SPRING - SUMMER 2016 CATALOG

Now offering 7 full-time career training programs, over 30 part-time night classes and high school equivalency and literacy programs.

REMEMBER!
HOLD ON TO THIS CATALOG THROUGH THE FALL FOR PROGRAM AND CLASS DATES!

OCMBOCES
ocmboces.org

T: @CortlandBOCES

Find us on Facebook!
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FULL-TIME CAREER CERTIFICATION PROGRAMS

We offer training for careers that are in demand in CNY! Modern classrooms with up-to-date equipment. Suburban location with plenty of FREE parking. Tuition assistance available.

JOIN US ANY WEDNESDAY AT 1:00 PM FOR AN OPEN HOUSE OR THE FIRST WEDNESDAY OF EVERY MONTH FROM 4:00 PM - 7:00 PM TO GET DETAILS ABOUT THE PROGRAMS, MEET THE INSTRUCTORS AND LEARN ABOUT FINANCIAL AID OPTIONS.

The Center for New Careers at the McEvoy Center
1710 NYS Route 13 • Cortland, NY 13045

FOR MORE INFORMATION

For more program information contact our Admissions Office at (607) 758-5111

MISSION STATEMENT

“We are committed to providing our community the highest quality education and training necessary to successfully meet the challenges and opportunities of the 21st Century.”

OCM BOCES advises students, parents and the community that it does not discriminate on the basis of race, color, national origin, sex, disability, age or under the Boy Scout Act in its programs and activities. Inquiries may be directed to the Director of Personnel, OCM BOCES, 6820 Thompson Road, Syracuse, NY 13211, (315) 433-2600.
FULL-TIME CERTIFICATION PROGRAMS

Spring/Summer 2016

HOLD ON TO THIS CATALOG THROUGH THE FALL FOR PROGRAM AND CLASS DATES!
MEDICAL ASSISTING

Train for a rewarding career in one of the fastest-growing occupations in the medical profession. Work with physicians and other health professionals, assisting with the delivery of quality health care. Medical assistants have a deep impact as the front line in medical offices. Students learn both the administrative and clinical aspects of working in the medical office, including: word processing, HIPAA requirements, medical office procedures, medical ethics and medical billing, including ICD-10 and CPT-4 coding. Clinical coursework includes infection control, vital signs, basic medical office laboratory tests, EKGs, phlebotomy and assisting with minor office procedures. The program includes a five-week internship experience in a health care facility. Upon successful program completion, students will sit for the Certified Clinical Medical Assistant examination. Students are required to pass a physical examination and possess CPR Certification.

Instructor: Lori Bell, B.S. Education, Medical Assistant
Fee: $7,350* (includes tuition and supplies)
Median student loan: $5,534
Graduation Rate: 73%
Job Placement Rate: 92%
Program Length: 780 hours
Start Date: Aug 2016-Feb 2017
Days/Times: M-F 8:30 AM - 3:30 PM
SOC Code: 31-9092
U.S. Dept. of Labor: www.bls.gov/SOC

CERTIFIED NURSING ASSISTANT

The need for Certified Nursing Assistants (CNAs) is expected to continue to grow, as the median age of the population and average life expectancy continue to rise. CNAs assist patients with their day-to-day life tasks, such as dressing, bathing and feeding, with compassion and patience. CNAs may also support doctors and nurses in diagnostic procedures and treatment. Certified nursing assistants also typically assist in patient charting and instruction, documenting any care that is given and reporting significant observations to the nursing staff. Typical work environments include long-term care facilities, hospitals, clinics and in the home. During the course of the OCM BOCES Certified Nursing Assistant Program, students receive instruction on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more.

Instructor: Christine Butler, RN
Fee: $3,000* (not eligible for financial aid)
Program Length: 201 hours
Start Dates: Mar 16-Apr 28, May 2-Jun 14, Jun 16-Jul 29, Aug 1-Sep 13
Days/Times: M-F 8:30 AM - 3:30 PM
SOC Code: 31-1014
U.S. Dept. of Labor: www.bls.gov/SOC

*Tuition subject to change
An adult program designed to prepare students for a career in the appearance enhancement field. Students will be trained in hair, skin and nail analysis, product knowledge, technical applications and procedures in styling, shaping, coloring and hair restructuring. Elective areas include esthetics and nail specialties. The curriculum is designed to give students the 1,000 hours of instruction necessary to be eligible for the New York State Cosmetology Licensure Exams. New students, as well as those completing hours, are welcome.

An advanced placement option is also available to students who have completed partial training.

Instructors: Dawn Iozzo and Diane Morton

Fee: $8,950*
Median student loan: $5,500
Graduation Rate: 86%
Job Placement Rate: 100%
Program Length: 1,100 hours
Start Date: Feb 2017
Days/Times: M-Th 2:30 PM - 7:30 PM, F 2:30 PM - 6:30 PM
SOC Code: 39-5012
U.S. Dept. of Labor: www.bls.gov/SOC
BEGIN WITH THE OFFICE BASICS OF KEYBOARDING, LETTER WRITING, BUSINESS ENGLISH, FILING, AND THE USE OF VARIOUS OFFICE MACHINES INCLUDING DESKTOP COMPUTERS, COPIERS, AND MULTI-LINE TELEPHONE SYSTEMS. STUDENTS MAY SPECIALIZE IN ONE OR MORE OF THE FOLLOWING AREAS:

**BOOKKEEPING & ACCOUNTING**

This program concentrates on the financial aspect of running an office. Develop skills in manual bookkeeping procedures and payroll as well as computerized methods of these functions using software such as Excel® and QuickBooks®.

**OFFICE SUPPORT SPECIALIST**

Continue to develop skills required to be proficient in a business office setting. This program is designed for people who are looking to take their basic computer skills to the next level. The curriculum includes Microsoft Windows®, Word®, Excel®, PowerPoint® and Access®, in addition to incorporating the administrative skills needed for a variety of office-related careers.

**MEDICAL BILLING & CODING**

This program is designed for people who want to be the support staff in a medical office. Students will learn medical office software, medical terminology, ICD-10 & CPT coding, medical billing, and medical transcription. The curriculum includes Microsoft Office®, in addition to incorporating the administrative skills needed for a variety of office-related careers.

**ADMINISTRATIVE SUPPORT SPECIALIST**

This training program focuses on the skills necessary for positions such as Administrative Assistant, Executive Secretary, Legal Secretary, Medical Secretary, and General Secretary. The focus is on extensive Microsoft Office proficiency and skills depending on the position required.

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**INSTRUCTOR**

Barbara Rainville has 21 years of business workforce experience and 13 years of teaching experience.

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**OFFICE TECHNOLOGY**

Fee: $7,350*  
Median student loan: $3,456  
Graduation Rate: 76% | Job Placement Rate: 100%  
Program Length: 780 hours  
Start Date: Aug 2016-Feb 2017  
Days/Times: M-F 8:30 AM - 3:30 PM  
SOC Codes: 43-6014, 43-3021, 43-3031, 43-9060  
U.S. Dept. of Labor: www.bls.gov/SOC

*Tuition subject to change.
TRADES & TECHNOLOGY

AUTOMOTIVE TECHNICIAN

Students have the opportunity to be trained in a state-of-the-art automotive facility geared toward modern automotive services.

Students enrolled in this 800-hour program will prepare for direct entry into automotive mechanics, service and repair. Instruction includes preparation for the National Automotive Technicians Education Foundation (NATEF) certification in four modules: brake systems, electrical and electronic systems, engine performance, and suspension and steering. The program will include a four-week internship with a local automotive employer.

Instructor: Mike Gregory has over 20 years of experience as a Ford/Lincoln service technician, certified Ford master technician, and ASE-certified master technician.

Fee: $7,350*
Median student loan: $3,456
Graduation Rate: 64%
Job Placement Rate: 78%
Program Length: 800 hours
Start Date: Aug 2016-Feb 2017

HVAC/R TECHNICIAN

HVAC/R is a career that will always be in demand! Businesses and residences need qualified technicians to handle their heating, ventilation, air conditioning and refrigeration needs.

Our HVAC/R program is a comprehensive, technical theory and hands-on training program covering all critical aspects of the HVAC/R field. This is an opportunity to understand refrigeration and cooling systems, electrical circuitry and electronic solid state control applications and electric, gas and oil-fired heat and heat pumps. Learn to install, maintain, troubleshoot, and repair both commercial and residential systems. Students work on fully operational cooling and heating systems in our well-equipped HVAC/R lab.

Instructor: Dennis Walker has over 21 years of experience in the HVAC/R industry. He has done everything from extensive technician work to working as a service manager and overseeing a large staff of technicians.

Fee: $7,450*
Median student loan: $4,369
Graduation Rate: 78%
Job Placement Rate: 90%
Program Length: 715 hours
Start Date: Aug 2016-Feb 2017
Days/Times: M-F 8:00 AM - 3:00 PM
SOC Code: 49-9020
U.S. Dept. of Labor: www.bls.gov/SOC

ELECTRICAL MAINTENANCE TECHNICIAN

According to the U.S. Department of Labor Statistics, the demand for electrical maintenance technicians is expected to increase with the emergence of new technologies and a large retiring workforce.

This is an intensive 28-week program in electrical maintenance fundamentals. Students will receive training in: basic shop math, hand and power tools, precision measuring instruments, electrical blueprints, National Electrical ID standards and practices, OSHA, electrical theory, conduit bending, motors, NEMA designations, electronics and digital devices. A four-week internship experience is included in the program.

Instructor: Parrish Gabor has been a journeyman wireman with the IBEW for the past 15 years and has over 20 years of experience as an electrician. Parrish completed an apprenticeship with Central New York JATC and received extensive training in electronics as an aircraft avionics technician during his time in the United States Air Force.

Fee: $8,850*
Median student loan: $3,157
Graduation Rate: 79%
Job Placement Rate: 86%
Program Length: 810 hours
Start Date: Aug 2016-Mar 2017
Days/Times: M-F 8:00 AM - 3:00 PM
SOC Code: 47-3013
U.S. Dept. of Labor: www.bls.gov/SOC

Days/Times: M-Th 10:30 AM - 6:00 PM
SOC Code: 49-3023
U.S. Dept. of Labor: www.bls.gov/SOC
The TABE Academic Assessment is free. Call (607) 758-5111 to schedule an appointment.

**MINIMUM SCORES ON THE TEST OF ADULT BASIC EDUCATION FOR TRAINING PROGRAMS**

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<td>Cosmetology</td>
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<td>Electrical Maintenance Technician</td>
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<td>HVAC/R Technician</td>
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<td>Medical Assisting</td>
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<tr>
<td>Office Technology</td>
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<td>8.9</td>
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**INTERESTED? START HERE**

**OPEN HOUSE, WELCOME**
The first step in our admissions process is to attend an Open House at the Cortland Center for New Careers, offered every Wednesday at 1:00 PM. Meet the instructors, tour the building and learn about program offerings and financial aid.

**TABE TEST**
This is the entrance assessment for all students. You can schedule your test at the Open House, or call for an appointment at (607) 758-5111 or (607) 758-5195.

**YOU PASSED!**
Congratulations, you’re on the road to a successful career!

**TRY AGAIN**
It’s ok, you can take the test a second time. We will share your score with you and tell you what portion of the exam you need to focus on.

**APPLY FOR FINANCIAL AID**
Just follow the step-by-step directions in the email message.

**ATTEND FINANCIAL AID APPOINTMENT**
A financial aid rep will call to schedule your appointment.

**RECEIVE ACCEPTANCE LETTER!**
Adult students at OCM BOCES are eligible to receive many different forms of financial aid. An average financial aid package may look something like this:

<table>
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<tr>
<th>Average Tuition:</th>
<th>$7,593</th>
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<tr>
<td>Average Pell Grant:</td>
<td>$3,956</td>
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<tr>
<td>Student Loan</td>
<td>$4,574</td>
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$50 monthly minimum repayment upon completion
The actual cost for your education may vary. Not all students will qualify for a Pell Grant, local grant and/or student loan. Our Financial Aid Office staff will assist you in securing the best available financial aid package to suit your needs and help you attain your education goals. They can be reached at (607) 758-5181.

Federal Title IV financial aid: (Pell Grant, Direct and PLUS Loans) is available to those qualified for approved programs.

ACCES-VR: (Adult Career and Continuing Education Service – Vocational Rehabilitation) may provide tuition assistance to individuals with a disabling condition. Contact their offices at (315) 428-4179.

Unemployed or low-income individuals: If you are unemployed or have a low income, you may qualify for assistance. Contact Admissions at (607) 758-5195.

Veterans: If you are a veteran, you should contact our Veterans’ Certifying Officer at (315) 453-4431 or the Department of Veterans Affairs at 1-800-827-1000.

Payment plans are available. Contact the Financial Aid Office at (607) 758-5181.

OCM BOCES REFUND POLICY
If termination of enrollment occurs during the week of orientation or prior to the first day of classes, no tuition liability will be incurred. Students who begin classes on the first scheduled day are liable for tuition charges per the following schedule:

First three (3) days of program: Full refund
Day four (4) through program’s midpoint: Prorated refund
Midpoint to program’s end: No refund
OCM BOCES will not provide refunds of $5.00 or less.

FEDERAL TITLE IV REFUNDS
The financial aid (Pell Grant and student loans) earned by the student is equal to the percentage of the period of enrollment completed. When a student withdraws before completing more than 60 percent of the period of enrollment, the percentage of financial aid is prorated using the Federal Refund/Repayment Policy. The returned funds must be refunded to the following sources in this specific order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grant

OUTSTANDING BALANCES
Upon termination of enrollment, any balance due to OCM BOCES (based on the school’s refund policy) is payable immediately. All charges on the student’s account must be paid in full prior to the completion of the training program. OCM BOCES reserves the right to withhold student transcripts and deny approval for state board examinations to any student who has an outstanding tuition balance.
PART-TIME CONTINUING EDUCATION CLASSES

Spring/Summer 2016
PAINTING PARTY
This is a great time to have fun with your friends or meet new friends, relax and be you, or simply discover your inner artist. Bring your favorite bottle of a non-alcoholic beverage and paint along with our artist to create your own work of art that you will take home at the end of the evening. Everyone will paint the same painting. We provide easels, canvases, aprons, acrylic paint, plates, cups, napkins, eating utensils, corkscrews, bottle openers and ice buckets! Coffee, soda and other beverages will be served.

Sandra Simpson $35.00
5:00 PM - 9:00 PM Wednesday
McEvoy Campus 1 Session
CEMCART0600-SP2016 4/27/16
CEMCART0600-SP2016A 5/25/16
CEMCART0600-SU2016 6/29/16
CEMCART0600-SU2016A 7/27/16
CEMCART0600-SU2016B 8/31/16

PASTELS WORKSHOP
For experienced pastel artists. This two-class workshop will help you reconnect with traditional pastels (not oil pastels) and try some ideas or techniques that are new to you or will enhance what you’ve been doing. Oh, the joy of the colored sticks!

CEMCART0307-SP2016 $35.00
4/14/16-4/21/16 Thursday
Jan Kelly 2 Sessions
6:30 PM - 9:00 PM
McEvoy Campus

WATERCOLOR JOY
Just in time for outdoor painting! This class is for beginners and experienced painters. Learn how to make rich, beautiful, and clear watercolor studies and paintings! Hands-on learning about different kinds of watercolor materials. Gain experience in mixing colors, setting up paintings, making and controlling washes, strokes and details. Classical and experimental techniques will bring zest to your art works. Material list provided.

CEMCART0304-SP2016 $59.00
5/5/16-6/9/16 Thursday
Jan Kelly 6 Sessions
6:30 PM - 8:30 PM
McEvoy Campus

PHOTOGRAPHIC IMAGE MAKING
Do you love to take photographs? Have you ever wished you could be more creative with the images you take? Learn fun hands-on approaches to photography transfer methods, allowing you to work with your pictures on paper, canvas, cloth, and wood. We will be working with paint, some solvents, watercolor, packaging tape, and tea staining. You will also learn some skills in Photoshop to prepare your digital or analog images to be developed into a complete unique piece of artwork. Each week you will learn a couple of art methods with class time to work and we will discuss concept/composition. Bring your own camera (35mm, iPhone, or digital).

CEMCART0101-SP2016 $100.00
4/7/16-5/5/16 Thursday
Sarah Carman 4 Sessions
6:00 PM - 8:00 PM
McEvoy Campus
PHOTOGRAPHY IN THE DIGITAL AGE
Get better acquainted with your camera! Improve your photography skills through the creative use of camera functions, exposure, composition and lighting. Learn to send photos, copy photos to CD, catalogue and much more. Weekly projects will be critiqued as you work on improving your photos. Bring digital (or 35mm) camera and instructions to class.
CEMCART0100-SP2016 $89.00
4/5/16-5/10/16 Tuesday
Al Miles 6 Sessions
6:00 PM - 8:00 PM
McEvoy Campus

INTRO TO DIGITAL RECORDING
In this four-week course, students will learn how to create music using the digital audio workstation Pro Tools 11. Basic elements of music production will be covered including microphone and cable types, preamplifiers, interfaces, recording, editing and mixing.
Alex Caminiti $200.00
6:00 PM - 8:00 PM Monday
McEvoy Campus 4 Sessions
CEMCART0700-SP2016 4/4/16-4/25/16
CEMCART0700-SP2016A 5/2/16-5/23/16
CEMCART0700-SP2016B 6/6/16-6/27/16
CEMCART0700-SU2016 7/11/16-8/1/16
CEMCART0700-SU2016A 8/8/16-8/29/16

JEWELRY CREATIONS
Come and create one-of-a-kind pieces of beautiful jewelry using various jewelry-making methods. You will learn the art of wire and bead crocheting, and the FIMO clay skinner method of blending and creating rings, earrings, and bracelets. Additional supply costs will apply based on the piece(s) of jewelry to be created.
CEMCART0400-SP2016 $55.00
4/5/16-5/3/16 Tuesday
Norma Jean Wood 5 Sessions
6:00 PM - 8:00 PM
McEvoy Campus
CEMCART0400-SP2016A $55.00
6/7/16-7/5/16 Tuesday
Norma Jean Wood 5 Sessions
6:00 PM - 8:00 PM
McEvoy Campus
CEMCART0400-SU2016 $55.00
8/2/16-8/30/16 Tuesday
Norma Jean Wood 5 Sessions
6:00 PM - 8:00 PM
McEvoy Campus

BABYSITTER’S TRAINING COURSE
Babysitting is often a teenager’s first business. Babysitter’s Training builds confidence to hold, feed, and care for infants and toddlers, work with children safely, and deal with emergencies. It also teaches lifelong entrepreneurial and career development skills. The fun, fast-paced class includes hands-on activities, videos, role-plays, take-home training materials, and discussion that will teach the teenager how to perform basic child-care skills such as diapering and feeding; choose age-appropriate games and toys; handle bedtime and disciplinary issues; identify safety hazards and prevent injuries, and care for common injuries and emergencies; communicate effectively with parents; and find and interview for babysitting jobs. This course is open to youth ages 11 to 15. Space is limited and pre-registration is required. Please remember to bring a lunch!
CEMCBUS0002-SU2016A $75.00
7/11/16 Monday
Laurie Tebbe 1 Session
9:00 AM - 3:30 PM
McEvoy Campus
CEMCBUS0002-SU2016A $75.00
8/8/16 Monday
Laurie Tebbe 1 Session
9:00 AM - 3:30 PM
McEvoy Campus
BEGINNING CAKE DECORATING
You will learn to make regular and Italian meringue buttercream icing, learn to level and ice your cake (short and tall), then decorate your cake with different borders, basketweave and roses, pansies, daffodils, daisies, and more flowers. You will also learn to decorate cupcakes and make cupcake cakes.

CEMCCAK0100-SP2016  $50.00
4/5/16-5/3/16 Tuesday
Nancy Buttino  5 Sessions
6:00 PM - 8:00 PM
McEvoy Campus

INTERMEDIATE CAKE DECORATING
Take your cakes to the next level and learn the different ways of tiering your cakes and use royal icing making morning glories, roses, poinsettias and more flowers and stringwork. We will also learn to make gelatin balls to top your cake. Also we will learn brush embroidery and painting on your cakes.

CEMCCAK0101-SP2016  $40.00
5/10/16-5/31/16 Tuesday
Nancy Buttino  4 Sessions
6:00 PM - 8:00 PM
McEvoy Campus

ADVANCED CAKE WITH FONDANT & GUM PASTE
In the six weeks of class we will learn all about the different fondants and gum paste available and how to cover both a round and a square cake and then we will make many different toppers for cakes. We also will learn how to make many flowers including the rose and a lily. All you need to know to start this class is how to ice a cake.

CEMCCAK0200-SP2016  $60.00
5/12/16-6/16/16 Thursday
Nancy Buttino  6 Sessions
6:00 PM - 8:00 PM
McEvoy Campus

INDIVIDUAL COMPUTER TUTORING
One-on-one computer training is available. Tutor sessions are purchased in increments of 1 hour for $35.00. Textbooks, if recommended by instructor, are at an additional cost. Start anytime. Please call 607-758-5111 for details.

CEMCCOMP0001-SP2016  $35.00
April-August Call 607-758-5111
Nancy Stout
McEvoy Campus
INSURANCE & POINT REDUCTION
This course will help improve your understanding of safe driving concepts. You may receive a reduction of up to four points on your driving record. If you are the principal operator, you will receive a 10% minimum reduction in the base rate of your auto liability and collision insurance premiums each year for three years.

Joanne Rainbow-Waffer  $45.00
6:00 PM - 9:00 PM  2 Sessions
McEvoy Campus
CEMCCAR0200-SP2016  Wednesday  4/6/16-4/13/16  2 Sessions
CEMCCAR0200-SP2016A  Wednesday  5/18/16-5/25/16  2 Sessions
CEMCCAR0200-SP2016B  Wednesday  6/1/16-6/8/16  2 Sessions
CEMCCAR0200-SU2016  Wednesday  8/10/16-8/17/16  2 Sessions

5-HOUR SAFE DRIVING PROGRAM*
Every candidate for a driver’s license who has not taken an approved driver education course must take this course. At the completion of this class you will be issued the certificate needed in order to take a driving test. Please sign up at OCMBOCES.org, call or stop in to make an appointment with payment by the Thursday before class. Pre-payment is required and must be made with an appointment. Please arrive 15 minutes before class to sign in and bring your permit. Dates may be subject to change.

*Available only for High School Students

Lynne Renner  $40.00
4:00 PM - 9:00 PM  Monday
1 Session  McEvoy Campus
CEMCCAR0100-SP2016  4/4/16
CEMCCAR0100-SP2016A  4/18/16
CEMCCAR0100-SP2016B  5/2/16
CEMCCAR0100-SP2016C  5/16/16
CEMCCAR0100-SP2016D  6/6/16
CEMCCAR0100-SP2016E  6/20/16
CEMCCAR0100-SU2016A  7/18/16
CEMCCAR0100-SU2016B  8/1/16
CEMCCAR0100-SU2016C  8/15/16
CEMCCAR0100-SU2016D  8/29/16

Lynne Renner  $40.00
4:00 PM - 9:00 PM  Tuesday
1 Session  McEvoy Campus
CEMCCAR0100-SP2016D  5/31/16
CEMCCAR0100-SU2016  7/5/16

VEHICLE MAINTENANCE BASICS FOR BEGINNERS
Knowing how and when to maintain a vehicle is a must for every car and truck owner, yet many people don’t know the first thing about maintaining a vehicle. Vehicles may seem mysterious and complicated, but basic maintenance can be performed by anyone. If it’s done right it can save you thousands of dollars, and if it is done wrong it will cost you thousands of dollars. Do it the right way by taking this two-hour class at OCM BOCES that will pay for itself many times over and is something you can use for the rest of your life. This interactive workshop will educate you about the importance of vehicle maintenance, safety and how to keep your car running better and longer.

By attending, you will learn:

- Why scheduled maintenance is necessary for all vehicles
- All about motor oil – synthetic, synthetic blends, filters, extended drain intervals and more
- How to read your owner’s manual and follow your vehicle’s maintenance schedule
- How to check a vehicle’s fluid levels, including washer fluid, brake fluid, engine oil, antifreeze, transmission fluid and power steering fluid
- What types of tires are on the market today and how to “read” the lettering on the tires
- How to check tire tread depth and why it’s important
- How to check tire pressure with a tire gauge and inflate/deflate tires

Bring your owner’s manual with you and see how easy it is to maintain your vehicle.

Please come with plenty of questions!

Rich Borra, Owner—O’Shea Tire, Cortland  $25.00
6:00 PM - 8:00 PM  Monday
McEvoy Campus
CEMCCAR0300-SP2016  4/11/16
CEMCCAR0300-SP2016A  5/9/16
CEMCCAR0300-SP2016B  6/13/16
CEMCCAR0300-SU2016  7/11/16
CEMCCAR0300-SU2016A  8/8/16
BACK TO BLACK: CREATING A DEBT-FREE LIFESTYLE
Do you want to live a debt-free and stress-free lifestyle? Learn how you, on your current income, can become completely debt-free, including your home mortgage in 5 to 7 years! Using simple linear math, critical path technology demonstrates how to eliminate debt and become financially independent. No austerity budgets or living like a hermit! Learn this simple practical approach that works! Please bring your list of debts and you can begin to implement your plan immediately. A workbook fee of $5 is payable in class.

CEMCFIN0100-SP2016 $29.00
4/21/16 Thursday
Lee Livermore 1 Session
6:30 PM - 9:30 PM
McEvoys Campus

CEMCFIN0100-SU2016 $29.00
6/16/16 Thursday
Lee Livermore 1 Session
6:30 PM - 9:30 PM
McEvoys Campus

CEMCFIN0100-SU201A $29.00
8/18/16 Thursday
Lee Livermore 1 Session
6:30 PM - 9:30 PM
McEvoys Campus

HOW MONEY WORKS
Learn the three root causes of financial problems along with an overview of the “Rule of 72,” the D’s of successful investing, credit card traps, debt payoff, life insurance and much more. Understanding these concepts can have an incredible impact on your personal finances. Here is where you can learn and take control.

CEMCFIN0001-SP2016 $19.00
4/20/16 Wednesday
Mike Rienhardt 1 Session
6:30 PM - 8:30 PM
McEvoys Campus

BUILD YOUR FINANCIAL HOUSE
Is it time to put your financial house in order? Learn how to set goals to achieve your dreams. You’ll understand key concepts to plan for retirement, pay off credit card or loan debts efficiently, build savings for education, protect your income and much more.

CEMCFIN0004-SP2016 $19.00
5/11/16 Wednesday
Mike Rienhardt 1 Session
6:30 PM - 8:30 PM
McEvoys Campus

INVESTING SUCCESS
Americans today are investing a record-low percentage of their income. All the while, traditional methods of funding retirement have been in jeopardy. Do you want to turn the tide and be prepared for your financial future? If so, come and learn these critical concepts: understanding the market, the “Rule of 72,” top problems facing most investors, three factors to protect against, mutual funds, annuities and IRAs and the three D’s of successful investing.

CEMCFIN0002-SP2016 $19.00
6/15/16 Wednesday
Mike Rienhardt 1 Session
6:30 PM - 8:30 PM
McEvoys Campus

INVESTING AT RETIREMENT
Over the next few years, more than 82 million people in the United States will be entering retirement. Are you one of them? Whether you’re retiring now or a few years down the road, make sure you’re on track to live the retirement of your dreams. No matter where you are, armed with this simple yet powerful retirement information, you can learn how to avoid the mistakes so many others make.

CEMCFIN0007-SU2016 $19.00
7/13/16 Wednesday
Mike Rienhardt 1 Session
6:30 PM - 8:30 PM
McEvoys Campus

MARRIAGE AND MONEY
Everyone looks forward to their honeymoon, but what about the “moneymoon?” Whether you’re getting married or have been married for decades, come and learn. Creating a few simple programs in your relationship can lead to nuptial and financial bliss in the long run! Plan for the unexpected and eliminate debt. As a couple, create a total financial strategy. Start saving for your future together!

CEMCFIN0003-SU2016 $19.00
8/3/16 Wednesday
Mike Rienhardt 1 Session
6:30 PM - 8:30 PM
McEvoys Campus
CREATIVE WRITING
Are you writing regularly? Are you looking for other writers who can help you with your work? As a group, we offer constructive feedback for everyone and offer new approaches which can dramatically improve your writing. We also read and apply current articles about writing.

CEMCENG0200-SP2016 $89.00
3/15/16-5/3/16
Jane Frink
6:30 PM - 8:30 PM
McEvoy Campus

GETTING PAID TO TALK
This is a two and a half hour upbeat and realistic introduction to voiceovers, also known as voice acting! Everyone in class will have the opportunities to create a short voiceover for playback at the end of the class. This is a great opportunity to see if you have what it takes to work in the voiceover business.

CEMCNER0500-SP2016 $39.00
5/11/16
Voices Coaches Representative
6:30 PM - 9:00 PM
McEvoy Campus

CEMCNER0500-SU2016 $39.00
7/19/16
Voices Coaches Representative
6:30 PM - 9:00 PM
McEvoy Campus

BEGINNER SOAP MAKING
Make healing old-fashioned soap while learning the history of soap making. Each student will learn how to make their choice of laundry stain bar or basic complexion bar and go home with 10 pounds/30 bars of wonderfully colored and scented soap. A required equipment list of items to bring to class will be mailed to each student. Please provide email address when signing up for the course. Please note: There is an additional fee of $30.00 for supplies, payable to the instructor.

CEMCNER0200-SP2016 $39.00
4/11/16
Maria Gelnert
1 Session
6:00 PM - 9:00 PM
McEvoy Campus

GOAT MILK SOAP MAKING
If you have completed the beginner soap making class, then you are ready for this advanced class! Learn the healing qualities of different options for your soap, including castile, goat’s milk, oatmeal, herbs and various combinations of essential oils. Student exchange allows you to go home with three varieties totaling 10 pounds/30 bars of wonderfully colored and scented natural soap. Please note: There is an additional fee of $35.00 for supplies, payable to the instructor.

CEMCNER0201-SP2016 $39.00
5/16/16
Maria Gelnert
1 Session
6:00 PM - 9:00 PM
McEvoy Campus
**ART OF HERBALISM**
Explore the fascinating world of herbs! We will focus on making salves, teas and tinctures using seven groups of herbs: lavender, lemon-scented, valerian, spearmint, peppermint, dandelion and ginger. You’ll discover simple ways to improve your sense of health and well-being and have the opportunity to bring home samples of these time-tested remedies.

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<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>CEMCPER0601-SP2016</td>
<td>4/7/16-5/19/16</td>
<td>6:00 PM - 9:00 PM</td>
<td>McEvoy Campus</td>
<td>Norma Jean Wood</td>
<td>7 Sessions</td>
<td>$55.00</td>
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<td>CEMCPER0601-SP2016A</td>
<td>6/9/16-7/21/16</td>
<td>6:00 PM - 9:00 PM</td>
<td>McEvoy Campus</td>
<td>Norma Jean Wood</td>
<td>7 Sessions</td>
<td>$55.00</td>
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<tr>
<td>CEMCPER0601-SU2016</td>
<td>8/4/16-9/15/16</td>
<td>6:00 PM - 9:00 PM</td>
<td>McEvoy Campus</td>
<td>Norma Jean Wood</td>
<td>7 Sessions</td>
<td>$55.00</td>
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**REIKI I & REIKI II**
Reiki is a Japanese term, which literally translated means “spiritually guided life energy.” It is a hands-on wellness technique that promotes a health body, mind and spirit - it is safe and non-invasive and can be learned by almost anyone. You will learn about the body’s energy anatomy, the history of Reiki, how to administer self-Reiki and experience an attunement (spiritual blessing). All it takes is an open heart and mind to use Reiki to improve the physical, mental, emotional or spiritual quality of your life. After receiving Reiki, many people report increased energy, reduction of pain and a general feeling of well being. Come learn about this fascinating art and invite happiness back into your life.

Prerequisite: satisfactory completion of Reiki I class. In Reiki II, you will delve further into the dynamics of Reiki and will be taught the symbols used in more advanced Reiki circles. You will learn how to do distance healing and work with your instructors to hone techniques such as Byosen scanning, learn about Reiki ethics and protocols, receive a second Reiki attunement (spiritual blessing), and practice journaling. Finally you will participate in a guided practice session of a complete Reiki session.

These sessions will be taught by three local Reiki teacher/masters: Sylvia Hall, Annette O’Hara and Sharyn Madison. They have practiced Reiki for many years and have attained advanced certification in the field including Usui and Karuna Reiki III/Teacher/Master. All three are regular presenters at seminars and health fairs and have extensive experience in training and education. They hold advanced degrees in various fields of health, education and management.

**Reiki I**

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<tbody>
<tr>
<td>CEMCREC0300-SP2016</td>
<td>4/4/16 - 4/5/16</td>
<td>6:00 PM - 9:00 PM</td>
<td>McEvoy Campus</td>
<td>Sylvia Hall</td>
<td>2 Sessions</td>
<td>$100.00</td>
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**Reiki II**

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<tr>
<th>Course Code</th>
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<th>Location</th>
<th>Instructor</th>
<th>Type</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>CEMCREC0301-SP2016</td>
<td>4/11/16 - 4/12/16</td>
<td>6:00 PM - 9:00 PM</td>
<td>McEvoy Campus</td>
<td>Sylvia Hall</td>
<td>2 Sessions</td>
<td>$125.00</td>
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</tbody>
</table>
FLAT PATTERN MAKING
In this workshop, participants will learn how to construct a Basic Pattern Set by using standard fashion industry measurements and techniques. The Basic Pattern Set will enable you to design and construct many styles. The basic pattern set includes the back and front bodice sloper, the back and front skirt sloper and the sleeve. Participants should have a thorough knowledge of sewing terminology and should have adequate sewing skills. Supply list: five sheets of posterboard or oak tag paper, yardstick, French curve, four #2 pencils, measuring tape, plexiglass (clear) ruler, scissors, Scotch tape, eraser.

CEMCSEWO003-SP2016  $99.00
3/22/16-4/12/16  Tuesday
Barbara Peterson  4 Sessions
6:00 PM - 9:00 PM
McEvoy Campus

FASHION DESIGN AND CONSTRUCTION
Prerequisite: Flat Pattern Making. In this class participants will construct and design a dress utilizing their Basic Pattern Set. Supply list: sloper set, sewing machine, fabric, basic sewing kit, sewing notions appropriate to the design (interfacing, zipper, etc.)

CEMCSEWO006-SP2016  $99.00
5/3/16-5/24/16  Tuesday
Barbara Peterson  4 Sessions
6:00 PM - 9:00 PM
McEvoy Campus

THE ART OF ALTERATION
If a garment is going to look good on you, it must fit properly. With a little knowledge of sewing you can learn to do many alterations for yourself. Participants will learn how to add a professional cuff and take in the side seams of a pair of pants. Participants must know how to sew. Supply list: sewing machine, sewing kit, pair of cotton or non-stretchy pants.

CEMCSEWO004-SP2016  $39.00
4/26/16  Tuesday
Barbara Peterson  1 Session
6:00 PM - 9:00 PM
McEvoy Campus

WELDING 1
Welding 1 provides instruction and hands-on experience in the use of arc welding and gas (oxy/acetylene) equipment, in addition to a study of welds and metals most commonly used in the trade. Additional required supplies include: safety glasses, work boots, long pants, a heavy long-sleeved shirt or welding jacket and welding gloves. Text required. Please bring notepad and pen/pencil to first class.

CEMCWEL0001-SP2016  $299.00
5/18/16-6/22/16  Mon./Wed
TBD  10 Sessions
McEvoy Campus

CEMCWEL0001-SU2016  $299.00
7/11/16-8/10/16  Mon./Wed
TBD  10 Sessions
McEvoy Campus
HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

Spring/Summer 2016
OCM BOCES HELP

- We offer literacy classes geared toward individual student academic levels.
- Day and evening classes are available.
- A distance-learning program is available for those who are unable to attend regular classes and are over 21.
- Classes are FREE of charge for students without a high school diploma or equivalency.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Learn English to get a job or enter training/college programs. Study reading, writing, and vocabulary. Practice pronunciation and conversation. All levels of classes available. For more information, call (607) 758-5111.

TASC TEST DATES

- Apr. 15-16 Cortland
- Jun. 10-11 Cortland
- Aug. 19-20 Cortland

THE CORTLAND FREE LIBRARY

ESOL Class
32 Church Street

Please call (607) 758-5111 for details.

CORTLAND WORKS

Literacy and TASC Class
99 Main Street

Tues/Wed/Thurs
12:00 PM - 3:30 PM
HSE (HIGH SCHOOL EQUIVALENCY) PREPARATION

Improve your skills in social studies, science, literature, math, and writing to pass New York State’s TASC test to earn a high school equivalency diploma.

For further Information, call (607) 758-5111

NATIONAL EXTERNAL HIGH SCHOOL DIPLOMA PROGRAM

Earn a local high school diploma today! This new web-based program assesses student knowledge in eight competency areas including: Health Literacy, Civic and Community Participation, Consumer Awareness, Financial Literacy, 21st-Century Workplace Skills and foundation skills in communication and technology. Candidates work from home and meet weekly with an assessor. Designated for adults who have work skills, training and/or life experience. Self-paced, individualized and flexible scheduling. NEDP graduates transition to postsecondary education, employment and career advancement. Must be 21 or older and have internet access.

For Information, call (607) 758-5111

DISTANCE LEARNING

Do you want your high school equivalency diploma but are unable to attend class? Prepare for the TASC exam in your own home. Materials will be sent to you through your local library. Teachers are available by phone for academic assistance. You must be at least 21 years old to be eligible.

For more information, call (607) 758-5111

CORTLAND COMMUNITY CENTER

TASC Class
90 Central Avenue
Mon/Fri 12:00 PM - 3:30 PM

VISIT US TODAY
www.ocmboces.org
1. Every effort is made to conduct classes as listed in this catalog. However, circumstances sometimes make it necessary for classes to be canceled, postponed or combined, or for instructors and classrooms to be changed. We are sorry for any inconvenience this may cause you.

2. Classes must reach a minimum enrollment at least four business days prior to the start date. If it is necessary for OCM BOCES to cancel a class, you will be notified by phone or by mail. You may transfer to another class or receive a full refund or tuition voucher.

3. You are enrolled as soon as your registration and payment are received, unless you are otherwise notified. A receipt will not be mailed unless requested.

4. Fees for all classes must be paid in full at the time of registration. A $20 fee will be charged on all returned checks.

5. If it is necessary for you to withdraw from a class, please notify us.
   A. You will receive a refund (minus a $10 processing fee) if notification is received at least four business days prior to the start of that class.
   B. You will receive a tuition voucher (minus a $10 processing fee) if notification is received less than four days prior to the start of that class and before the second class session. Your tuition voucher may be used toward any part-time OCM BOCES Continuing Education course within one year.

6. Our programs are open to all persons regardless of residency. OCM BOCES affirms the right of all citizens to participate equally in our programs regardless of race, religion, sex, age, national origin, or disability.

7. Students are expected to purchase textbooks and materials as mentioned in course descriptions. Textbooks can be purchased in the Registration Office at the Career Training Center. If your class is scheduled for the Henry Center, textbooks for those classes will also be made available at the Henry Center the first night of class. Occasionally, classes are canceled due to low enrollment. Please make sure your class is running prior to purchasing supplies or textbooks, as texts are not returnable.

8. All parking areas and lots are designated for student use.

9. Certificates will be awarded for successful completion of classes (based on 80% attendance).

10. Although some of our classes are taught by people who are practicing financial planners, salespersons, or actively involved in a business or profession that is related to the subject they teach, we only endorse their ability as instructors, not the value of any product or service they sell.

11. We assume students recognize the risk of physical injury or damage and that they agree to take responsibility for any personal accident that might occur in the course of any activity associated with an Adult Education program.
EASY WAYS TO REGISTER:

ONLINE AT OCMBOCES.ORG
Click the registration button on the home page
YOU WILL NEED:
Name, address, phone number & email address
Course code & title
Visa/MC/Discover number and exp. date (We do not accept American Express cards.)

IN PERSON
At the Center for New Careers.
1710 NYS Route 13
Cortland, NY 13045
Mon-Fri 8:30 AM - 4:00 PM
OVER THE PHONE
607-758-5111

BY MAIL
Complete the registration form below, enclose a check or money order payable to OCM BOCES
Continuing Education and mail to:
OCM BOCES
Continuing Education Registration
1710 Route 13
Cortland, NY 13045

MAIL-IN REGISTRATION FORM
Name: ________________________________
Date: ________________________________
Address: ____________________________
City: __________________ Zip: _________
Email: ______________________________
Home # ___________ Cell # ___________
Course # ___________ Title: ___________
Course # ___________ Title: ___________

Mail to:
OCM BOCES Continuing Ed Registration
1710 Route 13, Cortland, NY 13045
Make checks payable to OCM BOCES (No Cash)