (heli-arc), stainless and aluminum in all positions, and beginning MIG which will cover welding of mild steel.
A:  09/20 - 11/03  T/Th  6:30 PM - 9:30 PM  ICC
B:  01/09 - 02/27  M/W  6:30 PM - 9:30 PM  ICC

ADVANCED TIG
WEL1035 $690  12 Classes
Prerequisite: WEL1000 Comprehensive Welding or WEL1030 TIG/MIG.
This advanced course is designed to teach students who have basic knowledge of TIG welding and wish to improve their skills in welding aluminum, stainless steel and steel tubing to the American Welding Society (AWS) D17.1 standard. Students completing this program can seek employment in industries such as aerospace, marine, automotive, pharmaceutical, nuclear and many others.
A:  11/15 - 01/03  T/Th  6:30 PM - 9:30 PM  ICC

AUTOMOTIVE WELDING
WEL1040 $970  18 Classes
This course is designed for students who need to utilize the welding trades in the automotive field. Included will be a segment related to the custom fabrication of automotive systems. This class will cover topics such as: welding heavy materials as used in front-end suspensions, rear-end suspensions and mounts.
A:  01/23 - 03/29  M/W  6:30 PM - 9:30 PM  MTC

REGISTER NOW!
ESOL/ASE (High School Equivalency) CLASSES
(Students age 21 and above)
• English for Speakers of Other Languages
• Adult Basic Education (ABE)
• Adult Secondary Education (ASE/HSE)
• Job Readiness & Career Training
• American Citizenship Preparation

Please Note: We require a $25.00 Registration Fee
(Money Orders or Certified Bank Check, payable to: Eastern Suffolk BOCES)
To schedule an appointment with a Vocational Advisor,
please call or visit any of our sites:

REGISTRATION
Returning Students: 8/29/2016 - 8/30/2016
NEW Students: 8/31/2016 - 9/1/2016

Adult Education Center
100 Second Avenue, Brentwood
Phone: (631) 233-4425
Day: 9:30 am – 1:30 pm
Evening: 5:30 pm – 9:30 pm

Gary D. Bixhorn Technical Center
350 Martha Avenue, Bellport
Phone: (631) 286-6548
Day: 9:30 am – 1:30 pm
Evening: 5:30 pm – 9:30 pm

Hampton Bays Middle School
70 Ponquogue Ave., Hampton Bays
Phone: (631) 369-7570
Evening: 6:00 pm – 9:00 pm
Returning and NEW Student Registration September 6 and 8

H.B. Ward Technical Center
970 No. Griffing Ave., Riverhead
Phone: (631) 369-7570
Day: 9:30 am – 1:30 pm
Evening: 5:30 pm – 9:30 pm

St. Rosalie’s Hampton Bays Center
31 Montauk Hwy. E., Hampton Bays
Phone: (631) 369-7570
Day: 9:00 am – 1:00 pm
Returning and NEW Student Registration for St. Rosalie’s only is September 13 and 15

OTHER SERVICES
TABE Assessment
Eastern Suffolk BOCES also provides individualized TABE assessment testing in reading and mathematics for adults who hold a high school diploma and seek to have the test results forwarded to a technical, vocational or law enforcement program.
Fee: $200.00
Call the Adult Education Center in Brentwood at (631) 233-4425 to schedule a test date.

DAY AND EVENING CLASSES BEGIN SEPTEMBER 19, 2016
EXCEPT HAMPTON BAYS WHICH BEGINS SEPTEMBER 27, 2016
EXCEPT ST. ROSALIE’S WHICH BEGINS OCTOBER 11, 2016
Eastern Suffolk BOCES Career and Technical Education offers comprehensive education and training to students entering the job market, seeking a new career or looking to upgrade their skills.

The Employment Resource Center offers students the essential edge to successfully compete in today’s global workplace.

Services Include:
- Our exclusive job bank
- Career and labor market information
- Resume and cover letter assistance
- Computers with internet and printing access
- Photocopying and fax services
- Telephone services for contacting employers
- Career development and job search workshops
- Interviewing techniques and mock interviews
- One-on-one employment counseling
- Ongoing follow-up and support

Day and Evening Hours are Available to Current Students and Alumni

CALL OR VISIT:

GARY D. BIXHORN TECHNICAL CENTER
350 Martha Avenue, Bellport, NY 11713
Room 121
(631) 286-6585

EDWARD J. MILLIKEN TECHNICAL CENTER
375 Locust Avenue, Oakdale, NY 11769
Room 112
(631) 244-5893

HARRY B. WARD TECHNICAL CENTER
970 N. Griffing Avenue, Riverhead, NY 11901
Bldg. 5
(631) 369-7567

OPEN HOUSE
September 28, 2016 and February 2, 2017
For more information, contact us at (631) 419-1628.

For more information on our programs go to:
www.academyli.org

Career and College Pathways
FOR HIGH SCHOOL STUDENTS

ASK ABOUT OUR FULL DAY STEM HIGH SCHOOL PROGRAM
To arrange a tour of any of our High School programs, please call (631) 419-1628.

For detailed information on our programs go to:
www.academyli.org
MAIL-IN REGISTRATION FORM

NAME
Last
First
M.I.
(Information is requested for statistics & reporting purposes)

SOCIAL SECURITY NUMBER

DATE OF BIRTH: – – – –

ADDRESS

CITY

ZIP

EMAIL ADDRESS

SEX

q Male
q Female

HOME PHONE

CELL PHONE

– – – –

– – – –

FEE

TOTAL

DAY(s) CLASS MEETS:

Center

Course Number

Section

Course Title

Method of Payment:

q Money Order Payable to: Eastern Suffolk BOCES
q MasterCard

Credit Card#________________________________________________________

Exp. Date: ________________

Verification Code: ________

q Discover

q Visa

q American Express

RETURN TO:

EASTERN SUFFOLK BOCES
Adult Education Center
100 Second Avenue
Brentwood, NY 11717

Partial Refund Policy: Full refunds, less a $35 withdrawal fee, will be given if a written request is received less than 5 business days before the class starts.

Full Refund: For full refunds, less a $35 withdrawal fee, must be submitted in writing at least 5 business days prior to the first class meeting.

REFUND POLICY – PLEASE READ CAREFULLY!

THERE ARE NO EXCEPTIONS TO THIS POLICY.

Full Refund:

Full refunds, less a $35 withdrawal fee, must be submitted in writing at least 5 business days prior to the first class meeting.

Partial Refund:

90% of the tuition, less a $35 withdrawal fee, will be given if a written request is received less than 24 hours prior to the class start.

75% of the tuition, less a $35 withdrawal fee, will be given if a written request is received less than 24 hours prior to the class start.

Please review page 28 for the Security Guard Training Refund Policy.

Please review page 28 for the Security Guard Training Refund Policy.

THERE ARE OTHERWISE NO EXCEPTIONS TO THIS POLICY.

Refunds, other than charge cards, will take at least 4-6 weeks.

NO REFUNDS WILL BE GIVEN AFTER THE SECOND CLASS.

You may assume your registration has been accepted unless otherwise notified. Students enrolled in high school or under the age of 18 cannot attend Adult Education classes.

See inside front cover for “How to Register.”

You may assume your registration has been accepted unless otherwise notified. Students enrolled in high school or under the age of 18 cannot attend Adult Education classes.

See inside front cover for “How to Register.”
CONFIRMATIONS
You may assume your registration is accepted unless otherwise notified. You will be notified if your class has been cancelled.

FINANCIAL OPTIONS
Available for eligible classes over $1,000. Please call (631) 286-6585 for more information.

PARTIAL PAYMENT PLANS
For your convenience, some of our classes qualify for a Partial Payment Plan. See course description for eligibility. A service and administrative fee of $75 will be applied for all approved partial payment plans. Students may register in person at the Gary D. Bixhorn Technical Center, Edward J. Milliken Technical Center, or Harry B. Ward Technical Center. Students are obligated to full tuition payments regardless of course completion.

Note: The Practical Nursing Program is not subject to partial payment plans. Failure to pay the appropriate tuition by due date may result in dismissal from the program.

REFUND POLICY
– PLEASE READ CAREFULLY
Full Refund:
Full refunds, less a $35 withdrawal fee, must be submitted in writing at least 5 business days prior to the first class meeting.

Partial Refund:
90% of the tuition, less a $35 withdrawal fee, will be given if a written request is received less than 5 business days before the class starts.

75% of the tuition, less a $35 withdrawal fee and additional textbook charge, will be given if a student withdraws after the first class and 24 hours prior to the second class.

NO REFUNDS WILL BE GIVEN AFTER THE SECOND CLASS. THERE ARE NO EXCEPTIONS TO THIS POLICY. Refunds will take 4-6 weeks for processing.

Note: The Practical Nursing program is not subject to this refund policy.

Income Tax Information:
Students attending the Licensed Practical Nurse Program and the Cosmetology Licensing Program at Eastern Suffolk BOCES may be eligible to receive education 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 Eastern Suffolk BOCES are not eligible programs as defined by the Internal Revenue Service.

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 $5.

SENIOR CITIZEN DISCOUNT
Senior Citizens (62 years or over) are eligible for a 10% discount. Documentation is required (i.e. driver license, leisure pass, copy of birth certificate). Note: This does not apply to the Practical Nursing Program, Cosmetology, or tuitions over $1,000.

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 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.

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

SMOKING
In response to various laws, Eastern Suffolk BOCES has adopted a Smoke-Free Environment Policy. This policy prohibits smoking at all times in any Eastern Suffolk BOCES facility, on the grounds of all facilities, and in Eastern Suffolk BOCES vehicles.

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 accommodation if so required.

SPANISH TRANSLATION
To have any or all of this catalog translated in Spanish, please call (631) 369-7570.

Eastern Suffolk BOCES 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.

WE OFFER MORE THAN CAREERS
VISION STATEMENT
Educational Services that Transform Lives
Adopted by the Board 10/23/2011

EASTERN SUFFOLK BOCES MISSION STATEMENT
Eastern Suffolk BOCES, an educational cooperative of 51 Long Island school districts, provides educational leadership, direct instruction, management and support through quality, cost effective instructional programs and shared services. These programs and services maximize educational and career opportunities for Long Island’s diverse community of life-long learners, both children and adults, and enhance the operational effectiveness of its schools.
Adopted by the Board 11/30/1999

EASTERN SUFFOLK BOCES DIVISION OF EDUCATIONAL SERVICES MISSION STATEMENT
Eastern Suffolk BOCES Educational Services Division, in partnership with the community, is dedicated to meeting the needs of diverse life-long learners by providing a full spectrum of cost-effective educational and career learning programs and services. These services include those that empower school districts and other educational providers to build capacity for teaching and learning, ensure equitable access to the best education for all students and achieve excellence. The programs enrich life and maximize potential within the community and work force. We are committed to quality, communication, research, respect, safety and attention to our continually changing world.

Eastern Suffolk BOCES Board and Administration
President
Lisa Israel

Member and Clerk
Fred Langstaff

Members
Arlene Barresi  Susan Lipman
Chris J. Cariello  Joseph LoSchiavo
Walter Wm. Denzler, Jr.  Anne Mackesey
Stephen Dewey, Ph.D.  William K. Miller
Stephen L. Gessner, Ph.D.  Catherine M. Romano
Linda S. Goldsmith  John Wyche
William Hsiang

District Superintendent  Chief Operating Officer
David Wicks  Julie Davis Lutz, Ph.D.

Associate Superintendent
Ryan J. Ruf – Management Services

Associate Superintendent
Peggie Stalb, Ed.D. – Educational Services

Assistant Superintendent
R. Terri McSweeney, Ed.D. – Human Resources

Directors/Managers
Keith Anderson – Building Services
Leah Arnold – Career, Technical and Adult Education
Kate Davern – Education and Information Support Services
Colleen Lipponer – Business Services
Susan Maddi – Administrative Services
Grant Nelsen – Technology Integration
Gina Reilly – Special Education
Darlene Roces – Regional Information Center
Candace White-Ciraco, Ed.D. – Planning and Program Improvement

www.esboces.org

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, 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. Eastern Suffolk BOCES also provides equal access to the Boy Scouts and other designated youth groups. Eastern Suffolk BOCES 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, and 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 Eastern Suffolk BOCES Civil Rights Compliance Officers: the Assistant Superintendent for Human Resources, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3029, ComplianceOfficers@esboces.org; or the Associate Superintendent for Educational Services, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3056, ComplianceOfficers@esboces.org. 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.
FACILITY LOCATIONS

GARY D. BIXHORN TECHNICAL CENTER (BTC)

Sunrise Highway to Exit 56, Station Road. South on Station Road (100 ft.), turn right after diner onto Martha Avenue. BTC is first building on the left.

Gary D. Bixhorn Technical Center
350 Martha Avenue
Bellport, NY 11713

HARRY B. WARD TECHNICAL CENTER (WTC)

LIE east to Exit 73 (last exit). Take Route 58 east (Old Country Road) to Harrison Avenue. Right onto Harrison Avenue, left onto School Street (first left); around curve to WTC; turn left to enter driveway.

From Routes 51, 104 and 24: Go around traffic circle to Peconic Avenue; north to Main Street; left on Main Street; right at first traffic light (Griffing Avenue); follow Griffing Avenue to N. Griffing Avenue to WTC.

Harry B. Ward Technical Center
970 North Griffing Avenue
Riverhead, NY 11901

OAKDALE CAMPUS

Heading east: Sunrise Highway to Exit 48 – Locust Avenue; turn right onto Locust Avenue and continue 0.7 miles to MTC on left side.

Heading west: Sunrise Highway to Exit 48 – Locust Avenue; turn left and continue 0.7 miles to MTC on left side.

Edward J. Milliken Technical Center (MTC)
375 Locust Avenue
Oakdale, NY 11769
Day: 631-244-5893 • Evening: 631-244-5893

Islip Career Center (ICC)
379 Locust Avenue
Oakdale, NY 11769
Day: 631-244-5839

ADULT EDUCATION CENTER (AEC)

From the west: LIE to Exit 56, RT-111/Islip/Smithtown. Turn slight left onto Expressway Drive North. Take the 1st left onto RT-111 South, Wheeler Road. Turn right onto Suffolk Avenue. Turn left onto Brentwood Road. Take the 2nd left onto 2nd Avenue. Campus is on the right.

From the east: LIE to Exit 53, Bay Shore/Kings Park/Sagtikos State Parkway. Merge onto LIE South Service Road. Turn right onto Washington Avenue. Continue onto Brentwood Road. Take the 2nd left onto 2nd Avenue. Campus is on the right.

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