Train for a new career, add skills for your current career, earn a high school equivalency degree, or discover a new hobby...
Welcome to our latest edition of the Adult Education course catalog for Orange-Ulster BOCES! As the Director of Adult and Continuing Education I am thrilled to provide you with information for all of the courses that we have in store for the winter and spring of 2019. Whether you are looking to start a new career, add skills for your current career, discover a new hobby, earn your high school equivalency diploma (formerly GED), or learn how to speak English through our English as a Second Language classes (ESL), OU BOCES has what you are looking for and more!

In this catalog you will find an array of courses that cover a wide variety of topics and vocations including a few new offerings which we are very excited to tell you about. Some of these new courses include Introduction to Auto Body, ServSafe® Food Handler Certification, Pharmacy Tech, and a newly developed integrated ESL and vocational training option specifically designed for English Language Learners.

OU BOCES continues to offer courses in many of the current in-demand fields, including healthcare, construction trades, and computer skills, which are all designed to prepare students for immediate entry into the workforce. We work closely with many industrial and workforce development partners to make sure we are meeting the needs of the local businesses here in Orange County through our course offerings.

Along with our certificated programs, Adult Education offers some outstanding personal enrichment courses that will allow students to have fun and get creative while learning a new skill. Classes pertaining to topics such as cooking, computer operation, small business, learning to play an instrument, and photography are just a few examples of what OU BOCES has to offer.

Furthermore, I want to thank you again for taking the time to look through our 2019 Winter/Spring Catalog and I hope you can find something in here that piques your interest! OU BOCES is always looking to expand our course offerings, so if you have any ideas for courses, please feel free to reach out and let us know what you are interested in. For more information, give us a call at 845-781-6715 or visit our website at www.ouboces.org and we will be happy to answer any questions you might have regarding this catalog.

Sincerely,
Andrew Carnright
ADULT EDUCATION
at Orange-Ulster BOCES

Career and Technical Education
The campuses at Arden Hill, the Career and Technical Education Center in Goshen, Middletown Adult Learning Center, and the Newburgh Adult Learning Center provide Career and Technical Education programs that are affordable, short-term and convenient for the adult learner. Course curriculum is industry-specific and emphasizes practical applications of key concepts and skills in well-equipped labs providing real world experiences. Many programs offer payment plans and funding may be available for eligible people. Investigate possible funding opportunities available at an Information Session.

Literacy
High School Equivalency - (Ages 16-24)
Our Second Chances program serves out-of-school youth ages 16-24. Earn your high school equivalency diploma, get paid for job internships, and build a winning resume to succeed in the workforce.

High School Equivalency - Adults
Free academic classes are available to individuals 21 years of age or older who are without a high school diploma and who need to prepare for the Test Assessing Secondary Completion (TASC)™ exam. Career counseling, transition to career and technical education or college, and the skills to successfully gain employment are embedded in each class. Orange-Ulster BOCES is pleased to offer this class in English and Spanish.

English as a Second Language - Adults
Free classes are available for those foreign language students 21 years of age or older who need help speaking and writing English, or just need to improve their skills. ESL students have access to all of the support services available, such as job search, financial literacy classes, health and wellness classes and a wide array of cultural activities to help students acclimate to the American experience.

Support Services
Orange-Ulster BOCES employs case managers to assist students pursuing personal, educational and employment goals. Staff meet with employers regularly to ensure that services offered match with local employment needs. OUBOCES partners with many agencies that may help students with tuition.

Get started today!
Our staff is ready to help!

Adult and Continuing Educational Staff
Andrew Carnright
Director of Adult and Continuing Education
Orande Daring
Director of CTEC and Practical Nursing

Lori Yakawiak
Literacy Coordinator
Mariaanu Meyer
Vocational Coordinator
Robert Hess
Healthcareers Team Leader
Linda Lee DeLeo
Account Clerk/Typist

Nancy Wagner
Evelyn Ramos
Dawn Cantanucci
Caroline Santiago
Registration Clerks
Lisa McQuade
Practical Nursing Account Clerk
HEALTH CAREER TRACKS

Practical Nurse Program.........................................................................................................6
Sterile Processing Technician....................................................................................................7
Phlebotomist Technician..........................................................................................................8
Clinical Medical Assistant......................................................................................................9
Professional Medical Assistant............................................................................................9
Professional Nurse Assistant...............................................................................................9
EKG Technician....................................................................................................................10
Nurse Assistant ....................................................................................................................11
Home Health Aide..................................................................................................................11
Health Information Technician...............................................................................................12
Pharmacy Technician.............................................................................................................14

TRADES AND OCCUPATIONAL TRAINING TRACKS

Automotive Academy..............................................................................................................16
Introduction to Auto Body.......................................................................................................17
Small Engine Maintenance and Repair...................................................................................17
NCCER Electrical and HVAC..................................................................................................19
NCCER Welding, Plumbing and Carpentry.............................................................................20 - 21
Welding Basics, Refrigerant Handling....................................................................................22
Forklift Training and Certification, Heavy Equipment Operator............................................22
Security Guard Training.........................................................................................................23

SKILLS DEVELOPMENT AND PERSONAL ENRICHMENT

Computer-Aided Design.........................................................................................................24
Cisco Certified Network Administrator..................................................................................24
Paint and Perk, Self Publishing.............................................................................................25
Commercial Sewing...............................................................................................................25
WordPress, Your First Computer Class................................................................................26
Intro to Microsoft Office Suite, Microsoft Office Suite..........................................................26
MS Word, MS Excel, A+, Slideshow Presentations.................................................................26
Notary Public, QuickBooks, Resume and Interview Skills Workshop..................................27
ServSafe Food Handler, ServSafe Manager..........................................................................28
Chef Essentials, Baking Boot Camp....................................................................................28
Culinary Corner....................................................................................................................29 - 31
Beginner Guitar, Beginner Guitar Part 2................................................................................32
Beginning and Intermediate Piano and Keyboard.................................................................32
Getting Paid to Talk...............................................................................................................32
Photography, Photoshop......................................................................................................33
Medicare 101, 20 Ways to Earn Income..............................................................................34
HOW CAN I GET STARTED IN A NEW CAREER?

Health Professional Programs:
- Professional Nurse Assistant
- Professional Medical Assistant
- Sterile Processing Technician

Certified Health Courses:
- EKG Technician
- Phlebotomist Technician
- Health Information Technician
- Clinical Medical Assistant
- Nurse Assistant
- Home Health Aide

NCCER Construction Trades:
- Welding
- Plumbing
- HVAC
- Electrical
- Carpentry

Automotive
- Unit 1: Electrical Systems
- Unit 2: Engines and Cooling Systems
- Unit 3: Brakes
- Unit 4: Suspension, Tires and Alignment
- Unit 5: Fuel and Emissions Systems
- Unit 6: Ignition Systems and Diagnostics

If you are interested in an Occupational Program listed above...

- Attendance at an Information Session is suggested. See dates below for Health Careers or NCCER/Automotive Information Sessions.
- Please note that these programs may require a U.S. high school diploma or high school equivalency diploma. See specific course descriptions for more information.
- A successful TABE test, interview and/or screening may be required prior to registration.
- You must register for these courses IN PERSON. Payment is due at time of registration.
- For additional information call (845) 781-6715 EXT. 2.

HEALTH CAREERS INFORMATION SESSIONS

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<thead>
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NCCER/AUTOMOTIVE INFORMATION SESSIONS

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<td>Wednesday, July 10</td>
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<td>Middletown Adult Learning Center, 53 Bedford Ave., Middletown</td>
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For more information please call (845) 781-6715 EXT. 2
Practical Nurse (PN) Program - 1,104 Hours

The PN program adheres to NYS approved curriculum and is comprised of 1,104 hours of instruction. Successful course completion is required to be eligible to sit for the Practical Nurse State Board Exam. Our program has a proven success record; our first time State Board pass rate consistently beats the NYS average. Our instructors have an average of 25 years of experience.

**Admission Requirements:**
- High school diploma or high school equivalency (with scores)
- Attend PN Information/Financial aid session
- Successful completion of the TABE exam (waived if college graduate from an accredited institution)
- Successful completion of the TEAS exam
- $250.00 non-refundable registration fee (MasterCard, Visa or money order)
- Interview with Team Leader/Instructor
- Two professional references (forms provided at the interview)

Please note admission to the PN program is very competitive and many requirements must be met, both prior to registering and throughout the duration of the program. Meeting the minimum requirements listed above does not guarantee admission to the program.

**After receipt of acceptance letter:**
- Pass a urine drug screen and criminal background check
- Submit a completed physical exam
- Provide a current immunization record
- Obtain American Heart Association Healthcare Provider CPR card (Adult, Infant and Children)

**2019 Practical Nurse Program Information Sessions**

All information regarding enrollment and financial aid will be provided. This is the first step to enroll in the PN program. Interested candidates must attend one of these sessions.

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<tr>
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<tr>
<td>Thursday, June 6, 2019</td>
<td>5:30PM - 7:30PM</td>
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For more information please call: (845) 781-4642
The Hudson Valley has seen a tremendous increase in the number of group practices, clinics and other healthcare facilities. This growth is partly due to a rapidly aging population, causing an increased need for medical professionals. In addition, the number of individuals with access to health insurance has risen due to federal healthcare reform. As patient access to medical care grows, additional trained staff will be required at these facilities. Train for a position in this growing field!

Sterile Processing - 600 Hours

Sterile Processing Technicians are responsible for the decontamination and sterilization of laboratory and healthcare equipment and supplies to ensure they are safe for future use. This is achieved through manual cleaning and through the use of sterilization equipment such as autoclaves. Records of sterilization must be maintained, and equipment is inspected for defects. Sterile Processing Technicians also organize and assemble instrument trays, crash carts and medical equipment, and collect them after use. They are often responsible for the restocking, labeling and distribution of supplies, as well as the maintenance of inventory.

Important qualities for Sterile Processing Technicians include the ability to work independently and follow detailed instructions, good organizational skills, physical stamina, and a strong sense of honesty and ethics.

Employment of medical preparers such as Sterile Processing Technicians is projected to grow 14% from 2014 to 2024, faster than the average for most occupations. Source: U.S. Bureau of Labor Statistics.

Following classroom hours, 400 hours of clinical experience is required for international certification. Clinical hours take place Monday through Friday with a 40-hour shift each week. This will require a minimum of 10 to 12 weeks. It is the student’s responsibility to make necessary arrangements in work, childcare and transportation in order to be available for clinical assignment.

Admission Requirements: U.S. high school diploma or equivalency. A successful TABE assessment with a reading level of 10 and a math level of 8 is required. An interview by the program coordinator, urine drug screens and criminal background checks are also required. To schedule an interview please call (845) 781-6715 extension 10826. Attendance at an Information Session is suggested; please see page 5.

Program Requirements: Required textbooks, royal blue scrubs, completed physical exam prior to clinical placement, International Association of Healthcare Central Service Material Management Exam (IAHCSMM).
Phlebotomist Technician - 155 Hours

Phlebotomists are responsible for drawing blood from patients and donors. This blood is used for medical laboratory tests, transfusions, research, and also donations. Phlebotomists often assemble and maintain their medical instruments such as needles, vials and test tubes. They are responsible for labeling the blood drawn and entering patient information into a database. Phlebotomists work primarily in hospitals, laboratories, doctors’ offices and blood donor sites.

Important qualities for phlebotomists include hand-eye coordination, dexterity, compassion and attention to detail.

Employment of phlebotomists is projected to grow 25% from 2014 to 2024, much faster than the average for most occupations. Source: U.S. Bureau of Labor Statistics.

In this course, 80 classroom hours are devoted to venipuncture, proper methods of blood collection, safety precautions and infection control. Upon successful completion of classroom hours, the remaining 75 hours will be spent in clinical assignments to various area health care facilities, labs or hospitals. This clinical time is mandatory. It will take place Monday through Friday during daytime hours and will require travel. It is the student’s responsibility to make necessary arrangements in work, childcare and transportation in order to be available for clinical assignment. Students are not certified until the NHA Certification Exam is passed.

Admission Requirements: A successful TABE assessment may be required for applicants without a U.S. high school diploma. A reading level of 10 and a math level of 7.5 is required for this course. Call for information: (845) 781-6715 EXT. 2. An interview will follow with the clinical coordinator. Attendance at an Information Session is suggested; please see page 5.

Program Requirements: Required textbooks, gray scrubs, completed physical exam with two-step PPD (purified protein derivative) prior to clinical placement.

Optional for additional fee: National Healthcareer Association exam.

Calling All Allied Health Professionals!
Have you ever considered sharing your skills with the community? Consider becoming an Adult Health Careers Educator.
Contact: Robert Hess (845) 781-6715 EXT. 10826
Clinical Medical Assistant - 240 Hours

Clinical Medical Assistants complete both administrative and clinical tasks in medical offices, hospitals, and other healthcare facilities. Their duties vary depending on the location and practice. Duties include recording patient personal information and history, performing basic laboratory tests, gathering vital signs such as blood pressure, helping the physician with patient examinations, and scheduling patients for appointments and testing.

Important qualities for Clinical Medical Assistants include being detail oriented and having effective interpersonal and technical skills.

Employment of Medical Assistants is projected to grow 23% from 2014-2024, much faster than the average for most occupations. Source: U.S. Bureau of Labor Statistics.

The Clinical Medical Assistant program consists of the foundations of the medical field: terminology, anatomy and physiology, and medical law and ethics. Classroom time includes in-house clinical practice. Some class meetings might take place at an alternate location and might meet outside of scheduled hours—students are responsible for their own transportation. Students will earn Heartsaver First Aid, CPR, and BLS Certification.

Admission Requirements: A successful TABE assessment may be required for applicants without a U.S. high school diploma. A reading level of 10 and a math level of 8 is required for this course. Call for information: (845) 781-6715 EXT. 2. Attendance at an Information Session is suggested; see page 5.

Program Requirements: Required textbooks, gray scrubs.

Optional for additional fee: National Healthcareer Association exam.

Looking to increase your marketability and strengthen your resume?

Orange-Ulster BOCES offers the following certifications:

Professional Medical Assistant
If you successfully complete OUBOCES’ Clinical Medical Assistant, Phlebotomist Technician and EKG Technician courses, and the NHA Medical Assistant Certification exam, a Professional Medical Assistant certificate issued by OUBOCES will be provided to you. Students must register and pay for each course separately.

Professional Nurse Assistant
If you successfully complete OUBOCES’ Nurse Assistant, Phlebotomy and EKG courses and the NYS State licensing exam, a Professional Nurse Assistant certificate issued by OUBOCES will be provided to you. Students must register and pay for each course separately.

Please check the Health Careers Academy schedule on page 15.
EKG Technician - 100 Hours

EKG Technicians (also known as Electrocardiogram Technicians) operate EKG equipment to monitor and test the cardiovascular performance of their patients, who are usually experiencing chest pain or other cardio-related symptoms. Electrodes and wires are attached to a patient’s body by the technician and the electrical impulses transmitted by the patient’s heart are recorded with the EKG. The technician checks the quality of the recorded data and provides it to the physician for analysis.

If you already work in healthcare and would like to add an additional credential to increase your value, consider the EKG Technician program. Students will practice on EKG equipment and learn about stress testing, electrocardiography and the anatomy and physiology of the heart. Students will receive their own blood pressure cuff, stethoscope and EKG calipers.

Important qualities for EKG technicians include attention to detail, stamina, and interpersonal and technical skills.

Employment of EKG technicians is projected to grow 24% from 2014 to 2024, much faster than the average for most occupations. Source: U.S. Bureau of Labor Statistics.

Admission Requirements: A successful TABE assessment may be required for applicants without a U.S. high school diploma. A reading level of 10 and a math level of 8 is required for this course. Attendance at an Information Session is suggested; please see page 5. Call for information: (845) 781-6715 EXT. 2.

Program Requirements: Required textbooks, gray scrubs.

Optional for additional fee: National Healthcareer Association exam.

National Healthcareer Association (NHA) and Orange-Ulster BOCES

We are pleased to continue our affiliation with the National Healthcareer Association (NHA). Recommended and approved by colleges and healthcare career programs around the country, NHA’s certification and continuing education programs have helped nearly 500,000 individuals earn a higher pay scale, better job opportunities, career advancement and security. That number grows by the minute as the healthcare industry grows, and as more states require certification for healthcare professionals.
Nurse Assistant - 130 Hours

Nurse Assistants help provide basic care for patients, working in hospitals and long-term care facilities under the supervision of a Registered Nurse. Nurse Assistants are often the principal caregiver, providing important social and emotional support. Typical daily duties often include: cleaning, bathing and dressing patients, moving and lifting patients, reporting patients’ health concerns to nursing staff, assisting nurses with medical equipment, checking patient vital signs, serving meals and helping patients eat. Important qualities for Nurse Assistants include effective communication skills, compassion, patience, and physical stamina.

Employment of Nursing Assistants is projected to grow 17% from 2014-2024, much faster than the average for most occupations. Source: U.S. Bureau of Labor Statistics.

This 130-hour course includes 100 classroom hours as well as 30 hours clinical practice that satisfy the NYS mandated supervised hours of clinical practice in a residential health care facility (RHCF). Reimbursement for part of the training and/or testing fees paid by the individual may be available if the individual obtains RHCF Nurse Aid employment or an offer of RHCF Nurse Aid employment within 12 months of completion of the training program, or within 12 months of the date of testing. (Employer provides reimbursement.) On-site testing provided for OUBOCES students.

Admission Requirements: A successful TABE assessment may be required for applicants without a U.S. high school diploma. A reading level of 10 is required for this course. Call for testing and registration information: (845) 781-6715 EXT. 2. A completed physical examination with two-step PPD (purified protein derivative) is required prior to clinical placement. Royal blue scrubs are required.

Included: Clinical component to satisfy NYS requirement, NYS testing fee and textbook(s).

Home Health Aide - 120 Hours

Home Health Aides (HHA) assist people who have disabilities, chronic illness, or cognitive impairment with their daily activities. Their duties often include providing support with bathing and dressing, checking vital signs and assisting with prescribed medication regime. Light housekeeping, such as laundry, dishes, and vacuuming are often part of a HHA’s activities. Sometimes a HHA will plan appointments and arrange transportation to doctors’ offices.

Employment of Home Health Aides is projected to grow 38 percent from 2014 to 2024, much faster than the average for most occupations. Source: U.S. Bureau of Labor Statistics.

Training includes learning how to provide direct patient care, observe/report changes in patient's status, provide a clean and safe environment, assist with meal planning, etc. The program also provides training in completing health related tasks, such as measuring blood pressure, pulse, temperature, and respiration. Students will learn to direct patients in simple prescribed exercises prescribed under the direct care of a physician. A clinical practice component is included in this program. In addition, a criminal background check will be required.

Admission Requirements: A successful TABE assessment may be required for applicants without a U.S. high school diploma. A reading level of 8 is required for this course. Call for information: (845) 781-6715 EXT. 2.

Program Requirements: Required textbooks, royal blue scrubs.

This course is currently offered as an integrated course only, please see page 13.
Health Information Technician - 300 Hours
(Introduction to Medical Billing and Coding)

Traditionally holding the title of Certified Billing and Coding Specialist would be enough to fulfill job requirements for reimbursement in the medical office. Today it is essential to specialize in Electronic Health Records as well. This dual certification covers the entire role of the Health Information Technician.

Health Information Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients’ medical and treatment histories.

According to the Department of Labor’s Occupational Outlook Handbook, employment of Health Information Technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. In the Mid-Hudson region, jobs for people in all ambulatory health care services are expected to increase by 37 percent by 2022, which is the highest increase of any industry. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will mean more claims for reimbursement from insurance companies. Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

This introductory three-in-one program includes instruction of basic anatomy and physiology including medical terminology. It also covers the basic principles, regulations, and guidelines of the insurance claim processing procedures and the principles and guidelines of diagnostic and procedural coding. Terminology of EHR systems and the practical use of such systems in a health care provider office setting is also provided.

Upon successful completion of the Health Information Technician course students may be ready for an entry-level position in a medical office setting.

Admission Requirements: A successful TABE assessment may be required for applicants without a U.S. high school diploma. A reading level of 10 and a math level of 8 is required for this course. General keyboard and computer skills are required. Attendance at an Information Session is suggested; please see page 5.

Program Requirements: Required textbooks.

Optional for additional fees: National Healthcareer Association Certified Billing and Coding Specialist (CBCS) and Certified Electronic Health Record Specialist (CEHRS) exams.

Calling All Allied Health Professionals!
Have you ever considered sharing your skills with the community? Consider becoming an Adult Health Careers Educator.
Contact: Robert Hess (845) 781-6715 EXT. 10826
NEW!  NUEVO!

Integrated English as a Second Language and Vocational Training Programs

These programs are designed specifically for adult English language learners who are interested in enrolling in vocational training while simultaneously learning how to read, write and speak the English language. Students who participate will be co-enrolled in a contextualized health-care or technology-specific English as a Second Language (ESL) course along with the vocational training course which will run concurrently. Students who enroll must attend both the ESL and vocational portions of the course with no exceptions. Program tuition must be funded through a partnering agency.

If you would like testing, registration or funding information, please call (845) 781-6715 EXT. 10830 or EXT. 10843

Home Health Aide (HHA) / English as a Second Language (ESL)
270 Hours, 54 Sessions, Tuition $1,680
Offered in Newburgh and Middletown
Schedule: M-Th 9:00AM to 2:00PM
Next session begins January/February, depending on enrollment.

Admission Requirements: Students must be current US citizens or have legal resident status. A TABE reading score of 6.0 or BEST Plus score of 453 is required.

Program Requirements: Required textbooks and royal blue scrubs.

Included: Clinical component to satisfy NYS requirement and NYS testing fee.

Nurse Assistant (NA) / English as a Second Language (ESL)
280 Hours, 56 Sessions, Tuition $1,820
Offered in Newburgh and Middletown
Schedule: M-Th 9:00 AM to 2:00PM
Next session begins January/February, depending on enrollment.

Admission Requirements: Students must be current US citizens or have legal resident status. A TABE reading score of 7.0 or BEST Plus score of 525 is required. A completed physical examination with two-step PPD (purified protein derivative) is required prior to clinical placement.

Program Requirement: Royal blue scrubs

Included: Clinical component to satisfy NYS requirement, NYS testing fee and textbook.

IC3 (Microsoft Office Suite) / English as a Second Language (ESL)
250 Hours, 63 Sessions, Tuition $1,188
Offered in Newburgh and Middletown
Schedule: M-Th 12:00PM to 4:00PM
Next session begins January/February, depending on enrollment.

Admission Requirements: A BEST Plus score of 453 is required.

Program Requirement: Required textbook.

Please call (845) 781-6715 EXT. 10830 or EXT. 10843 for more information.
SÍ, HABLO ESPAÑOL
Pharmacy Technician - 48 Hours

Pharmacy Technicians work under the supervision of a registered pharmacist in hospitals, pharmacies and other healthcare settings. As increasing demands are made on healthcare pharmacy providers the opportunities for trained Pharmacy Technicians will increase as will their responsibilities.

Employment of Pharmacy Technicians is projected to grow 12% from 2016 to 2026, faster than the average for most occupations. Source: U.S. Bureau of Labor Statistics.

This 48-hour Pharmacy Technician course is taught by a licensed Pharmacist with 37 years of experience in numerous fields of practice including nuclear pharmacy, institutional practice environments, in home infusion and compounding pharmacies. This course will provide students with both the fundamental knowledge required for an entry-level Pharmacy Technician position as well as the practical knowledge and experience that only an instructor in a live classroom setting can provide. This course will help prepare students to take the Pharmacy Technician Certification Exam (PTCE) and the instructor will advise students as to the many different fields in pharmacy practice available. The course curriculum will include drug classification, pharmacology, medical terminology, and proper drug administration. Requirements include textbook/workbook reading and assignments in addition to attendance of classroom lectures. The lectures will provide additional real life practical professional experience information to reinforce reading assignments. Please note students must have no criminal record to be eligible to sit for the Pharmacy Technician Certification Exam (PTCE).

Admission Requirements: A successful TABE assessment may be required for applicants without a U.S. high school diploma. A reading level of 10 and a math level of 8 is required for this course.

Program Requirements: Required textbooks.

Programs in Planning!

- Dental Assistant Certification
- Hospitality Services and Tourism
- Industrial Maintenance Mechanic

If you would like to be contacted when more information is available on these classes, please call (845) 781-6715 Option 2.

Do you have a skill or talent that you would like to share?

Consider becoming an adult educator!

Contact: Andrew Carnright
(845) 781-6715 EXT. 10773
or email Andrew.Carnright@ouboces.org

WWW.OUBOCES.ORG
Sterile Processing Technician - 600 Hours, $7,200 (Dates do not include clinical hours/days)
Order your book(s) online. Book(s), uniform and testing fee(s) are not included.
A5547 SP1-19 Arden Hill/Goshen 9:00 AM - 1:00 PM Fridays AND 9:00 AM - 3:00 PM Saturdays
June 2019
Phlebotomist Technician - 155 Hours, $2,325 (Dates do not include clinical hours/days)
Order your book(s) online. Book(s), uniform and testing fee(s) are not included.
A9891 WI1-19 Middletown 5:00 PM - 9:00 PM M, T, W 2/19 - 4/9/19
A9891 WI1-19 Newburgh 5:00 PM - 9:00 PM T, W, Th 4/23 - 6/5/19
A9891 SP1-19 Middletown 8:30 AM - 12:30 PM M, T, W 6/10 - 7/24/19
Clinical Medical Assistant - 240 Hours, $3,600
Order your book(s) online. Book(s), uniform and testing fee(s) are not included.
A5574 WI1-19 Middletown 9:00 AM - 2:00 PM M, T, W 1/22 - 5/29/19
A5574 WI2-19 Middletown 5:00 PM - 9:00 PM M, T, W 2/25 - 6/25/19
A5574 SP1-19 Middletown 4:30 PM - 8:30 PM M, T, W 4/1 - 8/29/19
A5574 SP2-19 Middletown 9:00 AM - 2:00 PM M, T, W 6/3 - 9/18/19
A5574 FA3-18 Newburgh 10:00 AM - 3:00 PM M, T, F 1/7 - 5/13/19
EKG Technician - 100 Hours, $1,400
Order your book(s) online. Book(s), uniform and testing fee(s) are not included.
A9093 WI1-19 Middletown 9:00 AM - 1:00 PM T, Th, F 1/8 - 2/22/19 1/22 - 3/8/19
A9093 WI1-19 Middletown 5:00 PM - 9:00 PM T, W, Th 2/19 - 4/23/19 3/5 - 5/7/19
A9093 SP1-19 Middletown 5:00 PM - 9:00 PM T, W, Th 5/7 - 6/27/19 5/21 - 7/7/19
Nurse Assistant - 130 Hours, $1,820
Uniform is not included.
A5650 WI1-19 Middletown 8:30 AM - 3:00 PM M, T, W, Th 1/28 - 3/8/19 2/11 - 3/25/19
A5650 WI1-19 Newburgh 8:30 AM - 3:00 PM M, T, W, Th 2/25 - 5/13/19
A5650 WI1-19 Newburgh 5:00 PM - 9:00 PM T, W, Th 3/25 - 5/13/19
A5650 WI1-19 Newburgh 5:00 PM - 9:00 PM T, W, Th 5/7 - 7/25/19
A5650 SP2-19 Middletown 8:30 AM - 3:00 PM M, T, W, Th 5/20 - 6/29/19 5/29 - 7/10/19
A5650 WI1-19 Newburgh 5:30 PM - 8:30 PM T, Th 2/12 - 6/25/19 2/26 - 7/9/19
Health Information Technician - 300 Hours, $3,900
Order your book(s) online. Book(s) and testing fee(s) are not included.
A5569 WI1-19 Middletown 9:00 AM - 2:00 PM T, W, F 2/5 - 7/31/19 3/5 - 7/31/19
Pharmacy Technician - 48 Hours, $672
Order your book(s) online. Book(s) are not included.
A5575 WI1-19 CTEC/Goshen 6:00 PM - 9:00 PM T, Th 1/29 - 3/21/19 3/19 - 5/9/19

Payment plans are available for the following Health Careers courses:
Sterile Processing Technician, Phlebotomist Technician, Clinical Medical Assistant, EKG Technician and Health Information Technician
Please inquire about payment plan fees and requirements at registration.

Please check our online catalog at [WWW.OUBOCES.ORG/CATALOG](http://WWW.OUBOCES.ORG/CATALOG) for regularly updated schedules and new, unadvertised course offerings!
Automotive Academy

Are you interested in Automotive Repair and Maintenance as a career? Get trained at Orange-Ulster BOCES! We have a modern, clean, state-of-the-art training facility. Our experienced instructors are ready to help you learn the skills necessary to obtain employment with a comprehensive knowledge of the automobile and its systems. Over the course of one year, six units will be offered. These units must be taken in order from Unit 1 through Unit 6.

Admission requirements prior to registration: A successful TABE assessment is required for applicants without a U.S. high school diploma or equivalent. A reading level of 8.5 and math level of 8 is required for this course. Book required. Attendance at an Information Session is suggested.

Automotive Academy Unit 1: Electrical Systems – 48 Hours
Unit 1 lays the foundation for all future classes. In this class, students will learn about the role of the battery and ways to test it. They will become familiar with the operation of charging and starting systems, learn about series and parallel circuits and how they operate, as well as the different types of fuses and how to test them. Students will become proficient in the use of a digital multi-meter and how to diagnose basic electrical problems. Textbook required, order online.

Unit 2: Engines and Cooling Systems – 48 Hours
Unit 2 of the Automotive Academy is an in-depth introduction to engines and cooling systems. Break down engines, learn about timing systems and belts, troubleshoot cooling systems, and perform routine maintenance. Textbook required, order online.

Unit 3: Brakes – 48 Hours
Learn how disc and drum brake systems work. This includes component inspection and repair, master cylinder testing and repair, and bleeding the brake system. Expanded curriculum also covers anti-lock braking systems and restraint systems (seatbelts and airbags), as well as all electronic systems relating to brakes. Includes: Anti-lock Brakes (ABS), Electronic Traction Control (ETC), and Electronic Stability Control (ESC). Textbook required, order online.

Unit 4: Suspension, Tires and Alignment – 48 Hours
Learn how suspension systems work, including: components, testing, repair of shocks and struts, tire service, CV axle inspection, removal and replacement, all joints, tie rod ends, and rack and pinion steering. Also included are: mounting, dismounting, and balancing tires, four-wheel alignments (including castor, camber, and toe) using electronic alignment equipment, and electronic suspension. Textbook required, order online.

Unit 5: Fuel and Emissions Systems – 48 Hours
Learn about all the different types of fuels used in today's hi-tech automobiles. Curriculum includes: where gasoline and diesel fuels are derived and produced, the different types of fuel injection systems and their operation, how to test and replace the different types of fuel system components, diagnosing basic fuel injection system related problems, types of emissions, emissions systems components and testing, fuel and emissions related to DTCs and how to diagnose them. Textbook required, order online.

Unit 6: Ignition Systems – 48 Hours
Students will learn the different types of ignition systems used today, the two major electrical circuits used in the ignition system, and the different types of spark plugs, wires, and ignition coils, and their operation. Curriculum also includes how to test and replace the different types of ignition system components, and ignition system related DTC’s (diagnostic trouble codes). Textbook required, order online.

All 6 units use the same textbook. See schedules on the next page.
Introduction to Auto Body – 48 Hours
Orange-Ulster BOCES is pleased to announce our NEW Introduction to Auto Body course! In this introductory course students will learn the basics of auto body and collision repair. Topics covered include types of automotive frames and how to repair them, repairing steel and removing damage, using a stud welder, applying body filler and primer, using dual action sanders, removing and reinstalling exterior panels, removal and installation of glass, troubleshooting window switches, applying corrosion protection, refinishing and custom paint.

Introduction to Auto Body - 48 Hours, $804
A1340 WI-19 CTEC/Goshen 6:00PM - 9:00PM M, T, W, Th 2/25 - 3/21/19

Small Engine Maintenance and Repair - 18 Hours
Join us for this NEW course to learn about winterization and how to prepare small engines for storage. Minor repairs, carburetor rebuilds and basic tune-ups will be covered as well as DIY blade sharpening, bearing replacements and more.

Small Engine Maintenance and Repair - 18 Hours, $270
A1557 WI-19 CTEC/Goshen 6:00PM - 9:00PM T 2/5 - 3/12/19
Orange-Ulster BOCES offers National Center for Construction Education and Research (NCCER) curriculum and national certifications for many trades.

NCCER sets the standard in construction education. NCCER’s training process includes instructor certification, standardized curriculum, an automated national registry for successful program completers, and assessment and certification programs that are nationally endorsed and supported by leading contractors, associations and manufacturers. NCCER credentials are portable and industry-recognized around the country for those who successfully complete programs and assessment requirements. NCCER programs include theory and varying amounts of hands-on instruction. Homework will be assigned and content material will be assessed regularly.

Every NCCER Level 1 course includes NCCER Core Curriculum: Introductory Craft Skills which will demonstrate basic trade knowledge to employers. Employers today want reassurance that potential candidates can prove that they have all of the skills needed to be successful on the job. Topics include Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills, Basic Employability Skills and Introduction to Materials Handling. Students must successfully complete Core Curriculum to receive NCCER National Certification for Level 1. Those who successfully pass all NCCER Core Curriculum modules will receive a NCCER transcript.

A successful TABE assessment may be required for applicants without a high school diploma. A reading level of 8.5 and a math level of 8 are required for these courses. Students must register in person after prerequisites have been met. Payment is due at time of registration. Payment plans are available for NCCER programs. Books are required, order online. All Level 1 programs include Core Curriculum; therefore, the Core textbook is required in addition to the program textbook. Textbooks are required for the first day of class.

Students who successfully complete NCCER Level 1 Programs, the NCCER Core Curriculum and BOCES’ attendance requirements will receive a BOCES Certificate of Completion, NCCER Level 1 Certificate, training transcript and wallet card.

Students who successfully complete NCCER Level 2 programs and meet BOCES’ attendance requirement will receive a BOCES Certificate of Completion, NCCER Level 2 Certificate, and training transcript.
NCCER Electrical Level 1 - 160 Hours
To prepare you for a career in the electrical industry, we offer this comprehensive curriculum based on the National Electrical Code, which complies with the Department of Labor’s time-based standards for apprenticeship. The Occupational Electric Program follows the NCCER Level 1 curriculum and includes Core Curriculum.

Level 1 includes the following modules:
Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction, Residential Electrical Services and Electrical Test Equipment.

NCCER Electrical Level 2 - 132 Hours
The Occupational Electric program follows the NCCER Level 2 curriculum. This level is a continuation of the program and will build on the knowledge and skills learned in Unit 1.

Level 2 includes the following modules:
Alternating Current, Motor Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Trays, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breaker and Fuses, Control Systems and Fundamentals. Prerequisite: NCCER Electrical Level 1.

NCCER HVAC Level 1 - 132 Hours
This program is designed to present theoretical and practical skills essential in the increasing development of the HVAC (heating, ventilation, and air conditioning) field. The Occupational HVAC program follows the NCCER Level 1 curriculum and includes Core Curriculum.

Level 1 includes the following modules:

NCCER HVAC Level 2 - 100 Hours
This program has been designed to combine several NCCER modules that will be most useful in the industry. Each module is reported to NCCER towards the student’s training transcript.

Level 2 includes the following modules:
NCCER Welding Level 1 - 212 Hours
Welding is a high-tech industry that can take you from NASCAR to National Defense. Welding is an integral component of all other industries. The Occupational Welding program follows the NCCER Level 1 curriculum. Orange-Ulster BOCES works closely with the Ironworkers Local 417 to review curriculum and ensure that students are exposed to the skills needed to enter Local 417’s apprenticeship program. This program includes Core Curriculum. There are required supplies for this program, which are not included in the tuition price. A supply list will be provided at registration. **Level 1 includes the following modules:** Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW Equipment and Setup, Shielded Metal Arc Electrodes, SMAW Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW Groove Welds with Backing and SMAW Open V-Groove Welds.

**Looking to learn to weld but don't need certification? Check out Welding Basics, page 22.**

NCCER Plumbing Level 1 - 132 Hours
Homeowners might think that plumbers only unclog drains and install toilets and sinks, but they are also trained to maintain and repair many types of pipe systems. Employment of plumbers, pipe fitters, and steamfitters is projected to grow 26% by 2020, faster than the average for many occupations. Demand for plumbers is expected to come from many new building projects in the Mid-Hudson Region and increased requirements for stricter water efficiency standards for plumbing systems. This program includes Core Curriculum. **Level 1 includes the following modules:** Plumbing Safety, Plumbing Tools, Math and Drawings, Plastic Pipe and Fittings, Copper Pipe and Fittings, Cast-Iron Pipe and Fittings, Carbon Steel Pipe and Fittings, Corrugated Stainless Steel Tubing, Fixtures and Faucets, Introduction to Drain, Waste and Vent Systems, and Water Distribution Systems.

NCCER Carpentry Level 1 - 140 Hours
Carpentry makes up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials. **Level 1 includes the following modules:** Building Materials, Hand and Power Tools, Reading Plans and Elevations, Floor Systems, Wall and Ceiling Framing, Introduction to Concrete, Reinforcing Materials and Forms, Windows and Exterior Door and Basic Stair Layouts. Also included in NCCER Carpentry Level 1 is Core Curriculum.

**Space is Limited**
**Register Early!**
*NEW* NCCER Carpentry Level 2 - 100 Hours
This program follows the NCCER Level 2 curriculum. This level is a continuation of the program and will build on the knowledge and skills learned in Unit 1.

Level 2 includes the following modules:
Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Cabinet Installation, and Window, Door, and Ceiling Trim. Prerequisite: NCCER Carpentry Level 1.

NCCER CERTIFIED PROGRAM SCHEDULES
Requirements: TABE or Waiver, Registration in Person.
Attendance at an Information Session is suggested.

NCCER Electrical Level 1 - 160 Hours, 40 sessions, $2,525
A1491 WI-19 Goshen/CTEC 5:00PM - 9:00PM M, T, W, Th 1/14 - 3/26/19

NCCER Electrical Level 2 - 132 Hours, 33 sessions, $2,037
A1492 WI-19 Goshen/CTEC 5:00PM - 9:00PM T, W, Th 1/24 - 4/11/19
A1492 SP-19 Goshen/CTEC 5:00PM - 9:00PM M, T, W, Th 4/23 - 6/18/19

NCCER HVAC Level 1 - 132 Hours, 33 sessions, $2,037
A1487 PA2-18 Goshen/CTEC 5:00PM - 9:00PM M, T, W 1/2 - 3/20/19

NCCER HVAC Level 1 - 132 Hours, 33 sessions, $2,037
A1487 SP-19 Goshen/CTEC 5:00PM - 9:00PM T, W, Th 3/21 - 6/18/19

NCCER HVAC Level 2 - 100 Hours, 25 sessions, $1,543
A1488 SP-19 Goshen/CTEC 5:00PM - 9:00PM T, W, Th 4/23 - 6/18/19

NCCER Welding - 212 Hours, 53 sessions
Coming in fall, see our next catalog.

NCCER Plumbing Level 1 - 132 Hours, 33 sessions, $2,037 3/21 - 6/18/19
A1486 WI-19 Goshen/CTEC 5:00PM - 9:00PM T, W, Th 3/13 - 6/6/19

NCCER Carpentry Level 1 - 140 Hours, 35 sessions
Coming in fall, see our next catalog.

*NEW* NCCER Carpentry Level 2 - 100 Hours, 25 sessions, $1,543
A1496 WI-19 Goshen/CTEC 5:00PM - 9:00PM T & Th 2/12 - 5/16/19

Textbooks are not included in tuition price. All Level 1 Programs require their textbook PLUS Core textbook. Level 2 Programs require their textbook.

NCCER Welding requires additional supplies that are not included in the tuition price. A supply list will be provided at registration.

Check our online catalog at WWW.OUBOCES.ORG/CATALOG for regularly updated schedules.
Welding Basics - 20 Hours
This class is designed for the beginner welder, artists, craftsmen, and weekend mechanics. Students will get hands-on oxygen/acetylene cutting and arc welding instruction, as well as an introduction to MIG welding, using cutting/brazing torch-arc (stick) welders on 1/4” and 1/2” plate steel using E6010 1/8 diameter rods and E7018 1/8 diameter rods.
BOCES will provide materials, safety glasses, and welding gloves. Students must provide welding shields (helmet – preferably auto darkening), cutting goggles or glasses with a #5 filter, hat, and protective clothing (jacket, denim, heavy cotton, leather, etc.) Work boots are required.

Refrigerant Handling for Certification - 9 Hours
Students will prepare for the Refrigeration Service Engineers Society Certification, which meets the EPA requirements for proper use of refrigerants, including recovery, recycling and reclamation. PLEASE NOTE: Exam will be given in class on last night, testing begins at 5PM. A payment of $30 will be collected on test date. Order textbook online.

Welding Basics - 20 Hours, 5 Sessions, $340
A9023 WI1-19 CTEC/Goshen 5PM - 9PM M & W 2/4 - 2/20/19
A9023 WI2-19 CTEC/Goshen 5PM - 9PM M & W 3/27 - 4/10/19
A9023 SP1-19 CTEC/Goshen 5PM - 9PM M & W 5/6 - 5/20/19

Refrigerant Handling for Certification - 9 Hours, 3 sessions, $150
A1341 FA-18 CTEC/Goshen 6PM - 9PM M, T, W 12/10 - 12/12/18
A1341 SP1-19 CTEC/Goshen 6PM - 9PM M, T, W 4/1 - 4/3/19
A1341 SP2-19 CTEC/Goshen 6PM - 9PM M, T, W 6/24 - 6/26/19

Equipment Operation:
Forklift Operator Training – 15 Hours
This introductory course will teach you the fundamentals of operating a forklift. This section is designed for those with little or no experience operating a sit-down counterbalanced forklift and serves as a prerequisite to the following Forklift Operator Certification class. Basic safety will also be covered. If you have little or no experience, you will first need this class to pass the certification test.

Forklift Operator Certification – 9 Hours
This course covers all the OSHA requirements necessary for 3-year certification. If you have little or no experience on a counterbalanced lift truck, you must first take Forklift Operator Training or you risk not being issued a certification. Please note this is a nine hour class, your final examination night will be scheduled within the listed date range.

Heavy Equipment Operator - 75 Hours
This class will introduce individuals into the world of operating heavy equipment. The class will include measuring the ground height using a tripod and builder’s level and operating a bulldozer, backhoe and excavator. Amounts of material for a job and simple job estimating will be introduced. A valid driver’s license is required to attend this class.

EQUIPMENT OPERATOR SCHEDULE

Forklift Operator Training - 15 Hours, 5 sessions, $220
M3008 SP-19 CTEC/Goshen 6:00PM - 9:00PM T & Th 5/7 - 5/21/19

Forklift Operator Certification - 9 Hours, 3 sessions, $168
M3009 SP-19 CTEC/Goshen 6:00PM - 9:00PM T & Th 5/28 - 6/6/19

Heavy Equipment Operator - 75 Hours, 25 sessions, $1,099
M3025 WI-19 CTEC/Goshen 3:30PM - 6:30PM M & W 3/4 - 6/10/19

WWW.OUBOCES.ORG
SECURITY GUARD

8-Hour Pre-Assignment Training Course for Security Guards
This is an 8-hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course.

16-Hour On-the-Job Training Course for Security Guards
This is a 16-hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course.

8-Hour Annual In-Service Training Course for Security Guards
This is an 8-hour course that must be completed within 12 calendar months from completion of the 16-hour on-the-job Training Course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct.

100% attendance is required for any of the three security courses offered. If there are any issues that the Director of the school cannot resolve, please call the Division of Criminal Justice Services at (518) 457-4135. Drop fees indicated in our Course Catalog do not apply to Security Guard classes. Security Guard students are entitled to a 100% refund if course is dropped prior to the start of instruction. For 16-hour classes, students are entitled to a 50% refund if the student cancels after the start of instruction, but before the start of the second class.

SECURITY GUARD SCHEDULE

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Course Description</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Hour Pre-Assignment Training</td>
<td>$108</td>
<td>M8500 WI-19 CTEC/Goshen</td>
<td>5:00PM - 9:00PM</td>
<td>W &amp; Th</td>
<td>2/19 - 2/21/19</td>
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<tr>
<td>16-Hour On-the-Job Training</td>
<td>$216</td>
<td>M8501 WI-19 CTEC/Goshen</td>
<td>5:00PM - 9:00PM</td>
<td>T &amp; Th</td>
<td>3/26 - 4/4/19</td>
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<tr>
<td>8-Hour Annual In-Service</td>
<td>$108</td>
<td>M8502 SP-19 CTEC/Goshen</td>
<td>5:00PM - 9:00PM</td>
<td>T &amp; Th</td>
<td>4/30 - 5/2/19</td>
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INCLEMENT WEATHER DELAYS AND CLOSINGS
Please check the home page of our website www.ouboces.org or call (845) 781-6715; a recorded message will relay information if applicable.
Computer-Aided Design - 24 Hours
AutoCAD is used by professionals in a wide range of industries. Industrial designers, technicians, interior designers, architects, engineers and workers in many other career fields rely on this software to help them find and implement design solutions. While these professionals once relied on a drafting board and drafting tools, they now rely on CAD software.

Students are introduced to the AutoCAD drawing environment and the necessary skills to begin creating and editing drawings. The focus of this course is on using accurate and efficient techniques to draw and modify basic shapes. No AutoCAD experience is necessary, but participants are expected to have basic computer knowledge and the ability to read blueprints.

Students will learn: interfacing with AutoCAD, using accurate drawing techniques, displaying areas of a drawing, working with object properties, creating and editing shapes, adding text and dimensions and printing.

Cisco Certified Network Administrator Level 1: Introduction - 72 Hours
In this introductory course, students will learn the architecture, structure, functions, and components of the internet and other computer networks. Students who successfully complete this course will be able to build simple LANs and subnet networks, perform basic configurations for routers and switches, and implement IP addressing schemes.

Cisco Certified Network Administrator Level 2: Routing/Switching - 72 Hours
In the second course in the Cisco Certified Network Administrator (CCNA) Routing and Switching Curriculum, students will learn how to configure a router and a switch for basic functionality. Students who successfully complete this course will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing and access control lists.

Both CCNA courses are aligned to prepare students with an understanding of networking. After completion of the courses, students may opt to take the CCENT (Cisco Certified Entry-Level Network Technician) Exam. All material is online and students will be able to configure and troubleshoot network configurations using a combination of packet tracer and hands on equipment.

CCNA Level 1: Introduction to Networks - 72 Hours, 24 Sessions, $1,000
Coming in fall, please see our next catalog.

CCNA Level 2: Routing & Switching - 72 Hours, 24 Sessions, $1,000
A2499 WI-19  CTEC/Goshen  6:00PM - 9:00PM  T & Th  2/5 - 5/7/19
Paint and Perk! - 2 Hours

What do you call a group painting class similar to Paint and Sip when you drink coffee and tea instead of alcohol? Paint and Perk, of course! In this group painting lesson participants will paint a predetermined image while enjoying a cup of coffee or tea. By the end of the night, you will complete and keep your creation. Please bring an apron. Canvas, paints and brushes will be supplied for the project. Please go to www.ouboces.org/projects to view the painting projects scheduled for each date.

Paint and Perk - 2 Hours, 1 Session, $40
A1114 FA4-18 CTEC/Goshen 6:00PM - 8:00PM M 12/17/18
A1114 WI1-19 CTEC/Goshen 6:00PM - 8:00PM W 1/16/19
A1114 WI2-19 CTEC/Goshen 6:00PM - 8:00PM W 2/13/19
A1114 WI3-19 CTEC/Goshen 6:00PM - 8:00PM W 3/13/19
A1114 SP1-19 CTEC/Goshen 6:00PM - 8:00PM M 4/8/19
A1114 SP2-19 CTEC/Goshen 6:00PM - 8:00PM M 5/20/19
A1114 SP3-19 CTEC/Goshen 6:00PM - 8:00PM W 6/12/19

Self Publishing - 6 Hours

Would you like to publish your own book? This class introduces you to the various ways to get published and then focuses on print-on-demand publishing that doesn’t cost a dime. You’ll be led step-by-step through the process of creating a professional book from idea to selling on Amazon, including how to use Microsoft Office to set up your book.

Self Publishing - 6 Hours, $109
A8012 SP-19 CTEC/Goshen 6:00PM - 9:00PM T 4/23 - 4/30/19

Commercial Sewing - 21 Hours

In this class students can prepare for a position in the commercial sewing industry. Learn to use the sewing machine and how to make adjustments to the various settings and dials on the machine. Students will work with a range of fabrics during the construction of garments. Installation of zippers on skirts and jackets will be covered as well as the use of a blindstitch machine. Alterations to pants as well as the construction of a skirt or dress will be covered, in addition to pattern cutting and sewing.

Commercial Sewing - 21 Hours, 7 Sessions, $315
A1548 WI-19 Newburgh 4:00PM - 7:00PM M 3/4 - 4/15/19
WordPress Website Design - 12 Hours

WordPress is one of the most popular Content Management Systems on the internet due to its powerful plugins and tens of thousands of free themes. This class will introduce you to WordPress and assist in getting your website set up and running. Topics also include how to obtain your own web presence, how to set up WordPress with a theme and plugins, and uploading and editing content.

Your First Computer Class - 15 Hours

In this class you will learn basic computer hardware and software terms and what you should know when buying a computer. Learn how to navigate Windows and use software to type and print a letter. Navigating the internet and internet etiquette and safety will also be covered. Saving your work and your photos to a flash drive will be taught as well.

Intro to Microsoft Office Suite - 30 Hours

Learn the basics of Word, Excel, Access, and PowerPoint in this class. Topics include document formatting, working with graphics, basic formulas, queries, and reports. This class is instructor-led with lecture and hands-on format.

Microsoft Office Suite IC3 - 99 Hours

This program covering Microsoft Office is highly recommended for those looking for an office job or wanting to upgrade their computer skills. It covers the material in the IC3 Certification Program which will bring you up to speed on the latest office technology and help you become an efficient and competent office employee. This course is targeted towards people who are new to computers or have limited exposure to a computer prior to taking this course. Topics include: Computing Fundamentals - knowledge and use of computer hardware, software, and operating systems; Living Online - working in an internet or networked environment, including basic knowledge of networks and the internet; skills in specific applications such as electronic mail software and Web browsers; finding and evaluating information; and an understanding of issues related to computing and using the internet at work, home and school. Key Applications - MS Word, MS Excel, MS Powerpoint. At the end of the class, students may be recommended to sit for the IC3 exam, which will require an additional fee.

Microsoft Word - 12 Hours

Microsoft Office is the most widely used productivity software in the world. In this introductory class students will learn to create, edit and format Microsoft documents using the ribbons, tabs, templates, themes and more.

Microsoft Excel - 12 Hours

In this introductory class students will learn how to create, edit, and format basic worksheets and workbooks in Microsoft Excel. Learn the functions of the ribbons and tabs, manipulate your data to perform calculations using frequently-used commands, use Excel’s Quick Analysis tool, and learn how to modify the worksheet and the appearance of data.

A+ Certification - 72 Hours

A+ Certification is the industry-wide standard for entry level Computer Technicians. This prep course provides instruction in hardware and software including: repair, upgrade and troubleshooting Windows compatible computers. Students will prepare for the current Comp TIA A+ exams. Prerequisite: Basic computer knowledge. Please note: OUBOCES does not offer these exams at this time. Please visit VUE.COM or PROMETRIC.COM for testing sites and vouchers. Comp TIA recommends 6 months of hands on experience before taking the exam. Textbook required. This course will be offered again in the fall.

Slideshow Presentations - 6 Hours

Learn to use Adobe Premiere and After Effects to create video slideshow presentations that will take your business to a whole new level. You will learn timing, basic editing skills and how to add text and graphics to enhance your presentations and present new ideas. You can even create slideshows for family events such as graduations, weddings, birthdays and more.
BUSINESS ACADEMY:

Notary Public Workshop – 3 Hours
This workshop will prepare you for the examination required for an appointment as a Notary Public in New York State. Key terminology will be reviewed and examples will be provided to illustrate situations that a notary public is likely to encounter. This will help prepare you to handle a variety of special situations, while minimizing legal liability. Every person appointed as a Notary Public must, at the time of his or her appointment, be a citizen or permanent resident alien of the United States and either be a resident or have an office or place of business in New York State. Please call (518) 474-4429 with questions regarding this workshop. Textbook required.

QuickBooks – 30 Hours
This condensed program is designed to give you basic knowledge of QuickBooks. The program will cover getting started, setting up, working with lists and bank accounts, entering sales, accounts receivable, and accounts payable. Windows and basic computer experience are required. All students will need a flashdrive.

Resume and Interview Skills Workshop - 6 Hours
This two-part workshop will prepare participants to create an effective resume and fine tune their interview skills. Learn the different types of resumes, how to make your resume work for you by highlighting your strengths, and avoid the most common mistakes. Improve your interview skills and learn to sell yourself to your prospective employer. Give yourself the edge for a successful job search. Please bring a copy of your current resume.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>Price</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WordPress Website Design</td>
<td>12</td>
<td>$218</td>
<td>5/14 - 6/4/19</td>
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<tr>
<td>Microsoft Word</td>
<td>12</td>
<td>$218</td>
<td>1/15 - 1/24/19</td>
<td>5/6 - 5/15/19</td>
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<tr>
<td>Microsoft Excel</td>
<td>12</td>
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<tr>
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<td>3</td>
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<tr>
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<td>6</td>
<td>$109</td>
<td>5/21 - 5/23/19</td>
<td></td>
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</tbody>
</table>

*Order your book online.
Culinary

ServSafe® Classes
Orange-Ulster BOCES is pleased to now offer ServSafe® classes! ServSafe® is the leader in food safety training and certification with the most widely accepted training program in the industry. ServSafe® certifications are nationally recognized by the National Restaurant Association.

ServSafe® Food Handler - 16 Hours
Learn the basic food safety practices for preparing and serving food. Earn your food handler certificate. Testing fee and book are included in the tuition price, and testing will occur in class.

ServSafe® Food Handler - 16 Hours, $208
A5063 WI-19 Newburgh 5:00PM - 9:00PM Th 2/21 - 3/14/19

ServSafe® Manager - 16 Hours
Learn about foodborne illnesses, how to prevent them and how to train employees in food sanitation. Testing fee and book are included in the tuition price, and testing will occur in class.

ServSafe® Manager - 16 Hours, $316
A5064 WI-19 Newburgh 5:00PM - 9:00PM M 2/25 - 3/18/19

Chef Essentials - 15 Hours
Have you ever considered entering the food service industry or refining your skills in the kitchen? This introductory course will provide you with the basics of food preparation, food safety/sanitation and knife skills. Learn the basics to prepare, brine and cook meats to obtain a great braise. We will then cover stocks which can be used as a base for flavorful soups, chowders and more. Additional topics include vinaigrettes and meat marinades, appetizers, and desserts.

Chef Essentials - 15 Hours, $300
A5162 WI-19 CTEC/Goshen 6:00PM - 9:00PM T & Th 3/12 - 3/26/19

Baking Boot Camp - 15 Hours
Bake, taste, learn and have fun exploring the world of baking. Your exploration will take place under the guidance of an experienced chef in a first class teaching kitchen. Orange-Ulster BOCES’s Chef Blaine will cover the fundamental skills and techniques for bakers of all skill levels. Hands on practice and instruction will help students master concepts and techniques. Small class sizes allow for individual attention.

Baking Boot Camp - 15 Hours, $225
A5018 WI-19 CTEC/Goshen 6:00PM - 9:00PM W 3/6 - 4/3/19
Cake Decorating - 15 Hours
In this beginner course students will learn the technical aspects of cake decorating techniques such as cake assembly, the correct use of the pastry bags, and how to use the different types of decorating tips. Students will learn to write on cakes, create piped borders, and make buttercream flowers. We will also discuss cake design and learn how to decorate rosette cakes, ombre cakes, petal cakes, and watercolor cakes. On the first night of class students will be given a supply list of items to purchase including pastry bags, tips, and other decorating tools. These supplies are not included in the tuition price.

Cake Decorating - 15 Hours, $225
A5151 WI-19  CTEC/Goshen  6:00PM - 9:00PM  W  3/6 - 4/3/19

Sugar Cookies - 6 Hours
In this fun hands-on class, you'll master the surprisingly simple techniques for transforming royal icing and sugar cookies into edible art. Our chef will walk you through the steps for incorporating colors into icing and practice piping skills to create beautifully decorated cookies.

Sugar Cookies - 6 Hours, $120
A5161 FA-18  CTEC/Goshen  6:00PM - 9:00PM  M & W  1/7 - 1/9/19
A5161 WI-19  CTEC/Goshen  6:00PM - 9:00PM  M & W  2/4 - 2/6/19

All About Icings - 3 Hours
Don’t know your ganache from your buttercream? In this class we will learn the differences between the many different types of icing and explore some of the best ways in which they can be used in your cupcake and cake decorating. Please bring at least six unfrosted cupcakes to decorate in class, and don’t forget a container to bring your masterpieces home!

All About Icings - 3 Hours, $60
A5163 WI-19  CTEC/Goshen  6:00PM - 9:00PM  M  2/11/19
*NEW* Amazing Appetizers
Forget the cheese and crackers! Come and learn some new amazing appetizer recipes to impress your guests at your next gathering.

Pizza Night! - 3 Hours
Learn how to make fresh, flavorful pizza at home! Our chef will teach you about sauces, cheese options, toppings and pizza doughs. Learn how to transform them into a multitude of mouth-watering meals.

Tex-Mex Favorites - 3 Hours
Explore the big flavors of Tex-Mex cooking, from salsa and guacamole to crowd-pleasing taco and fajita varieties.

Cuisines of Italy - 3 Hours
Buona Sera! Or “Good Evening” in Italian. Discover the flavors of the Italian Provinces where the main Italian dishes evolved. Start with basic sauce and the proteins that are used in traditional dishes and then learn the proper cooking techniques of Italian dishes.

South American Cuisines - 3 Hours
Spice up the evening with aromatic flavors and traditional dishes from Tex-Mex to Peruvian and Chilean. We will be waking up the fabulous flavors of sweet, spicy, and savory!

Asian Cuisine - 3 Hours
This class will take you into the mainland Chinese and Japanese dishes, using spice mixes and implementing the different cooking techniques of the traditional proteins. Learn about the different dipping sauces from different regions of Asia.

Guten Tag! German Cuisine - 3 Hours
This class will give you the knowledge of a traditional dinner course representing the finest German gourmet dishes from the northern parts of Hamburg to Stuttgart in the south. Explore the rich and flavorful cuisine of Germany.

Puerto Rican Cuisine - 3 Hours
What’s on the menu? Tostones – fried plantains, Arroz con Gandules – a traditional rice dish, and Empanadas seasoned with sofrito.

Soups, Soups, Soups - 3 Hours
Baby, it’s cold outside! Learn to make healthy and hearty soups. Put down the canned stuff and join our chef for an evening of healthy and easy soup making. Learn the secrets behind some of the timeless recipes that professional chefs use in the workplace.

Chocolate Lovers Workshop – 3 Hours
Let the endorphins flow! Explore everyone's favorite guilty pleasure and one of our most popular classes. Join our chef for a night making tarts, flourless chocolate cakes and dipping anything edible!

Ravioli From Scratch - 3 Hours
Making ravioli from scratch is easy to do and better than anything you can buy in a store. This course will introduce you to fresh pastas and delicious fillings such as Four Cheese filled with Pesto Cream Sauce.

Stews and Braises - 3 Hours
Not your mom’s stew! Learn to make a rich base and add layers of flavor to make a delicious meal. Learn the secrets to hearty, slow-cooked stews and tender, flavorful braises.

Asian Dumplings - 3 Hours
No need to order out after tonight! Learn the basics of dumpling wrapping and explore filling and cooking options for your delectable dumplings. Get ready to fill and fold!

Pasta of Italy - 3 Hours
Homemade pasta of distinction! Create the perfect pasta dough and create endless variations and shapes. Next, you will make the perfect sauce to compliment your culinary creation.

Register Online Today!
www.ouboces.org/register
WWW.OUBOCES.ORG
# CULINARY SCHEDULE

All culinary classes are held at the CTEC/Goshen location
53 Gibson Road, Goshen NY

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td><em>NEW</em> Amazing Appetizers - 3 Hours, $60</td>
<td>6:00PM - 9:00PM</td>
<td>Th</td>
<td>1/17/19</td>
<td></td>
</tr>
<tr>
<td>Pizza Night! - 3 Hours, $60</td>
<td>6:00PM - 9:00PM</td>
<td>W</td>
<td>4/10/19</td>
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</tr>
<tr>
<td>Tex-Mex Favorites - 3 Hours, $60</td>
<td>6:00PM - 9:00PM</td>
<td>M</td>
<td>2/25/19</td>
<td></td>
</tr>
<tr>
<td>Soups, Soups, Soups - 3 Hours, $60</td>
<td>6:00PM - 9:00PM</td>
<td>Th</td>
<td>1/31/19</td>
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</tr>
<tr>
<td>Chocolate Lovers - 3 Hours, $60</td>
<td>6:00PM - 9:00PM</td>
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<td>2/13/19</td>
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<tr>
<td>Ravioli from Scratch - 3 Hours, $60</td>
<td>6:00PM - 9:00PM</td>
<td>Th</td>
<td>1/24/19</td>
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<tr>
<td>Stews and Braises - 3 Hours, $60</td>
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<td>1/23/19</td>
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</tr>
<tr>
<td>Pasta of Italy - 3 Hours, $60</td>
<td>6:00PM - 9:00PM</td>
<td>T</td>
<td>3/25/19</td>
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</tbody>
</table>

All culinary students are asked to wear clothing appropriate for working in a commercial kitchen. Hairnets and gloves will be supplied. Students are asked to bring their own aprons.

Classes fill quickly, register early!

Class already full? Get on the waiting list for the first chance at new, unadvertised classes!
PERSONAL ENRICHMENT:

Beginner Guitar – 30 Hours
Even if you have never picked up a guitar before, you might be pleasantly surprised how simply and quickly you can learn how to play some of your favorite songs. In this 10-week course students will learn how to read music, learn basic chords and basic strumming techniques, and how to apply these chords to many popular songs. It is recommended that students have an instrument to practice on daily to get the most out of class instruction.

Beginner Guitar Part 2 - 15 Hours
This course is an extension of the Beginner Guitar class. Students will gain more knowledge of the fretboard by learning how to create scales. They will learn the theory of how to build chords, and then apply them to the guitar. They will also continue learning how these chords are used in many chord progressions and how they relate to the many songs that we will be playing in class. This course will require basic knowledge of guitar chords and music-reading ability.

Beginning Piano and Keyboard – 30 Hours
Learn quickly and easily how to comfortably make two hands work together on the piano or keyboard. This group class offers the same instruction found in the best private lessons. Students will need to purchase a book at the first session. It is recommended that the students have a piano or keyboard at home to practice daily assignments. Everyone learns at their own pace.

Intermediate Piano and Keyboard - 30 Hours
Those who have completed Beginning Piano or who have some previous music knowledge will be best prepared for this instruction. Students will study from a book which will be purchased at the first session. It is recommended that the students have a piano or keyboard at home to practice daily assignments. Everyone learns at their own pace. Prerequisite: Beginning Piano and Keyboard.

Getting Paid To Talk: Voice-Overs as a Profession - 2 ½ Hours
This exciting class will explore numerous aspects of voice-over work for television, film, radio, audio books, documentaries and the internet in your area. We will cover all the basics, including how to prepare the all-important demo. Learn how to be successful and earn a great income in this exciting field. Class participants will even have a chance to record a commercial script under the direction of our Voice Coach Producer.

Getting Paid to Talk: Voice-Overs as a Profession - 2 ½ Hours, 1 Session, $40
A6100 WI-19 CTEC/Goshen 6:30PM - 9:00PM M 2/11/19
A6100 SP-19 CTEC/Goshen 6:30PM - 9:00PM Th 4/25/19
A6100 SP1-19 CTEC/Goshen 6:30PM - 9:30PM Tu 6/25/19
PHOTOGRAPHY:

Digital Photography - Beginner - 12 Hours
Today it seems like smartphones may be taking photos as good as your DSLR (Digital Single Lens Reflex) or advanced compact camera. Now’s the time to learn just why you bought that expensive and heavy DSLR camera. You have the power and this class will teach you how to wield it. Move past the automatic mode and into the programmable modes of your camera including aperture and shutter priority. Gain a thorough understanding of your camera’s settings and functions. Learn proper exposure, focus control, ISO (International Standards Organization), release modes, white balance and much more. Bring your Digital SLR camera or advanced compact camera with you to class.

Digital Photography - Advanced - 12 Hours
Take your digital camera to its maximum abilities. Learn your camera’s advanced features and take pictures like the pros. This class is for those who are comfortable with how their DSLR (Digital Single Lens Reflex) camera works but need to know how to make this technology work for them. Covered in this class are: aperture and shutter priority modes, depth of field, custom exposure using a gray card, advanced white balance, forced perspective, painting with light, long exposure photography, remote flash, slow sync, high dynamic range, histogram, understanding bokeh, golden mean, shooting “raw” and more. Bring your camera and tripod to class.

Introduction to Photoshop – 12 Hours
Would you like to be able to edit and improve your photos? Learn how the Adobe Photoshop program can be used to brighten, darken, crop and enhance the quality of your downloaded photos. More advanced skills will include how to add text, remove specific parts of your image, and even create basic advertisements for your business.

PHOTOGRAPHY ACADEMY SCHEDULE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Sessions</th>
<th>Cost</th>
<th>Days</th>
<th>Times</th>
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<td>4</td>
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<td>6:00PM - 9:00PM</td>
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<tr>
<td>Digital Photography - Advanced - 12 Hours</td>
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<td>4</td>
<td>$155</td>
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<td>6:00PM - 9:00PM</td>
<td>3/19 - 4/9/19</td>
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<td>M &amp; W</td>
<td>6:00PM - 9:00PM</td>
<td>5/6 - 5/15/19</td>
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INCLEMENT WEATHER DELAYS AND CLOSINGS
Please check the home page of our website www.ouboces.org or call (845) 781-6715; a recorded message will relay information if applicable.
HIGH SCHOOL EQUIVALENCY CLASSES

Orange-Ulster BOCES high school equivalency (HSE) classes are specifically designed to deliver comprehensive instruction to prepare students for the New York State Test Accessing Secondary Completion (TASC), formerly known as the GED. Our HSE instructors offer students a variety of instructional approaches to meet students’ individual learning needs. All courses integrate career readiness skills to help students achieve their goals.

OUBOCES offers Technology Based Instruction and a support staff to assist you with finding a job and/or continuing with college.

To become an HSE student you must......

• Be 21 years old
• Attend an Intake
• Complete the Test for Adult Basic Education (TABE Test)

CLASSES OFFERED IN ENGLISH AND SPANISH!

Please call (845) 781-6715 Option 1 for more information.
Our Literacy Zone focus is to:

• Identify educational limitations in the community and explore ways the Literacy Zone can meet those needs.
• Establish bridges and build relationships with organizations that enhance services to students.
• Match students with available resources in the community.
• Assist students in pursuing and reaching their goals.
• Inform students about classes and programs available through the Literacy Zone.
• Encourage regular class attendance and assist with barriers preventing students from coming to class.

"Let us provide you with the necessary guidance to enhance your life"

• Addiction
• Child Services
• Employment and Training
• Financial Services
• Health Services

Community Partnership Agencies are...

* ACCES - VR
* CASH Coalition
* Catholic Charities
* Department of Health
* Independent Living
* Jewish Family Services
* Latinos Unidos
* Literacy Connections
* Maternal Infant Services
* Orange County Youth Bureau
* RECAP - Head Start
* SUNY Orange
* WIOA Workforce Investment Board
* Legal Services of the Hudson Valley
* Cornell Cooperative Extension

* NEH Human Services
* Monroe and Middletown YMCA
* Newburgh Armory Unity Center
* Ramapo Catskill Library System
* Orange County Department of Social Services
* Orange County Employment and Training
* Orange County Office of the Aging
* Orange County United Way
* Orange County Veterans Coalition
* Middletown Cares Coalition
* Pathstone
* Safe Harbors of the Hudson
* Team Newburgh
* Workforce Development Institute
* United Healthcare
ENGLISH AS A SECOND LANGUAGE
APRENDÁ INGLÉS COMO SEGUNDO IDIOMA

• Multi-level classes offered
• Opportunities to advance to High School Equivalency Classes
• Programs include information about Immigration, Health, Employment, Finances, and much more!
• Varios niveles ofrecidos
• Oportunidades para avanzar al programa Equivalencia de Escuela Secundaria
• Programas incluyen información sobre Inmigración, Salud, Empleo, Finanzas y más!

To register please call 845-781-6715 EXT. 1
Para inscribirse por favor llame: 845-781-6715 EXT. 1

ESL LOCATIONS/LOCALIZADOS

NEWBURGH
- Newburgh Learning Center

MIDDLETOWN
- Middletown Learning Center

MONROE
- Monroe YMCA

GOSHEN
- Main Street

SECOND CHANCES
Out of School Youth Program for students ages 16-24

Sponsored by Orange-Ulster BOCES and the Department of Labor’s Employment and Training Administration

• Earn your high school equivalency (HSE) diploma in a small group setting
• Engage in instructional activities that are individualized for your learning needs
• Develop employment skills and create a winning resume
• Get paid for work experience in the form of job shadowing and/or internships
• Work with a case manager who will assist you in achieving your academic and career goals

Orange-Ulster BOCES
Newburgh Adult Learning Center
3 Washington Center
Newburgh, NY 12550
(845)781-6715 EXT. 1
ORANGE WORKS CAREER CENTERS

What is Orange Works?
Collaborative one-stop employment centers, providing services to individuals seeking career opportunities and businesses building their workforces.

Job Seekers can access necessary tools for conducting an aggressive job search. Our resource area has a library, computers to prepare resumes, copiers, telephones, fax machines, related workshops and other services. Career assessment, testing and retraining programs are also available for targeted individuals.

Businesses can use the facility for recruitment purposes, such as posting job openings and meeting with potential hires. Our staff will provide links to services and programs, such as On-the-Job Training and government tax credit incentives. Save time, effort and money in pre-screening! Call us for your employment needs and visit one of our centers today!

Marie Blair - Coordinator

Fulton Plaza
33 Fulton St.
Middletown, NY 10940
845-346-1247

Maple Building
3 Washington Ctr. 4th Fl.
Newburgh, NY 12505
845-568-5090/5377

Orange County Workforce Investment Board, Orange County Government, In partnership with Orange County Employment and Training Administration, Orange-Ulster Board of Cooperative Educational Services, Orange County Community College and NYS Department of Labor

ONLINE COURSES:

Learn from the comfort of home
Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. All courses begin on the third Wednesday of each month and run for six weeks (with a two-week grace period at the end). Courses are project-orientated and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

In tough economic times, it is sometimes difficult to participate in a costly certificated program that can help you get the job you want or advance in the one you have. Well, we’ve heard your concerns and Orange-Ulster BOCES is pleased to announce its partnership with Gatlin Education Services, that will allow you to finance a menu of on-line certificated program offerings. Listed below are just some of the courses offered!

• Grant Writing Suite
• Entrepreneurship Suite
• Paralegal Preparation
• Health and Well-Being
• And Much More!

COURSES START AS
LOW AS $99

Log on to:
www.ed2go.com/ouboces
for more course offerings.

How To Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/ouboces
2. Click courses link, choose department and course title you are interested in and select Enroll Now button. Follow instructions to enroll and pay for your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in.
GENERAL INFORMATION:
Further information regarding OUBOCES programs may be obtained by calling the OUBOCES Office of Adult Educational Services in Newburgh (845) 781-6715 EXT. 2. Due to the great number of phone calls we must rely on our voicemail system. Please make sure you leave your phone number and the call will be returned promptly. Registrations must be received two business days prior to class start.

COSTS
Textbooks and supplies are not included in tuition costs. Additional supply fees are paid at time of registration. Some courses have a supply lists of materials to be purchased by the student for the class. Some courses require approved eye protection. The course instructor will explain specific requirements.

TEXTBOOKS
Go to ouboces.org and hover over the orange Adult Education tab. Choose ‘Textbook Information’ to view a list of the required books for each class. Textbooks are to be purchased by the student and brought daily, starting with the first day of class. Textbooks are not included in the tuition price (exception: Nurse Assistant).

PREREQUISITE REQUIREMENTS
Some courses have prerequisite requirements including testing, interviews and more. A student planning to register for an advanced course without having taken the basic course(s) should first inquire at the OUBOCES Adult Education office for advisement.

COMPLETION CERTIFICATES
For programs offering national NHA certification, students must maintain a 85% attendance rate to receive an OUBOCES Certificate of Completion and to sit for national certification exams. Courses less than 10 hours do not qualify for certificates. Print your name on the registration form as you wish it to appear on the certificate; later changes in spelling will result in a $5.00 fee.

SPECIAL FEES
A change or drop of a non-certified program incurs a fee of $0.00. A change or drop of a Certified (99+ hours) program incurs a fee of $100.00. The returned check fee is $25.00. The duplicate document fee is $5.00. Students who request duplicate receipts or transcripts are required to pay a $5.00 fee for each instance. Please allow two (2) weeks for fulfillment. Records are kept for six (6) years.

NO CHILDREN
Children may not accompany students to class.

EMERGENCY CLOSINGS AND DELAYS
School closings will be announced on the OUBOCES website, through OUBOCES News Notifier, local radio stations or call (845) 781-6715 for announcement.

COURSE CANCELLATION
The offering of all courses is at the determination of the Orange-Ulster BOCES, which reserves the right to cancel courses at any time.

DISCLAIMER
We require our instructors to teach in their areas of expertise. Our instructors are not permitted to use the classroom for personal gain, nor to solicit clients or customers. Therefore, we are not responsible for any advice or consultation given beyond classroom setting and course curriculum materials.

DAMAGED OR LOST PERSONAL PROPERTY -INJURY ON PREMISES OR OFF-SITE
We do not assume any responsibility, real or imposed, for the loss of personal property or the injury of any student.

PERSONS WITH DISABILITIES
Our facilities are accessible to persons with disabilities. Please notify us at the time of registration to discuss your individual requirements.

TITLE IX COMPLIANCE
Orange-Ulster Counties operates all programs in compliance with the federal and state laws which prohibit discrimination because of race, color, religion, creed, national origin, political affiliation, sex, age, marital status, sexual orientation, pregnancy, military status, veteran status, genetic predisposition or carrier status, ancestry, disability or any other legally protected status. The Superintendent of Instruction and Title IX/Section 504/ADA Coordinator, (845) 291-0100 Extension 10120.

ATTIRE
Proper attire is required. No tank tops or open shoes in culinary areas. Trade, Auto, Basic Welding and Health Careers classes have specific attire, see course descriptions and Student Handbook.

REFUND POLICY
Occupational Certification Programs
This pertains to all Certified Occupational Health and Construction Trade Programs (99+ hrs)
1. Refunds for classes canceled by Orange-Ulster BOCES
100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.
2. Refunds for students who withdraw before the first day of class
If student withdraws before the first day of class, $100 of the tuition is retained by the agency. Appropriate refunds shall be made within 45 days of the class start date. There is no refund if the class is not formally dropped BEFORE the first day of class.

All Other Classes
If a class is dropped by the student prior to the first day of class: $10 drop fee is retained from the refund as a drop fee. Thereafter, NO REFUND.

Any refunded money will be for tuition only and does not include book or supply fees. Please allow 45 days for refunds.
CALL: (845) 781-6715 EXT. 2 FOR INFORMATION!

REGISTRATION FORM (one per person)

DO NOT use this form to register for NCCER, NHA or any other programs that offer National Certification. See beginning of catalog for info on how to enroll in those programs.

Locations & Miscellaneous Information for Registering

Middletown Adult Learning Center:
53 Bedford Ave Middletown, NY 10940
Hours: M-Th 9AM-12PM, 5PM-9PM
(845) 781-6715 EXT. 4

Goshen Main Campus:
CTEC (during school calendar)
53 Gibson Rd. Goshen, NY 10924
Hours: M-Th 5:15PM-8:30PM
Sept. 10th - June 25th
(845) 781-6715 EXT. 10316

Newburgh Adult Learning Center:
SUNY Orange Campus
3 Washington Center, Newburgh, NY 12550
Hours: M-F 9AM-3PM, M-Th 5PM-7PM
(845) 781-6715 EXT. 2

Fax Registration:
Fax this completed form with credit card number and expiration date (printed clearly) to
(845) 562-5124

By Mail: (check payable to OUBOCES)
OUBOCES Adult Learning Center
SUNY Orange Campus
3 Washington Center, Newburgh, NY 12550

By Phone:
(845) 781-6715 EXT. 2 (registration)
Hours: M-F 9AM-3PM, M-Th 5PM-7PM

Online: www.ouboces.org

To save time register on-line now at www.ouboces.org

Complete all of the following information. Print CLEARLY.

Last Name: ____________________________________________ First Name: ________________________________

Mailing Address: _________________________________________________________________________________

City: ___________________________ State: ___________ ZIP: _______________________

Home # ____________________________________ Work # _________________________________

Cell # _____________________________________ DOB (mm/dd/yyyy) ___________________

Email: _____________________________________________________________________________

Emergency Contact (1): Name_____________________________ Phone: ____________________

Emergency Contact (2): Name ____________________________ Phone: ___________________

Student’s Sex: ___M ___F       High School Grad? ___Yes ___No
High School Equivalency Diploma? ___Yes ___No    Handicapped? ___Yes ___No
Ethnic Group: _American Indian/Alaskan Native _Asian Pacific Islander _Black _Hispanic _White

VISA OR MASTERCARD (CIRCLE ONE)

CC # _____________________________ EXP DATE __/____ CVV CODE ______

CHECK# _________________ NAME ________________________________________________

ADDRESS ______________________ CITY___________ STATE ____________ ZIP__________

Registrations must be received 2 business days prior to start of class.

COURSE NUMBER | COURSE TITLE | TUITION

| | | TOTAL |

| | | |
Trades Programs:
Automotive Academy, NCCER Courses (Electrical, HVAC, Welding, Plumbing and Carpentry).

HealthCareers Programs:
Sterile Processing Technician, Phlebotomist Technician, Clinical Medical Assistant, EKG Technician, Nurse Assistant, Home Health Aide, Health Information Technician, and Pharmacy Technician.

Also:
- English as a Second Language
- High School Equivalency
- Enrichment Classes