



Division of
**ADULT &
CONTINUING
EDUCATION**

2023
Course Offerings



*Vocational
training courses
and enrichment
classes*



REGISTER TODAY!



ORANGE-ULSTER BOCES

Learning for Life

Welcome to our latest edition of the Adult Education course catalog for Orange-Ulster BOCES! The OU BOCES staff is thrilled to provide you with information for all of the courses that we have in store for 2023. 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 (GED), or learn how to speak English through our English as a Second Language (ESL) classes, OU BOCES has what you are looking for and more!

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, baking, computer software, learning to play an instrument, painting, and photography are just a few examples of what OU BOCES has to offer.

Furthermore, we want to thank you again for taking the time to look through our 2023 catalog and we hope you can find something in here that interests you! For additional information please call 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,
The OU BOCES Adult Education Staff



Division of
**ADULT &
CONTINUING
EDUCATION**

ORANGE-ULSTER BOCES LEADERSHIP

Chief Operating Officer..... Deborah McBride Heppes
Deputy Superintendent..... Kerri B. Stroka

Cooperative Board

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- Michael Bello
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THE MISSION OF THE ORANGE-ULSTER BOCES IS TO SERVE OUR COMPONENT DISTRICTS AND COMMUNITY IN THE DEVELOPMENT OF CONTINUOUS LEARNERS WHO WILL BE SUCCESSFUL IN MEETING THE CHALLENGES OF LIVING IN OUR SOCIETY TODAY AND IN THE FUTURE. WE WILL ACCOMPLISH THIS MISSION IN A COST EFFECTIVE MANNER WITH A DEDICATED, SKILLED, CARING STAFF PROVIDING QUALITY EDUCATIONAL SERVICES IN A SAFE, NURTURING AND ACCESSIBLE ENVIRONMENT.

ADULT & CONTINUING EDUCATION

At Orange-Ulster BOCES

CAREER AND TECHNICAL EDUCATION

The campuses at the Career and Technical Education Center in Goshen 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 have payment plans, and funding from local partnering agencies may be available for eligible people.

LITERACY

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 GED 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 foreign language speakers 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.

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.

Support Services

Orange-Ulster BOCES employs literacy 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. OU BOCES partners with many agencies that may help students with tuition.

Get started today!

Our staff is ready to help!

Adult and Continuing Educational Staff

Kathleen Smith

Director of CTEC and Practical Nursing

Lori Yakawiak

Coordinator of Adult and Continuing Education

Renee Mulligan

Coordinator of Vocational Programs

ADULT & CONTINUING EDUCATION

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For additional information call (845) 781-6715, option 2.

How can I get started in a new career?

CERTIFIED HEALTH COURSES:

EKG Technician
Phlebotomist Technician
Medical Billing and Coding
Clinical Medical Assistant
Nurse Assistant

CONSTRUCTION TRADES COURSES:

Welding
Plumbing
HVAC
Electrical
Carpentry

AUTOMOTIVE

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

IF YOU ARE INTERESTED IN AN OCCUPATIONAL PROGRAM LISTED ABOVE...

- Attendance at an Information Session is suggested. See website for Health Careers or Trades/Automotive Information Sessions.
- Please note that these programs require either a U.S. High School Diploma, Transcript/Equivalent, or successful Test of Adult Basic Education (TABE) test. See specific course descriptions for more information. An interview and/or screening may be required prior to registration.
- You must register for these courses via email.
- See website for Registration Forms and email addresses.

Scan code or visit our website:
WWW.OUBOCES.ORG/ADULTED



Space is Limited

Register Early!

Practical Nurse (PN) Program - 1104 Hours

The PN program adheres to NYS approved curriculum and is comprised of 1104 hours of instruction. Successful course completion is required to be eligible to sit for the Practical Nurse State Board Exam.

ADMISSION REQUIREMENTS:

- Official High School transcript or High School Equivalency transcript (with scores)
- Complete a virtual PN Information/Financial Aid session and submit the related Google Form
- Successful completion of the TEAS exam for nursing students. TEAS test can only be taken twice within the year of application and must be at least 30 days in between exams.
- \$100.00 non-refundable application fee (MasterCard, Visa or money order)
- Interview with Team Leader or designee
- 2 professional references (required forms provided to candidates)

Please note admission to the PN program is **very competitive** and many requirements must be met, both prior to applying 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 & criminal background check
- Submit a completed physical exam (must be within the year)
- Provide a current immunization record
- Obtain valid American Heart Association Healthcare Provider CPR card (Adult, Infant, and Children)



PN Program Information Session

All information regarding enrollment and financial aid will be provided. This is the first step to enroll in the PN program. Interested candidates must view the slideshows and complete the Google Form. Admission testing is offered through ATI.

2023-2024 Information Session & Financial Aid slideshow links will be listed on the Practical Nurse page of the Orange-Ulster BOCES website in the fall.

Full-time and part-time classes begin in September and follow a traditional school calendar. Full-time class meets Monday through Friday, between the hours of 8:00am-3:00pm. Part-time classes meet one full day and three half days per week. Currently there are no evening or weekend classes.

***CLASSES ARE HELD AT: Orange-Ulster BOCES Newburgh Adult Learning Center
3 Washington Center, Newburgh, NY 12550***

2023-2024 Tuition:

Full-Time: \$15,800 (estimated)

Part-Time: \$7,900 (estimated)

Approximate cost of books, uniforms & fees: \$1,000.00

For more information, please call: 845-781-6715, Ext. 10800

HEALTH CAREERS ACADEMY

Attendance at an Information Session is suggested.

Requirements: TABE or HS/College transcript

Health Careers classes are offered year round in Newburgh.

Check the website for more details.

MEDICAL PROGRAMS AT ORANGE-ULSTER BOCES

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!

Admission requirements:

BOCES requires students provide a high school or college transcript or GED scores. Students without a U.S. high school diploma must take the TABE.

Phlebotomy candidates are required to interview in addition to the above requirements.

CLASS	Minimum TABE math score	Minimum TABE reading score
Phlebotomy	10	7.5
Clinical Medical Asst.	8	10
Billing and Coding	8	10
EKG	8	10
Nurse Assistant	N/A	10

Phlebotomist Technician - 155 Hours, \$2,325

Offered evenings, 3 days a week (Dates do not include clinical hours/days)

Book(s), uniform and testing fee(s) are not included. See textbook list for ISBN#

*Interested candidates must call to schedule an appointment for interview once dates are posted. Interview appointments are first come first serve.

Medical Billing and Coding - 210 Hours, \$3,000

Meets 4 evenings a week - virtual

Book(s) and testing fee(s) are not included. See textbook list for ISBN#

Clinical Medical Assistant - 240 Hours, \$3,600

Hybrid and in person classes 3-4 days a week

Book(s), uniform and testing fee(s) are not included. See textbook list for ISBN#

EKG Technician - 100 Hours, \$1,400

Hybrid and in person classes 3 days a week

Book(s), uniform and testing fee(s) are not included. See textbook list for ISBN#

Nurse Assistant - 130 Hours, \$1,820

Hybrid and in person classes 2-3 days a week (dates include clinical hours)

Uniform and books are not included

Exam fee is included

Payment plans are available for the following Health Careers courses:

Phlebotomist Technician, Clinical Medical Assistant, and Medical Billing and Coding

Please inquire about payment plans at registration.

Phlebotomist Technician - 155 Hours, \$2,325

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 for work, childcare and transportation in order to be available for clinical assignment. Students are not certified until the NHA Certification Exam is passed.



Program Requirements:

Students must register by email or in person. Required textbooks, gray scrubs, completed physical exam with two-step PPD (purified protein derivative) prior to clinical placement.

Additional Fee:

National Healthcareer Association exam.

Medical Billing and Coding - 210 Hours, \$3,000

This course is designed to prepare students for a career as a medical coder/biller in a physician's office or work from home. Topics include Medical Terminology, Anatomy and Physiology, and Medical Coding: purposes, principles and guidelines. Class includes instructions on ICD 10 CM, CPT and HCPCS coding including determination of the levels of Evaluation and Management services.

The course also covers the basic principles, regulations, and guidelines of the insurance claim processing procedures and the regulations and guidelines of diagnostic and procedural coding. This program will help to prepare students to take the AAPC Certified Professional Coder (CPC) exam or the National Health Association Certified Billing and Coding Specialist (CBCS) exam.

Medical Billing and Coding Specialists 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, databases and registries, and to maintain patients' medical and treatment histories.

According to the Department of Labor's Occupational Outlook Handbook, employment in the area of Medical Billing and Coding is projected to grow 13 percent by 2026 — much faster than the average for all occupations.

Program Requirements:

Students must register by email or in person. Students enrolling will also register online through AAPC in order to purchase textbooks and CPC exams at a discounted rate. AAPC enrollment will be aided by the course instructor once the course begins or shortly before the start date.

Additional fees:

AAPC Certified Professional Coder (CPC) Exam and/or the National Healthcareer Association Certified Billing and Coding Specialist (CBCS) exam.

Clinical Medical Assistant - 240 Hours, \$3,600

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 medical field foundations: 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.

Program Requirements:

Students must register by email or in person. Required items: textbooks, gray scrubs, National Healthcareer Association exam.

EKG Technician - 100 Hours, \$1,400

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.

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.

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.

Program Requirements:

Students must register by email or in person. Required items: textbooks, gray scrubs, National Healthcareer Association exam



Calling All Allied Health Professionals!

Have you ever thought about sharing your talents and skills with the community?

Consider becoming an Adult Health Careers Educator!

CONTACT US: (845) 781-6715, EXT. 39107

Nurse Assistant - 130 Hours, \$1,820

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 OU BOCES students.

Included:

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

Program Requirements:

Students must register by email or in person. Required item: royal blue scrubs



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.



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. 10812

SÍ, HABLO ESPAÑOL

Home Health Aide (HHA)/English as a Second Language (ESL)

270 Hours (120 hours HHA, 150 ESL), 54 Sessions

Offered in Newburgh and Middletown

Schedule: M-Th 9:00 AM to 2:00 PM

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 (130 hours CNA, 150 hours ESL), 56 Sessions

Offered in Newburgh and Middletown

Schedule: M-Th 9:00 AM to 2:00 PM

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 (100 hours IC3, 150 hours ESL), 63 Sessions

Offered in Newburgh and Middletown

Schedule: M-Th 12:00 PM to 4:00 PM

Admission Requirements:

A BEST Plus score of 453 is required

Program Requirement:

Required textbook

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.

One or all classes can be taken. It is recommended that they are taken in order.

Admission Requirements Prior to Registration:

Either a successful TABE assessment or a valid U.S. high school transcript/equivalent or college transcript must be provided. A reading level of 8.5 and math level of 8 is required for this course. Book required. Attendance at an Information Session is recommended.

Program Requirements:

Required textbook and appropriate protective clothing including overalls or jeans, and work boots

AUTOMOTIVE ACADEMY UNITS:

Unit 1: Engines and Cooling Systems – 48 Hours, \$865

MONTHS	DAYS	TIME
September-October	T, W, Th (Fall 23)	5:30-8:30 PM

Unit 1 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 2: Electrical Systems – 48 Hours, \$865

MONTHS	DAYS	TIME
October-November	T, W, Th (Fall 23)	5:30-8:30 PM

Unit 2 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 3: Fuel and Emissions Systems – 48 Hours, \$865

MONTHS	DAYS	TIME
November-January	T, W, Th	5:30-8:30 PM

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 4: Ignition Systems – 48 Hours, \$865

MONTHS	DAYS	TIME
January-March	T, W, Th	5:30-8:30 PM

Students will learn the different types of ignition systems used today, the two major electrical circuits used in the ignition system, the different types of spark plugs, wires, 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.

Unit 5: Brakes – 48 Hours, \$865

MONTHS	DAYS	TIME
April-May	T, W, Th	5:30-8:30 PM

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 6: Suspension, Tires, and Alignment – 48 Hours, \$865

MONTHS	DAYS	TIME
May-June	T, W, Th	5:30-8:30 PM

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 caster, camber, and toe) using electronic alignment equipment, and electronic suspension. Textbook required, order online.

All 6 units use the same textbook.

Small Engine Equipment Maintenance - 18 Hours, \$325

Join us for this course to learn about winterization and how to prepare your small engine equipment for storage. Equipment troubleshooting, carburetor rebuilds and basic tune-ups will be covered, as well as DIY blade sharpening, bearing replacements and more. Participants will be encouraged to bring in their own small engine equipment to work on as part of the class.

Check website for course dates and times.

Scan code or visit our website:
WWW.OUBOCES.ORG/ADULTED



Space is Limited
Register Early!

CONSTRUCTION TRADES AND ORANGE-ULSTER BOCES

Orange-Ulster BOCES offers construction trades courses that are based around industry leading practices for many different trades.

OU BOCES sets the standard in construction education. The OU BOCES training process includes standardized curricula and certificate programs that are locally endorsed and supported by leading contractors, associations, and manufacturers. OU BOCES construction trades certificates are portable and industry-recognized in the greater Orange County, NY area for those who successfully complete programs and assessment requirements. OU BOCES programs include theory and varying amounts of hands-on instruction. Homework will be assigned and content material will be assessed regularly.

Every Level 1 course includes introductory craft training 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. Those who successfully pass all Construction Trades Curriculum modules will receive a OU BOCES certificate.



A successful TABE assessment will be required for applicants without a high school diploma/equivalency or a college transcript. 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 Construction Trades programs. Books are required; order online. Textbooks are required for the first day of class.

Students who successfully complete Level 1 Programs and meet BOCES attendance requirements will receive a BOCES Level 1 Certificate of Completion.

Students who successfully complete Level 2 programs and meet BOCES' attendance requirements will receive a BOCES Level 2 Certificate of Completion.

CONSTRUCTION TRADES

Requirements: TABE or HS/College transcript
Attendance at an Information Session is suggested.

Construction trades classes are offered in the fall and winter/spring semesters. They are 2-3 nights a week, 3-4 hours a night.

Check the website for more details.

For course schedules, scan code or visit our online catalog at

WWW.OUBOCES.ORG/CATALOG



**Or, register in person at 53 Gibson Road, Goshen, NY 10924
Call 845-781-6715, EXT. 10316**

Electrical Level 1 - 140 Hours, \$2,520

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 Electrical program includes construction site safety training.

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.

Electrical Level 2 - 120 Hours, \$2,520

This level 2 course is a continuation of the program and will build on the knowledge and skills learned in Level 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: Electrical Level 1.

HVAC Level 1 - 100 Hours, \$1,800

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 includes construction site safety training.

Level 1 includes the following modules:

Introduction to HVAC, Trade Mathematics, Copper and Plastic Piping Practices, Soldering and Brazing, Ferrous Metal Piping Practices, Basic Electricity, Introduction to Cooling, Introduction to Heating and Air Distribution Systems.

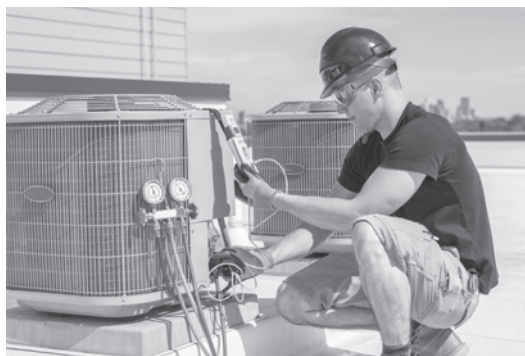
HVAC Level 2 - 100 Hours, \$1,800

This program has been designed to combine several different modules that will be most useful in the industry. Each module is designed to prepare students for future entry level employment in the HVAC industry.

Level 2 includes the following modules:

Leak Detection, Evacuation and Recovery, Heat Pumps, Troubleshooting Cooling, Metering Devices, Compressors, and Refrigerant Oils.

Prerequisite: HVAC Level 1.



Space is Limited
Register Early!

Welding Level 1 - 120 Hours, \$2,160

Welding is a high-tech industry that can take you from NASCAR to National Defense. Welding is an integral component of all other industries. This program includes construction site safety. 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, Operation of basic welding hand/power tools, SMAW, GMAW, GTAW, Oxy-Fuel Cutting and Brazing, Plasma Cutting, and Air Carbon Arc Gouging.

Looking to learn to weld but you don't need an extensive course?

Check out Welding Basics on page 17.



Carpentry Level 1 - 140 Hours, \$2,520

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 Carpentry Level 1 is training on construction site safety.

Carpentry Level 2 - 100 Hours, \$1,800

This level 2 course is a continuation of the program and will build on the knowledge and skills learned in Level 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: Carpentry Level 1.

Plumbing Level 1-120 Hours, \$2,160

Level 1 includes the following modules:
Plumbing Safety, Plumbing Tools, Math and Drawing, Plastic Pipe and Fittings, Copper Pipe and Fittings, Cast-Iron Pipe and Fittings, Carbon Steel Pipe and Fitting, Corrugated Stainless Steel Tubing, Fixtures and Faucets, Introduction Drain, Waste and Vent Systems, and Water Distribution Systems.
Classes meet 3 days a week 5-9 PM.

Welding Basics - 20 Hours, \$360

MONTHS	DAYS	TIME
September-June	M, W	5-9 PM

This class is designed for the beginner welders, artists, crafters, 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.

**For Welding Basics classes 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.*

Welding Basics - 20 Hours, 5 Sessions

Classes are offered M & W, 4 hours per class

Refrigerant Handling for Certification (3 Sessions)- 9 Hours, \$160

MONTHS	DAYS	TIME
September-June	M, T, W	5-9 PM

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 5 PM. A payment of \$35 will be collected on test date. Order textbook online.

Refrigerant Handling for Certification - 9 Hours, 3 Sessions

Book and testing fee are not included in tuition. See textbook list for ISBN#.

Check website for class dates.

EQUIPMENT OPERATION:

Forklift Operator Training – 15 Hours, \$270

MONTHS	DAYS	TIME
September-March	T, W	5-9 PM

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 need this class first to pass the certification test.

Forklift Operator Certification – 9 Hours, \$160

MONTHS	DAYS	TIME
September-March	T, W	5-9 PM

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, Spring only, \$1,350

MONTHS	DAYS	TIME
March-June	T, W	5-9 PM

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.

COMMUNITY PERSONAL ENRICHMENT

OU BOCES offers community personal enrichment, business, workspace, technology and other job skills training. These classes are offered throughout the year in our Goshen location at 53 Gibson Road. Please note that the term "hybrid" classes indicates that these courses will potentially run both in-person and virtually, as per the schedule set forth by the instructor. Schedules are subject to change and new classes are added throughout the year. Check the website for the most up-to-date classes offered.

Scan code or visit our website:

WWW.OUBOCES.ORG/ADULTED



SECURITY GUARD

8-Hour Pre-Assignment Training Course for Security Guards, \$120

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, 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, \$240

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, \$120

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.

**Classes are held during the fall and winter/spring semesters.
Check website for current schedule.**



Inclement Weather 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 (CAD) - 30 Hours, 10 Sessions, \$540

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. 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 Associate Level 1: Introduction to Networks - 72 Hours, 24 Sessions, \$1,295

This course covers the first portion of the Cisco CCNAv7 Curriculum (Introduction to Networks and the first half of Switching, Routing and Wireless Essentials) which prepares students for the CCNA Certification. This course covers topics such as network representation, switch and router configuration, implementing layer 2 and layer 3 connectivity, IPv4 and IPv6, IPv4 and IPv6 sub netting, OSI and TCP Network Models, WLANs, ARP, default gateway issues SSH, VLANs and inter-VLAN routing, STP, Etherchannel and DHCP.

Cisco Certified Network Associate Level 2: Advanced Concepts and Security - 72 Hours, 24 Sessions, \$1,295

This course covers the second portion of the Cisco CCNAv7 Curriculum (Second half of Switching, Routing and Wireless Essentials and Enterprise Networking Security and Automation) which prepares students for the CCNA Certification. This course covers topics such as HSRP, port security, WLANs, IPv4 and IPv6 static and default routes, dynamic routing and OSPF, creating firewalls with access control lists, static and dynamic NAT, PAT, CDP, LLDP, NTP.

**Both CCNA courses are aligned to prepare students with an understanding of networking. After completion of the courses, students may opt to take the CCNA (Cisco Certified Network Associate) 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.*

BUSINESS ACADEMY:

Notary Public Workshop – 3 Hours, \$55

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. 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.

QuickBooks (Hybrid) – 30 Hours, \$540

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 flash drive.

Introduction to Google Suite (Hybrid) - 9 Hours, \$160

This course offers students and overview of Google Suite. Students will learn the components of Drive, Docs, Sheets, Slides, Keep, Forms, Sites, and video conferencing such as Zoom, Teams, Google Duo, Hangouts and Meets for productivity and collaboration.

WORKSPACE AND TECHNOLOGY SKILLS TRAINING:

Intro to Microsoft Office Suite (Hybrid) - 30 Hours, \$540

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 (Hybrid) - 99 Hours, \$1,485

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. Textbook is required for this course.

Microsoft Word - 12 Hours, \$215

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, \$215

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 tools, and learn how to modify the worksheet and the appearance of data.

A+ Certification (Hybrid) - 72 Hours, \$1,295

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 CompTIA A+ exams. Prerequisite: Basic computer knowledge. Please note: OU BOCES does not offer these exams at this time. Please visit VUE.COM or PROMETRIC.COM for testing sites and vouchers. CompTIA recommends 6 months of hands on experience before taking the exam. Textbook required.

****Please Note: The term "Hybrid" denotes that these particular courses will potentially run both in-person and virtually.***

CULINARY COURSES

All culinary courses are held at the CTE Center in Goshen from 6:00 PM to 9:00 PM, 1-2 nights per class.

International Cuisine- 15 hours, \$350

Take a culinary vacation without leaving the area! Chef Victoria will share her favorite recipes from her travels around the world with you. Experience Europe, India, Asia and more through your senses.

Baking Boot Camp - 15 Hours, \$250

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. Chef Anthony 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.

Bread Making 101 - 12 Hours, \$195

Bread making is one of the world's oldest and tastiest traditions. In this 12-hour class students will learn about ways to make different types of breads from across the globe including sweet rolls, savory rolls, traditional loaves of different types of bread, and tons of other tasty goodies. If you love the wonderful world of bread, you won't want to miss this one!

All culinary students are asked to wear clothing appropriate for working in a commercial kitchen.

Please refrain from wearing shorts, sleeveless shirts, or open toed shoes. Gloves will be supplied. Students are asked to bring their own aprons.

CHEF BIOS

CHEF ANTHONY

Chef Anthony is a CIA graduate and has his own catering company. Anthony is a world-traveled chef and loves taking ideas and flavors from his travels and bringing it to your table.



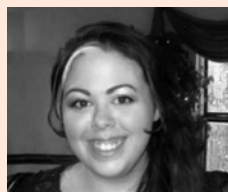
CHEF VICTORIA

Chef Victoria is a CIA graduate and currently is a culinary instructor at a local school district. Victoria has traveled the world and enjoys incorporating global recipes and flavors into her menus.



CHEF BRITTANY

Chef Brittany is a trained pastry chef. Brittany has been at BOCES for several years now sharing her knowledge of confections with her students. Join Brittany in making baked delights for you and your family.



Coming Soon

DATES & TIMES TBD

Check oubores.org/register for Current Schedule.

Scan code or visit our website:
WWW.OUBOCES.ORG/REGISTER



PASTRY COURSES

Cake Decorating 1 - 15 Hours, \$250

MONTH	NIGHTS	TIME
February	5	6-9 PM

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 2 - 15 Hours, \$250

MONTH	NIGHTS	TIME
March (5 weeks, 1 night a week)	5	6-9 PM

(Must have already completed the original Cake Decorating 1 course)

In Cake Decorating 2, we will learn new techniques that will build on the basic skills that you learned in the original Cake Decorating 1 course. In this course students will be working with fondant, making gum paste roses, creating sculpted cakes and tier cakes.

Sugar Cookies - 6 Hours, \$140

MONTH	NIGHTS	TIME
February/April	2	6-9 PM

In this fun hands-on class, you'll master the surprisingly simple techniques for transforming royal icing and sugar cookies into edible art. After preparing and baking delicious scratch-made sugar cookies, our chef will then walk you through the steps for incorporating colors into icing and practice piping skills to create beautifully decorated cookies.

Holiday Cookies - 6 Hours, \$140

MONTH	NIGHTS	TIME
March	2	6-9 PM



Bring your cookie tins and spend two evenings working with Chef Brittany. The first night we will prepare all of the dough using traditional holiday cookie recipes from around the world. On the second night the class will bake and decorate hundreds of cookies. Prepare to bring home lots of leftovers to share with family and friends!

Homemade Doggie Delights - 3 Hours, \$70

MONTH	NIGHTS	TIME
March & May	1	6-9 PM

Learn how to make delicious treats for your fur baby from scratch. In this class you will bake different kinds of homemade pupcakes and cookies without having to worry about any potentially harmful artificial chemicals or preservatives. Each student will receive recipes along with some treats to take home to your dog

For course dates, scan code or visit our online catalog at
WWW.OUBOCES.ORG/CATALOG



CULINARY COURSES

Tapas Night - 3 Hours, \$70

MONTHS	DAYS	TIME
February, April-May	Tues. or Wed.	6-9 PM

Instead of Taco Tuesday, have tapas! In Spanish, tapas mean “small bites”. It is the perfect way to taste a variety of flavors at the same time. Tempt your palate as you take a tour of Spain’s perfect little food.

Let's Do Brunch! - 3 Hours, \$70

MONTH	DAYS	TIME
February	Tues. or Wed.	6-9 PM

Brunch is becoming a popular way to get together with family and friends during the weekend. Create both traditional and non-traditional brunch foods to wow your friends and family. Learn how to build the perfect brunch at home.

Couples Cooking - 3 Hours, \$70

MONTH	DAYS	TIME
February	Tues. or Wed.	6-9 PM

Looking for a different kind of date night? Instead of reservations, you and your partner, or friends can learn new recipes that will make staying in more fun than going out.

Vegan - 3 Hours, \$70

MONTH	DAYS	TIME
February	Tues. or Wed.	6-9 PM

A plant-based diet can optimize your health and dishes can be immune-boosting, anti-inflammatory and naturally cleansing. Learn techniques that make plant based just as delicious as traditional meals.

Greek and Mediterranean Cuisine - 3 Hours, \$70

MONTH	DAYS	TIME
March	Tues. or Wed.	6-9 PM

Take a mini trip with your senses as you learn how to cook mouthwatering, healthy dishes from the Greek Isles, to southern Italy and Morocco. Spreads, salads, and traditional recipes will tantalize your taste buds that will become a staple in your lunches and dinners for entertaining friends.

30 Minute Meals - 3 Hours, \$70

MONTH	DAYS	TIME
March	Tues. or Wed.	6-9 PM

Living a busy schedule means not a lot of time to cook a delicious meal. Being short on time doesn't mean the meal has to be short on flavor. Learn how to get tasty meals on the table in a flash that the family will love!

Dessert Lovers - 3 Hours, \$70

MONTH	DAYS	TIME
February	Tues. or Wed.	6-9 PM

Create show stopping desserts that will indulge your sweet tooth. Every level of expertise will learn how to make heavenly treats. A perfect night out with your friends or family.

Amazing Appetizers - 3 Hours, \$70

MONTH	DAYS	TIME
February	Tues. or Wed.	6-9 PM

Hosting a party and don't know what to make? Learn how to make spectacular hors d'oeuvres that will have your guests asking for your recipe. In this class create perfect little bites that pack a flavor punch.

Additional and popular classes are added throughout the year.

For the most up-to-date class offerings go to ouboces.org/catalog

Pizza Night - 3 Hours, \$70

MONTH	DAYS	TIME
February	Tues. or Wed.	6-9 PM

Forget the cardboard box and delivery! Make your own pizza! Learn about dough making, the perfect sauce, how to stretch and shape your dough and traditional to creative toppings. Maximize your home oven to deliver fresh pizza to your table.

Asian Cuisine - 3 Hours, \$70

MONTH	DAYS	TIME
March	Tues. or Wed.	6-9 PM

Craving pad Thai or lo mein? In this class, our chef will show you how to incorporate traditional spices and flavors to cook up staples of China and Japan. Learn how to delight your taste buds by making some of your take-out favorites!

Healthy Eating 3 Hours, \$70

MONTH	DAYS	TIME
March	Tues. or Wed.	6-9 PM

Healthy cooking doesn't need to taste horrible! Learning how to use the right ingredients and techniques produces remarkably delicious meals. Master how to create nutritious, savory, easy meals and snacks that will transform your view on healthy food and your health.

Hearty Stews - 3 Hours, \$70

MONTH	DAYS	TIME
January	Tues. or Wed.	6-9 PM

Warm yourself from the inside out. You will discover how to make a rich base and add layers of flavor to make a delicious and complete meal. Discover the secrets to hearty slow-cooked stews, just in time for the fall and winter seasons.

Delicious Dumplings - 3 Hours, \$70

MONTH	DAYS	TIME
March	Tues. or Wed.	6-9 PM

Pierogi, wonton, knish, matzo ball, doughboy, pot-stickers, gnocchi, kreplach. Dumplings are a staple in most cuisines around the world. Learn the similarities and differences in the preparation and filling unique to each region.

Pasta 3 - Hours, \$70

MONTH	DAYS	TIME
March	Tues. or Wed.	6-9 PM

Want to learn how to make classic fettuccine or ravioli? In our pasta class, our chef will guide you through making your own dough and pairing it with the perfect sauce. Mangia bene!

Soups, Soups, Soups! - 3 Hours, \$70

MONTH	DAYS	TIME
January	Tues. or Wed.	6-9 PM

Nothing can comfort or fill you up like a satisfying bowl of soup. This class will teach you to create soups for the season. The perfect one pot meal. Recreate your favorites from childhood or learn a whole new recipe.

Chocolate Lovers - 3 Hours, \$70

MONTH	DAYS	TIME
February	Tues. or Wed.	6-9 PM

Chocolate is the star of many desserts and confections. A world of chocolate is here for you. Let this class take your tastebuds on chocolate filled vacation. Create cakes, brownies, cookies, bonbons and more. From sweet to savory you won't be disappointed.

PERSONAL ENRICHMENT

Classes are February through June, 1 night a week

***NEW* Painting for Beginners - 15 Hours, \$225**

This course introduces students to classical and contemporary painting, techniques and concepts, with emphasis on the understanding of its formal language and the fundamentals of artistic expression. Painting from still-life, landscape and life from observation will be geared towards realism; at the same time, various other painting styles could be explored. Color theory, linear perspective, compositional structure, figure/ground relationships, visual perception, spatial concepts and critical thinking skills will all be taught as well. Students will study major painting styles and movements in historical context. The hope is that students will use this global approach to develop a "critical eye" in evaluation of contemporary painting. This may seem like a lot to absorb – but always remember that our main emphasis will be to encourage and nourish individuality and creativity!

Please go to <https://www.ouboces.org/students-of-all-ages/adult-education/student-supplies>, to view the painting supplies that are required for students to purchase for the course.

***NEW* Painting for Beginners - 15 Hours, 5 Sessions**

American Sign Language for Beginners - 30 Hours, \$450

Do you live or work with someone who uses American Sign Language to communicate? Do you want to learn about deaf culture? No matter what your reasoning, this introductory course is designed for anyone looking to learn the basics of American Sign Language. (ASL) American Sign Language is the complete and natural language of the Deaf and Hard-of-Hearing in America. This visual language utilizes the whole body to share thoughts and ideas. Throughout this 30-hour course, students will learn basic vocabulary, commands, common phrases, and ASL grammar and sentence structure while gaining knowledge of deaf culture and history.

American Sign Language for Beginners- 30 Hours, 15 Sessions

*Book not included in tuition. See textbook list for ISBN#

Sewing For Beginners- 21 Hours, \$315

This introductory course will teach students how to use a sewing machine along with teaching the various techniques used to construct garments. Students will gain the knowledge of the range of fabrics that are used to construct garments. Pattern cutting and sewing of a pair of pants with zipper and a button-down shirt will also be covered in this class.

Sewing for Beginners - 21 Hours, 7 Sessions

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.

PLEASE NOTE: Students must provide their own guitar.

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.

Beginner Guitar - 30 Hours, 10 Sessions, \$450

Beginner Guitar Part 2 - 15 Hours, 5 Sessions, \$225

Classes meet 1 night a week, October to January

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.

Beginning Piano and Keyboard - 30 Hours, 10 Sessions, \$450

Check website for details

Intermediate Piano and Keyboard - 30 Hours, 10 Sessions, \$450

Getting Paid to Talk: An Introduction to Professional Voice Over - 2.5 Hours

From audio books, training material, animation, gaming and commercials to television, and much, much more. Learn about how the industry really works today, areas of future growth

and hear about the top traits casting professionals look for when hiring voice professionals. Since this class is small, you'll have the opportunity to record a sample professional voice over under the direction of our instructor, who can offer feedback and advice.

Classes and dates vary. Check website for details.



Space is Limited

Register Early!

For course dates, scan code or visit our online catalog at
WWW.OUBOCES.ORG/CATALOG



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

Classes meet 1 night a week, October to January

Digital Photography - Beginner - 12 Hours, 4 Sessions, \$155

Digital Photography - Advanced - 12 Hours, 4 Sessions, \$155

Introduction to Photoshop - 12 Hours, 6 Sessions, \$155

HIGH SCHOOL EQUIVALENCY CLASSES

The GED is back in New York! Orange-Ulster BOCES high school equivalency (HSE) classes are specifically designed to deliver comprehensive instruction to prepare students for 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.

OU BOCES 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.



English as a Second Language

Aprnda Ingles 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 informacion sobre Inmigracion, Salud, Empleo, Finanzas y mas!

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

ESL LOCATIONS/LOCALIZADOS

NEWBURGH

MIDDLETOWN
(Two Locations)

MONROE

GOSHEN

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. 10705



18 Seward Ave., Middletown
845-781-6715, EXT. 10812



3 Washington Center, Newburgh
845-781-6715, EXT. 10812

STOP BY OUR FAMILY WELCOME CENTERS TODAY!

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 | • Health Services |
| • Child Services | • Housing |
| • Employment and Training | • Immigration |
| • Financial Services | • Parenting Support |
| | • Veterans Services |

Community Partnership Agencies include:

ACCES - VR
 CASH Coalition
 Catholic Charities
 Department of Health
 Fearless Hudson Valley
 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

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!



18 Seward Avenue, First Floor
Middletown, NY 10940
845-360-0310

3 Washington Ctr. 4th Fl.
Newburgh, NY 12250
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:

- 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 OU BOCES programs may be obtained by calling the OU BOCES Office of Adult Educational Services in Newburgh (845) 781-6715, option 2. Due to the great number of phone calls we must rely on our voicemail system. Please make sure you leave your name and 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 OU BOCES Adult Education office for advisement.

COMPLETION CERTIFICATES

For programs offering national NHA and Construction Trades certification, students must maintain a 85% attendance rate to receive an OU BOCES 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 \$10.00. A change or drop of a Certified (72+ 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 request fulfillment. Records are kept for six (6) years.

NO CHILDREN (UNDER 18)

Children may not accompany students to class. Anyone under age 18 may NOT register for or attend adult vocational classes in any capacity.

EMERGENCY CLOSINGS AND DELAYS

School closings will be announced on the OU BOCES website, through OU BOCES 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 BOCES 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 Compliance Officer is Kerri Stroka, Title IX/Section 504/ADA Coordinator, (845) 291-0100 Extension 10121.

ATTIRE

Proper attire is required. No tank tops or open shoes in culinary areas. Trade, Auto, 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, Construction Trades, Automotive Academy, and all other training programs containing 72+ hours of instruction.

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.

*Payment plan fee (\$105) is non-refundable.

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.

REGISTRATION FORM (one per person)

DO NOT use this form to register for trades or any other programs that offer National Certification.

Locations & Miscellaneous Information for Registering

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

Newburgh Adult Learning Center:
 SUNY Orange Campus
 The Maple Building
 3 Washington Center, Newburgh, NY 12550
 Hours: M-F 9 AM-3 PM, M-Th 5 PM-7 PM
 (845) 781-6715, option 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 OU BOCES)
 OU BOCES Adult Learning Center
 SUNY Orange Campus
 The Maple Building
 3 Washington Center, Newburgh, NY 12550

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

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

COURSE NUMBER	COURSE TITLE	TUITION
Registrations must be received 2 business days prior to start of class.		TOTAL <div></div>

VISA OR MASTERCARD (CIRCLE ONE)

CC # _____ EXP DATE ____/____ CVV CODE _____

CHECK# _____ NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____



Division of
**ADULT &
CONTINUING
EDUCATION**

www.ouboces.org



ORANGE-ULSTER BOCES

Orange-Ulster BOCES
The Maple Building
Three Washington Center
(First Floor)
Newburgh, NY 12550

Trades Programs:

- Automotive Academy
- Electrical, HVAC, Welding, Plumbing, and Carpentry

Health Careers Programs:

- Sterile Processing Technician
- Phlebotomist Technician
- Clinical Medical Assistant
- EKG Technician
- Nurse Assistant
- Medical Billing and Coding
- Pharmacy Technician

Other Classes Offered:

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

2023
Course Offerings