

Unlimited Opportunities

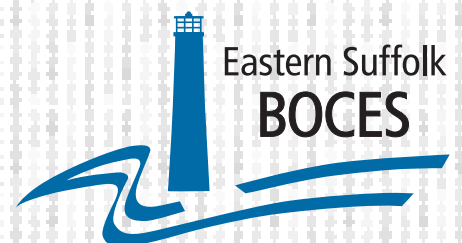
- Career Training
- Continuing Education
- Lifelong Learning



2023-2024 COURSE CATALOG

Career Training, Licensing, Certification Programs
and Continuing Education Courses

Start your journey to a
career today!



Eastern Suffolk
BOCES

Adult Education

Register online at: www.esboces.org/AEV

Did You Know...

- The Practical Nursing Program at Eastern Suffolk BOCES is ranked in the **TOP 10 Practical Nursing schools in New York State**
- Eastern Suffolk BOCES offers numerous continuing education and courses online. See pages 31, 45, and 46 for a complete listing
- We offer national certifications for Construction, Electric, Plumbing and HVAC through the National Center for Construction Education and Research (NCCER)
- Students enrolled in Eastern Suffolk BOCES Adult Literacy Program have the opportunity to dual enroll in many of our career training programs. See page 46 more information
- Career Planning Specialists and Vocational Advisors are available to assist students to plan their career path, register for classes and explore job opportunities
- Students have the opportunity to job shadow and apply for internships with local businesses
- GED prep can be completed in the comfort of your own home. See page 46
- Adult Education offers over 100 Career Training, Licensing, Certification and Continuing Education courses
- Financial aid is available for our Cosmetology and Practical Nursing programs
- Eastern Suffolk BOCES faculty are experts in their field and have a passion for teaching

Do you know what our students are saying about us?

"BOCES is one of the reasons I am career wise today. It is an amazing program that is very underutilized in my opinion."

"Hands on experience was exquisite."

"Was able to learn important information on what to expect in the field. "

"Had an awesome time in class! Everything was clearly explained and learned a lot about other cultures and the way things are made."

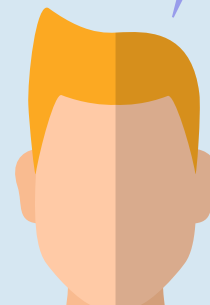
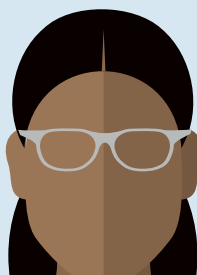
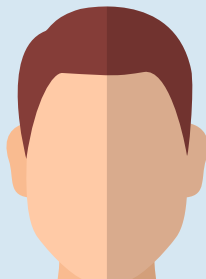


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Don't forget the book! If this icon appears next to your course title, visit www.esbores.org/bookstore to purchase the required textbook.

Icon Key



Uniform required



Tools required, list supplied first night of class



Textbook required



Student may obtain a field related credential

Work Experience

Eastern Suffolk BOCES collaborates with more than 300 Business and Industry partners. Students have the opportunity to participate in a variety of work experiences, gain additional exposure to the workplace and develop first-hand experience.



BROOKHAVEN
HEALTH CARE FACILITY



- Clinical Rotation
- Job Shadowing
- Internship
- Apprenticeship
- Service Learning
- Customer Service
- Career Counseling
- Individual Attention

For more information, call (631) 286-6585 and ask to speak to a vocational advisor.



Animal Science

Construction Trades

Health Sciences

Business

Computer Technology

Culinary Arts

**Communications &
Visual Arts**

Home & Garden

Public Safety

Transportation

**CAREER
OPPORTUNITIES
that are right
for you!**

Welding

**CAREER TRAINING, LICENSING
and CERTIFICATION PROGRAMS
CONTINUING EDUCATION**

WE ARE HIRING:

We are looking for professionals who are interested in sharing their expertise to teach others in their field.

- Registered Nurses - Health Care
- Construction/Building Trades
- Culinary/Hospitality
- And More

Contact the Adult Education Office at 631-286-6585

Animal Science

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

DOG GROOMING

Dog grooming is one of the most exciting and rapidly growing careers. Are you interested in making dog grooming a career? This course is designed to provide you with the required hours and skills to become a registered Suffolk County Dog Groomer. Our professional grooming instructor will share their expertise in a learning environment that combines theory and practical skills. The program includes basic grooming techniques, breed recognition, first aid, flea and tick evaluation and treatment, coat type, body language, anatomy, skin disorder identification, and clipping and scissor techniques. A 30-hour internship is necessary for the completion of this course. Student is responsible for securing internship. **50 classes**

ASC1020

24FA: 10/10 - 05/07 T/Th 6:00 PM - 9:00 PM

Location: BTC Tuition: \$1,954

24FB: 10/10 - 05/07 T/Th 6:00 PM - 9:00 PM

Location: WTC Tuition: \$1,954

Additional Requirement: A current tetanus vaccination and scrub top is required.

See page 43
for low cost
dog grooming
services.

VETERINARY ASSISTANT

If you love working with animals, take the first step towards your new career and learn how to become a veterinary assistant. You will have the opportunity to combine theory and practical skills while studying veterinary terminology, surgical preparation and post-operative care, small and large animal nursing and animal first aid. You will be introduced to holistic methods such as animal nutrition, preventive and alternative medicine. You will have the opportunity to arrange your own 30-hour externship and complete hands-on training in a veterinary hospital under the supervision of a licensed veterinarian. **61 classes**

ASC1000

24FA: 09/11 - 05/22 M/W 6:30 PM - 9:30 PM

24FB: 09/12 - 05/07 T/Th 6:30 PM - 9:30 PM

Location: BTC Tuition: \$2,721

Additional Requirement: A current tetanus vaccination and scrub top is required.

Animal Science

CONTINUING EDUCATION

BASIC ANIMAL CARE AND FIRST AID

Animals can't tell you what's wrong with words, but they can communicate in other ways. Learn how to watch behavior and take vital signs so you can identify illnesses and injuries early. Learn about external anatomy, parasitology, infection control, laboratory skills, nutrition, first aid, and alternative and preventative medicine in this basic animal care course. **27 classes**

ASC1010

24FA: 10/16 - 01/31 M/W 6:00 PM - 9:00 PM

Location: WTC Tuition: \$1,224

Additional Requirement: A current tetanus vaccination and scrub top is required.

Appearance Enhancement

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

BARBERING



Barbers are in high demand! Whether you are interested in working in a traditional barbershop or executing the latest trends in a high-end salon, Eastern Suffolk BOCES Barbering program is the first step to a successful career. Cutting and styling techniques, shaving and beard designs, shampoos, rinses and conditioning treatments are just a few of the skills you will learn from our professional Barbering instructor in a state-of-the-art facility. Throughout the program, you will be provided with the valuable experience working with visiting clients in our student clinic. Successful completion of the program will prepare you to take the New York State Licensing exam. **134 classes**

AEP6000

24FA: 09/11 - 06/20 M/T/W/Th 6:00 PM - 10:00 PM

Location: BTC Tuition: \$5,152

Additional Requirements: Barbering kit information available at orientation.

ESTHETICIAN



Beauty is BIG business! Learn how you can make money keeping your clients gorgeous! You will acquire the knowledge and skills to perform various facial and skin treatments to improve and maintain healthy skin. Our instructor is an industry leader who will prepare you to take the New York State Licensing exam so you can start your career working as a professional esthetician in a spa, laser clinic, plastic surgeon's office, vacation resort, cruise ship or salon.

100 classes

AEP2000

24FA: 10/16 - 05/08 M/T/W/Th 8:00 AM - 2:00 PM

Location: MTC Tuition: \$9,328

Additional Requirements: Uniform is required. Make up kit must be purchased, information will be available at orientation.

COSMETOLOGY



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

Full-Time Day

AEP1000 172 Classes

24FA: 09/11 - 06/17 M/T/W/Th/F 8:15 AM - 2:45 PM

Location: WTC Tuition: \$11,240

24FB: 09/11 - 06/17 M/T/W/Th/F 8:15 AM - 2:45 PM

Location: MTC Tuition: \$11,240

Part-Time Evening - Part 1

AEP1100 125 Classes

24FA: 09/11 - 05/30 M/T/W/Th 6:00 PM - 10:00 PM

Location: MTC Tuition: \$5,697

Part-Time Evening - Part 2

AEP1120 125 Classes

24FA: 09/26 - 06/17 M/T/W/Th 6:00 PM - 10:00 PM

Location: MTC Tuition: \$5,697

Part-Time Day - Part 2

AEP1125 84 Classes

24FA: 11/13 - 04/02 M/T/W/Th/F 8:15 AM - 2:45 PM

Location: MTC Tuition: \$5,697

24FB: 11/13 - 04/02 M/T/W/Th/F 8:15 AM - 2:45 PM

Location: WTC Tuition: \$5,697

Additional Requirement: Students are required to purchase their own cosmetology kit. Cosmetology Kit information available at orientation.

Appearance Enhancement

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

BARBERING LICENSE FOR THE COSMETOLOGIST

Prerequisite: New York State Licensed Cosmetologist. If you are a licensed cosmetologist and have an interest in obtaining your Barbering license to expand your client base, this is the course for you. All you need is 345 hours of theory and practical classroom time towards the 500 hours required to take the New York State Licensing Barbering exam. You will learn all phases of men's haircutting, beard and facial design, men's facials, the barbering state board requirements and the latest trends in Barbering from a licensed Barber. 87 classes

AEP6010

24FA: 12/11 - 06/18 M/T/W/Th 6:00 PM - 10:00 PM
Location: BTC Tuition: \$3,636

NAIL TECHNICIAN

Begin your career as a Nail Technician. Curriculum for this New York State Licensing program covers all phases of manicures, pedicures, artificial nail applications, nail art, and all other sanitation and sterilization procedures. Students in ESOL and GED® courses are welcome. **90 classes 24FA. 60 classes 24FB.**

AEP3000

24FA: 10/16 - 06/17	M/T/W	6:00 PM - 9:00 PM
Location: BSAEC		Tuition: \$2,508
24FB: 10/11 - 06/17	M/W	5:30 PM - 10:00 PM
Location: WTC		Tuition: \$2,508

Additional requirements: Uniform top required. Nail Technician kit information available at orientation.

See page 43 for nail care menu

WAXING

This 75-hour New York State Licensed class will prepare you for a career in face and body waxing. The course will include state laws and professional requirements, physiology and histology of the skin, disorders and diseases, bacteriology, sanitation and disinfection and the removal of superfluous hair. In addition, students are required to complete a 25-hour internship. Upon completion of this course, students will be able to take the New York State written and practical exams and obtain the New York State specialty license in Waxing. **13 classes**

AEP2030

24FA: 10/16 - 01/29 M 8:00 AM - 2:00 PM
Location: MTC Tuition: \$1,228

Additional requirements: Uniform top is required.

PREPARATION FOR THE NEW YORK STATE LICENSING COSMETOLOGY EXAM

Do you need to prepare for the New York State Cosmetology Licensing exam? This course is designed for individuals who have completed the required 1,000 hours for licensing. All skills for the written and practical exam will be demonstrated. You will need to bring your transcript to the Adult Education office upon registration. A manikin and review text are included in the tuition. Instruction starts NIGHT ONE so you must have your supplies and uniform on the first day of class. **10 classes**

AEP1010

24FA: 10/10 - 01/02 T 6:30 PM - 9:30 PM
24WA: 03/12 - 05/28 T 6:30 PM - 9:30 PM
Location: MTC Tuition: \$632

Additional requirement: Student must supply their own tools.



Appearance Enhancement

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

COSMETOLOGY CLASS MAKE UP HOURS

Do you need to make up cosmetology hours in order to qualify for the New York State Cosmetology Licensing examination? Between October and June, you can make up your hours during the day or in the evening. Students MUST meet with our Cosmetology teacher for an evaluation of formal transcripts describing accumulated cosmetology hours prior to acceptance into this program. Where necessary, an entrance exam may be required. Once accepted, the appropriate module(s) and schedule(s) will be assigned. **Section A will be offered in 30-hour/1-week sessions at \$621 per week for day classes. Section B will be offered in the evening in 30-hour/2-week sessions for \$621.** Placement in this program is contingent upon space availability in the class.

AEP1005

24FA: 10/16 - 06/07 M/T/W/Th/F 8:15 AM - 2:45 PM

Program Length: 5 classes (held every week)

Location: WTC

24FB: 10/16 - 06/07 M/T/W/Th/F 6:00 PM - 10:00 PM

Program Length: 5 Classes (held every week)

Location: MTC

24FC: 10/16 - 06/07 M/T/W/Th 6:00 PM - 10:00 PM

Program Length: 4 Classes (held every week)

Location: MTC

Additional requirements: Student must supply their own tools, mannequins, and non-consumable supplies.

LASER HAIR REMOVAL

Prerequisite: New York State Licensed Cosmetologist, Licensed Practical Nurse or New York State Licensed Esthetician. The laser hair removal industry generates billions of dollars in revenue each year. Learn how you can increase your profits by tapping into additional revenue streams. Upon completion of this course, you will be able to offer hair removal to your clients. You must register in-person at an ESBOCES Adult Education office and bring your license/certification with you. **30 hours of Instruction**

AEP2070

24FA: Day and Evening classes begin weekly.

Call (631) 286-6585 for class schedules.

Location: MTC

Tuition: \$2,098



Business

CONTINUING EDUCATION

BOOKKEEPING BASICS

Every business needs a bookkeeper. Learn to track money and profit for small or large companies. You will learn the principles of the accounting cycle, banking, payroll, receivables and payables through the use of ledgers, financial statements and journals. This course is strongly recommended prior to taking QuickBooks™. **8 classes**

BUS1010

24FA: 10/02 - 10/30 M/W 6:30 PM - 9:30 PM

24WA: 01/22 - 02/28 M/W 6:30 PM - 9:30 PM

Location: BTC Tuition: \$546

HOW TO START-UP AND OPERATE A SMALL BUSINESS

Do you want to become your own boss? If you are planning to open your own business, this course will provide you with the foundation to become a successful entrepreneur. Topics will include: how to start-up your business and stay in business, planning ahead, cash management, do's and don'ts of selling goods and/or services, getting help when needed, and how to determine proper pricing. Before considering starting a business, be prepared by learning all that is involved in such a venture. **12 classes**

BUS1000

24FA: 10/11 - 11/20 M/W 6:30 PM - 9:30 PM

24WA: 02/26 - 04/08 M/W 6:30 PM - 9:30 PM

Location: MTC Tuition: \$572

NOTARY PUBLIC WORKSHOP

You can add more value to your current position. Many offices need a full-time notary to authenticate the various documents that pass through the office. This workshop provides instruction to prepare you for the New York State test. Laws, procedures and concepts relating to the notary public office will be covered. Situations relating to the role of the notary public will be highlighted. **1 class**

BUS2000

24FA: 10/17 T 6:30 PM - 9:30 PM

24WA: 02/06 T 6:30 PM - 9:30 PM

24SA: 04/16 T 6:30 PM - 9:30 PM

Location: MTC Tuition: \$121

QUICKBOOKS™

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

QUICKBOOKS™ ONLINE

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

BUS1020

24FA: 11/14 - 12/21 T/Th 6:30 PM - 9:30 PM

Location: WTC Tuition: \$569

24SB: 04/02 - 05/14 T/Th 6:30 PM - 9:30 PM

Location: BTC Tuition: \$569



CAN'T ATTEND OUR BUSINESS CLASSES? LEARN FROM HOME!

Visit www.yougotclass.org/catalog-complete.cfm/EasternSuffolk/

Please look at page 31 and 45 for online classes

Computer Technology

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

COMPUTER REPAIR

Are you looking to enter the computer field for the first time or maybe upgrade and repair your own computer? Hands-on lab time and lessons will include hardware and software troubleshooting as well as a review of Microsoft® operating systems, the Windows Registry, how to combat spyware, adware and viruses. Students are invited to bring problem computers to class and upgrade or build a computer if time allows.

21 classes

CTE1000

24FA: 09/19 - 12/07 T/Th 6:30 PM - 9:30 PM

24SA: 03/19 - 06/11 T/Th 6:30 PM - 9:30 PM

Location: MTC

Tuition: \$908

A+ CERTIFICATION CORE/ OS PREPARATION

This course will prepare you to take the CompTIA exams, 220-901 and 220-902. Before taking this course, you should have an understanding about computers and Microsoft Windows operating systems. This course will be following the 2022 objectives as described at <http://www.comptia.org> website. You will have the opportunity to use practice exams to evaluate your A+ knowledge from the textbook CD and develop a strategy to improve your skill during exam time. Test dates and times will be discussed. 20 classes

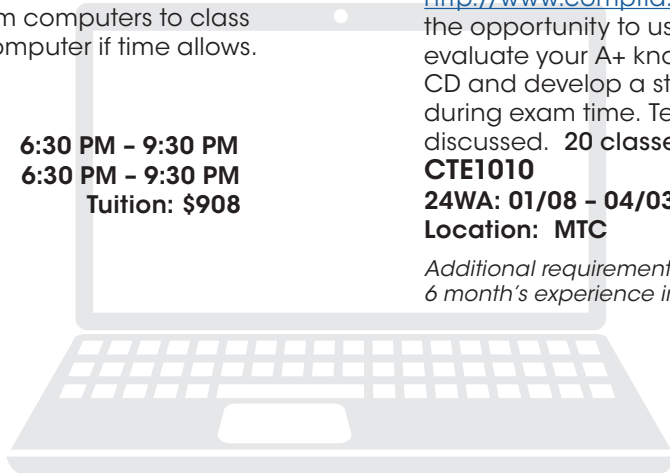
CTE1010

24WA: 01/08 - 04/03 M/W 6:30 PM - 9:30 PM

Location: MTC

Tuition: \$890

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



Computer Technology

CONTINUING EDUCATION

COMPUTER SKILLS IN THE WORKPLACE

Whether you are new to Microsoft Office programs, or simply want to improve your skills, this is the course for you. Learn to use the widely known software programs Excel, Word, PowerPoint, Publisher, as well as popular productivity program Outlook. Enhance your workplace skills, create home budgets and projects, or use these skills to grow your own business. The applications are limitless. 20 classes

CTE5000

24FA: 10/24 - 01/16 T/Th 6:30 PM - 9:30 PM

Location: BTC

Tuition: \$579

ADVANCED COMPUTER SKILLS IN THE WORKPLACE

Escalate your Microsoft Office skills with this course which provides advanced computer skills for the workplace. Learn to use more advanced functions of the widely known software programs Excel, Word, and PowerPoint as well as popular productivity programs Outlook and Publisher. Whether using the computer for home projects, starting a business or looking to advance your career, this course will take you to the next level. 20 classes

CTE5050

24WA: 02/27 - 05/16 T/Th 6:30 PM - 9:30 PM

Location: BTC

Tuition: \$579

Communication and Visual Arts

CONTINUING EDUCATION

PHOTOGRAPHY

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

CDP1010

24FA: 10/10 – 12/07 T/Th 6:30 PM – 9:30 PM

24WA: 02/27 – 04/30 T/Th 6:30 PM – 9:30 PM

Location: BTC Tuition: \$598

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

ADVANCED PHOTOGRAPHY

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

CDP1015

24WA: 01/09 – 02/06 T/Th 6:30 PM – 9:30 PM

24SA: 05/07 – 06/04 T/Th 6:30 PM – 9:30 PM

Location: BTC Tuition: \$448

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

PHOTO AND IMAGE DESIGN USING PHOTOSHOP

Discover the ins and outs of Adobe Photoshop® while learning the basic elements and principles of graphic design. You will use state-of-the-art Apple iMac computers running the latest Adobe Photoshop Creative Suite® software. **20 classes**

CDP3001

24FA: 09/26 – 12/12 T/Th 6:00 PM – 9:00 PM

Location: BTC Tuition: \$847

DIGITAL AUDIO RECORDING

Learn techniques on creating professional sounding mixes using a digital audio workstation in a fully-equipped studio which contains: iMac, interfaces, speakers and midi keyboards for each student. You will write, produce, engineer, mix and master your own projects. Projects include sound reinforcements for theater and musical performances, sound mixing for in-studio television productions and post-productions, and original soundtrack for film, television and the music industry. **25 classes**

CDP2050

24FA: 10/10 – 01/18 T/Th 6:30 PM – 9:30 PM

24WA: 03/12 – 06/18 T/Th 6:30 PM – 9:30 PM

Location: MTC Tuition: \$947

LOGO AND ILLUSTRATION DESIGN USING ILLUSTRATOR

Step into the world of vectors, graphic and logo design using Adobe Illustrator®; the industry leader. You will learn the workspace, tool and techniques necessary to develop illustration artwork of your own. This course uses the most current version of Adobe Illustrator Creative Suite®. **20 classes**

CDP3002

24WA: 01/09 – 03/21 T/Th 6:00 PM – 9:00 PM

Location: BTC Tuition: \$847

Construction Trades

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

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

Get your start in the electrical industry by enrolling in the NCCER Electrical Training program. NCCER offers a multi-level curriculum that complies with the Department of Labor time-based standards for apprenticeships. This course includes orientation to the electrical trade, electric code, device boxes, hand bending raceways and fittings, and conductors and cables. Certification exams are given throughout the course. Cost of the exams is included in the tuition. Additional certifications will be offered to those students who participate in Level 2. **65 classes day/62 classes evening**

CTR4100

24FA: 09/12 - 05/21	T/Th	6:30 PM - 9:30 PM
Location: BTC		Tuition: \$4,463
24FB: 09/11 - 12/19	M-F	8:00 AM - 11:30 AM
Location: MTC		Tuition: \$4,463
24FC: 09/11 - 06/10	M/W	6:30 PM - 9:30 PM
Location: BTC		Tuition: \$4,463

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

Plumbing is one of the most attractive sectors of the skilled trades industry thanks to salary, varied work and potential for advancement. By enrolling in this course, you will develop the knowledge and hands-on skills necessary for the plumbing profession. Curriculum infuses safety protocols, tools of the trade, plumbing math, drawings, plastic, cast-iron and copper pipe fittings, drain, waste and vent systems and an introduction to water distribution systems into practical applications. Certification exams are given throughout the course. Cost of the exams is included in the tuition. **58 classes**

CTR5100

24FA: 09/14 - 05/09	T/Th	6:30 PM - 10:00 PM
Location: MTC		Tuition: \$4,692

ELECTRIC - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION LEVEL 2

Prerequisite: NCCER Electric 1 (CTR4100)

Further your training for a career in the electrical field by enrolling in the NCCER Electrical Training program Level 2. NCCER offers a multi-level curriculum that complies with the Department of Labor time-based standards for apprenticeships. The Level 2 course entails Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts. The tenth edition Electrical textbook has been fully updated to the 2020 NEC®. Cost of the National Certification exams is included in the tuition. **54 classes day**

CTR4200

24WA: 01/22 - 04/16	M-F	8:00 AM - 11:30 AM
Location: MTC		Tuition: \$4,088



Construction Trades

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

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

Career opportunities in the heating, ventilation and air conditioning field are waiting for you! Offices, schools, medical facilities, businesses and homes rely on HVAC systems, which require skilled professionals to install and maintain them to ensure a safe, healthy and comfortable environment to work and live. This program will provide you with the training and experience needed to prepare for a rewarding position and/or career advancement as a certified heating, ventilation and air conditioning technician. Certification exams are given throughout the course. Cost of the exams is included in the tuition. The EPA certification exam is included in the tuition. **64 classes**

HRA2100

24FA: 09/14 - 05/30 T/Th 6:00 PM - 9:00 PM

Location: MTC

Tuition: \$4,496

CONSTRUCTION BASICS - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CORE CERTIFICATION

Are you looking to enter the construction industry but lack the skills? This certification course covers basic skills in safety, hand tools, power tools, construction drawings, construction math, and employability. Prepare yourself to enter the construction field or use this experience as an entry point to other construction trades. **58 classes**

CTR2010

24FA: 10/10 - 06/04 T/Th 6:30 PM - 9:30 PM

Location: BTC

Tuition: \$4,281

CONSTRUCTION PROJECT MANAGEMENT - NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER) CERTIFICATION

Prerequisite: Must have construction background. Time to take the reins and join the Management Team in a Construction company. If you have been in the Construction Industry and are ready to be the one in charge of a construction project, this course will provide you with the opportunity to develop the management skills needed for the position. This National Certification course includes, Introduction to Project Management, Responsibilities for Safety, Interpersonal Skills, Issues and Resolutions, Construction Documents, Construction Planning, Estimating and Cost, Scheduling, Resource Control, Quality Control and Continuous Improvement. A 20-hour internship is provided for students that are available during the day only. **39 classes**

Eligible students can participate in a 20-hour internship with the Patriot Organization.

CTR9200

24FA: 10/18 - 04/08 M/W 6:30 PM - 9:30 PM

Location: BTC

Tuition: \$2,739

AUTOMATIC HEATING (NORA) BRONZE CERTIFICATION

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

HRA1000

24FA: 09/14 - 01/25 T/Th 6:30 PM - 9:30 PM

24WA: 02/07 - 06/20 T/Th 6:30 PM - 9:30 PM

Location: BTC

Tuition: \$1,749

Construction Trades

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

REFRIGERATION AND AIR CONDITIONING 1

This introductory course will develop your knowledge and understanding of the principles of refrigeration and its application to the processing of air. The curriculum consists of 50% hands-on and 50% theory. **16 classes**

HRA2000

24FA: 10/23 - 12/18 M/W 6:00 PM - 9:00 PM
Location: BTC Tuition: \$1,175

Additional requirement: A list of hand tools will be distributed on the first night of class.

REFRIGERATION AND AIR CONDITIONING 2

Prerequisite: Students must have completed Refrigeration and Air Conditioning 1 or have 1 or 2 years trade experience.

Refrigeration and Air Conditioning 2 expands upon your knowledge of electric motors, relays, and capacitors. You will develop skills to diagnose and repair single and three-phase commercial refrigeration and air conditioning equipment. Electrical and mechanical theory will be taught. **20 classes**

HRA2010

24WA: 01/22 - 04/17 M/W 6:00 PM - 9:00 PM
Location: BTC Tuition: \$1,275

Additional requirement: A list of hand tools will be distributed on the first night of class.

EPA TECHNICIAN CERTIFICATION TEST PREP

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

HRA2030

24SA: 03/18 - 03/20 M/W 6:30 PM - 9:30 PM
24SB: 06/04 - 06/06 T/Th 6:30 PM - 9:30 PM
Location: MTC Tuition: \$217

EPA TECHNICIAN CERTIFICATION EXAM

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

HRA2040

24SA: 03/25 M 6:00 PM - 10:00 PM
24SB: 06/10 M 6:00 PM - 10:00 PM
Location: MTC Tuition: \$168



Construction Trades

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

FACILITIES MAINTENANCE ★

Help Wanted! After completing the Facilities Maintenance course, you will have the knowledge and skills to apply for a position and begin your new career. Skilled workers are needed in almost every institution from schools and nursing homes to hospitals, hotels, and apartment complexes. You will learn how to perform basic repairs and advanced custodial skills, and you will become OSHA and Forklift certified. This training course includes 30 hours of theory and practical application in facilities maintenance, 40 hours in forklift training and 30 hours OSHA training. **29 classes**

CTR8010

24FA: 10/16 - 02/12	M/W	6:00 PM - 9:30 PM
Location: BSAEC		Tuition: \$937
24FB: 10/16 - 02/12	M/W	6:00 PM - 9:30 PM
Location: WTC		Tuition: \$937
24WA: 02/26 - 06/24	M/W	6:00 PM - 9:30 PM
Location: BSAEC		Tuition: \$937
24WB: 02/26 - 06/24	M/W	6:00 PM - 9:30 PM
Location: WTC		Tuition: \$937

FORKLIFT TRAINING ★

You can add a Forklift certification to your resume in 12 classes. The 40-hour course will provide you with the knowledge and skill to operate a forklift. The eight modules of training will include ramp driving, pallet racks, and driving on a loading dock. **12 classes**

CTR8020

24FA: 12/11 - 01/31	M/W	6:00 PM - 9:30 PM
Location: BSAEC		Tuition: \$649
24FB: 12/11 - 01/31	M/W	6:00 PM - 9:30 PM
Location: WTC		Tuition: \$649
24SA: 05/06 - 06/17	M/W	6:00 PM - 9:30 PM
Location: BSAEC		Tuition: \$649
24SB: 05/06 - 06/17	M/W	6:00 PM - 9:30 PM
Location: WTC		Tuition: \$649

HEAVY EQUIPMENT TRAINING CERTIFICATION COURSES ★

Attention construction companies and employees! Increase your job skills by earning a certificate in Heavy Equipment Training. Eastern Suffolk BOCES has partnered with the L.E.A.R.N. Center Heavy Equipment Operator Training School to provide you with a broad base of knowledge through classroom instruction and practical experience in the operation of heavy equipment. Topics include safety, OSHA regulations, maintenance, basic controls and solo hands-on operations. *Upon registration, you will be given the contact information to schedule your class. Weekday and weekend schedules are available.*

CTR9010 24FA: Backhoe Training

CTR9020 24FA: Bulldozer Training

CTR9030 24FA: Excavator Training

CTR9040 24FA: Front-End Loader Training

CTR9050 24FA: Skid-Steer Training

Location: Ronkonkoma, NY

Tuition: \$8,960 per course

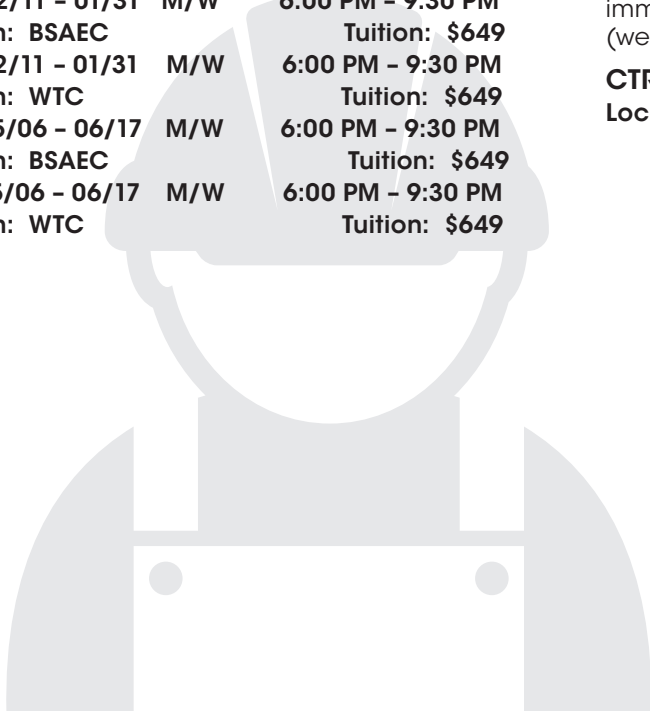
Student must select one of the Trainings

HEAVY EQUIPMENT OPERATOR ★

Become certified to operate all of the following heavy equipment machines: Backhoe (Backhoe Loader), Bulldozer, Excavator, Front-End Loader (Payload), and Skid-Steer. This course is a combination of 21 hours of comprehensive training and 280 hours of practical training. All practical classes are conducted in a functioning heavy equipment excavation yard where you will be immersed into the operation of the machines (weather permitting).

CTR9090 24FA

Location: Ronkonkoma, NY Tuition: \$28,060



Construction Trades

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

HOME INSPECTOR PROGRAM

A Home Inspector is a vital part of the real estate, construction and banking industries. These modules meet the requirements of the New York State Home Inspection Licensing Law and the New York State Home Inspector certification program. Modules include Module 1 – Exterior and Roof; Module 2 – Interior, Insulation and Ventilation, and Electrical; Module 3 – Heating, Cooling and Plumbing; Module 4 – Overview of the Profession, NYS License Law; and Module 5 – Unpaid Field-Based Training. If you are interested in obtaining this license, you must apply directly to the New York State Division of Licensing Service with a non-refundable \$250.00 application fee. A High School Diploma or High School Equivalency is required to sit for the New York State Exam.

(Note: Module 5 held on Saturdays, 40 hours total)

MODULE 1 – Exterior and Roof

CTR3031 8 Classes

24FA: 09/12 – 10/05 T/Th 6:00 PM – 9:30 PM

Location: BTC Tuition: \$667

MODULE 2 – Interior, Insulation and Ventilation, and Electrical

CTR3032 8 Classes

24FA: 11/02 – 12/07 T/Th 6:00 PM – 9:30 PM

Location: BTC Tuition: \$667

MODULE 3 – Heating, Cooling and Plumbing

CTR3033 8 Classes

24WA: 01/02 – 01/25 T/Th 6:00 PM – 9:30 PM

Location: BTC Tuition: \$667

MODULE 4 – Overview of the Profession, NYS License Law

CTR3034 8 Classes

24WA: 02/13 – 03/14 T/Th 6:00 PM – 9:30 PM

Location: BTC Tuition: \$667

MODULE 5 – Unpaid Field-Based Training

CTR3035 40 Hours

24SA: 04/06 – 05/11 S 8:00 AM – 9:00 PM

Location: BTC Tuition: \$667

OSHA 30 TRAINING

This 30-hour Construction OSHA Training Program is intended to provide a variety of training to workers with some safety responsibility. Training emphasizes hazard identification, avoidance, control, and prevention. The course includes an introduction to OSHA, OSHA Focus Four Hazards (falls, electrocution, struck-by, caught-in or between), managing safety and health, personal protective and lifesaving equipment, health hazards in construction, and stairways and ladders. Additional topics will be covered (actual topics subject to change). Students who successfully complete the course will receive an OSHA-30 Construction Industry card. All courses must be attended and completed in their entirety to receive credit for the course. **11 classes**

CTR9080

24FA: 11/09 – 12/21 T/Th 6:30 PM – 9:30 PM

24SA: 04/16 – 05/28 T/Th 6:30 PM – 9:30 PM

Location: BTC Tuition: \$443



Construction Trades

CONTINUING EDUCATION

PLUMBING 1

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

CTR5000

24FA: 09/13 - 11/15 W 6:30 PM - 9:30 PM

24WA: 02/05 - 04/29 M 6:30 PM - 9:30 PM

Location: MTC Tuition: \$778

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

PLUMBING 2

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

CTR5010

24FA: 12/04 - 01/17 M/W 6:30 PM - 9:30 PM

24SA: 05/13 - 06/17 M/W 6:30 PM - 9:30 PM

Location: MTC Tuition: \$778

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

BLUEPRINT READING

Are you in the construction field or ready to enter it? Blueprint reading is an essential skill to add to your career. A licensed architect will teach you how to read and understand building plans. You will obtain the necessary skills to design, construct and purchase the correct quantity of material for your project.

16 classes

CTR1000

24FA: 09/19 - 11/14 T/Th 6:30 PM - 9:30 PM

24SA: 03/05 - 05/09 T/Th 6:30 PM - 9:30 PM

Location: BTC Tuition: \$739

BASIC CARPENTRY SKILLS

You will be introduced to the basic skills required to be an entry-level carpenter. Practical skills will include knowledge and safe operation of hand and power tools, terminology of materials and nail codes. In addition, blueprint reading techniques will be reviewed. **15 classes**

CTR2000

24FA: 09/21 - 01/11 Th 6:30 PM - 9:30 PM

24WA: 02/15 - 06/13 Th 6:30 PM - 9:30 PM

Location: ICC Tuition: \$1,145

Additional requirements: steel toe shoes and safety glasses are required. A basic tool list will be supplied on the first night of class.

ELECTRIC 1

This comprehensive course will prepare you for entry into the Electric field. Topics will stress the fundamentals of basic electrical theory and hands-on experience as it relates to residential wiring. Ohm's Law, calculations, wiring methods and content leading towards the introduction of commercial applications will be covered. To be successful in this course, it is recommended that you have a strong background in basic math and elementary algebra.

26 classes

CTR4010

24FA: 10/10 - 01/23 T/Th 6:30 PM - 9:30 PM

Location: MTC Tuition: \$1,456

ELECTRIC 2

Prerequisite: Electric 1 (CTR4010) or basic knowledge of NEC and prior trade or school experience. This course introduces AC theory as it relates to single and three-phase commercial and industrial wiring methods. This curriculum includes motor and transformer theory and DC logic controllers. Hands-on applications will be applied to all theory covered. **29 classes**

CTR4020

24WA: 02/13 - 06/11 T/Th 6:30 PM - 9:30 PM

Location: MTC Tuition: \$1,459

Construction Trades

CONTINUING EDUCATION

POOL AND SPA MAINTENANCE TECHNICIAN

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

10 classes

CTR6000

24WA: 01/03 – 02/12 M/W 6:30 PM – 9:30 PM

Location: BTC Tuition: \$649

Culinary Arts

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

COMMERCIAL CULINARY ARTS PROGRAM

Have you let your aspirations of becoming a chef marinate too long? It is time for you to start cooking like a chef! You'll receive training in a fully-equipped commercial kitchen and work side by side with a master chef/instructor who has extensive industry experience. This course will introduce you to kitchen and restaurant operations, as well as the cooking and food industry. Program topics include: basic cooking techniques, knife skills, multiple course cooking, food safety, sanitation, and commercial cooking equipment. You will learn the glamorous world of plating and presentation techniques all while exploring the use of standard and exotic foods used all over the world. The Food Handler's Certification is included in this course. **31 classes**

Additional requirement: Students are required to wear an apron, head covering, and closed toe shoes.

CUA2000

24FA: 09/18 – 01/24 M/W 6:00 PM – 10:00 PM

24WA: 01/31 – 06/24 M/W 6:00 PM – 10:00 PM

Location: BTC Tuition: \$2,637

CUA2000

24FB: 10/16 – 02/28 M/W 6:00 PM – 10:00 PM

Location: WTC Tuition: \$2,637

PROFESSIONAL BAKING

Learn how to bake like a professional. Through this in-depth, hands-on course, students will learn the techniques used by pastry chefs to produce a variety of gourmet breads and desserts. The course will teach students professional pastry arts and baking, while producing a variety of baked goods. Topics covered will include: breads, pastries, cookies, pies, cakes, buttercreme, custards and more. Develop baking skills that you can use in a professional baking environment. The Food Handler's Certification is included in this course.

25 classes

CUA1000

24FA: 09/18 – 12/20 M/W 6:00 PM – 10:00 PM

24WA: 02/26 – 06/05 M/W 6:00 PM – 10:00 PM

Location: MTC Tuition: \$2,135

24WA: 03/11 – 06/24 M/W 6:00 PM – 10:00 PM

Location: WTC Tuition: \$2,135

Additional requirement: Students are required to wear an apron, head covering, and closed toe shoes.

Culinary Arts

CONTINUING EDUCATION

CULINARY TOUR OF THE WORLD

Learn new recipes from all parts of the world to entice your palate, including exciting locales such as Germany, Italy, Mexico, Japan, China and Ireland. Experience the world through cooking and study the history of each recipe, as well as the country from which they originate. Learn, taste and bring home to share! **10 classes**

CUA3115

24FA: 09/14 - 11/16 Th 6:30 PM - 9:30 PM
Location: MTC Tuition: \$598

HOLIDAY BAKING

Holidays were meant for making memories! Create a lasting and delicious impression this holiday season with classic holiday treats. Bake from scratch, add a little love and bring these treats home for your holiday celebrations. **4 classes**

CUA1010

24FA: 12/05 - 12/14 T/Th 6:30 PM - 9:30 PM
Location: WTC Tuition: \$298
24FB: 12/05 - 12/14 T/Th 6:00 PM - 9:00 PM
Location: MTC Tuition: \$298

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

INTRODUCTION TO BAKING

Discover the elegant techniques needed to create masterful French pastries worthy of a Paris Patisserie. You will learn what it takes to craft delectable pieces of art enhanced by industry tips and tricks that will make you look like a seasoned professional. Recipes will include pate a choux, tarte tatin, palmiers, and many more decadent classics. **8 classes**

CUA3100

24WA: 01/09 - 03/05 T 6:30 PM - 9:30 PM
Location: BTC Tuition: \$515

COOKING 1-2-3

Begin your voyage with the basics of cooking. You will learn the fundamentals necessary to start your journey into the tasty world of cooking. You will begin with knife skills and continue on to soups and stocks, sauces, roasting and sautéing. Whether you are just beginning to cook or looking for a thorough refresher of the basics, this hands-on class will have you cooking in no time. **5 classes**

CUA3025

24FA: 10/10 - 11/14 T 6:30 PM - 9:30 PM
24WA: 03/12 - 04/16 T 6:30 PM - 9:30 PM
Location: MTC Tuition: \$348

COOKING 4-5-6

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

CUA3080

24WA: 01/16 - 03/05 T 6:30 PM - 9:30 PM
Location: MTC Tuition: \$455

SWEET TREATS

Learn how to bake, assemble and decorate cookies and sweet treats for all your special occasions. Discover 5-star techniques that will make your edible creations earn rave reviews with innovative tips demonstrated by an industry professional. Lessons will include treats such as macaroons, rolled cookies with royal icing and the latest trends in party confections. **10 classes**

CUA1105

24FA: 09/19 - 10/19 T/Th 6:00 PM - 9:00 PM
24WA: 03/12 - 04/18 T/Th 6:00 PM - 9:00 PM
Location: BTC Tuition: \$585



Health Sciences

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

CERTIFIED PERSONAL TRAINER

Do you have a passion for personal fitness? Would you like to possess the knowledge, skills and abilities necessary to design safe and effective fitness programs and make a career out of it? This Certified Personal Trainer (CPT) program aligns both clinical exercise and practical health fitness coursework, ultimately allowing you to earn nationally recognized certification from the International Sports Sciences Association after completing the certification requirements. Students will also receive CPR training. The cost of both certifications is included in the tuition. Course topics include: anatomy, kinesiology, injury prevention, supplementation and nutrition, as well as weight and strength training. **24 classes**

HCA4000

24FA: 09/19 - 12/19 T/Th 6:00 PM - 9:00 PM

24SA: 03/12 - 06/13 T/Th 6:00 PM - 9:00 PM

Location: BTC

Tuition: \$1,929

DENTAL CHAIRSIDE ASSISTANT

Did you know dental assisting jobs are projected to grow over the next ten years? Would you like to become a member of a dental team as a professional dental assistant? During this course, you'll learn about multiple aspects of professional dental assisting, including valuable real-world perspectives from an experienced dental hygienist/instructor. The curriculum includes: anatomy and physiology, preventive dentistry, patient care and communication, radiology, surgery assistance, anesthesia, assisting in specialty practices, employment strategies, and much more. CPR training is included in the tuition. All students are required to participate in a 25-hour clinical experience. Details will be provided during the first class. **26 classes**

HCA1120

24FA: 09/18 - 01/03 M/W 6:30 PM - 9:30 PM

24FB: 09/12 - 12/19 T/Th 6:30 PM - 9:30 PM

24WA: 02/26 - 06/12 M/W 6:30 PM - 9:30 PM

24WB: 02/27 - 06/11 T/Th 6:30 PM - 9:30 PM

Location: BTC

Tuition: \$1,839

Additional requirement: Student is required to get a flu shot for clinical experience. Uniform top is required.

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

PREREQUISITES FOR THE FOLLOWING HEALTH SCIENCES COURSES:

- A U.S. high school diploma or equivalency is required (Note: not required for Home Health Aide or Physical Therapy Aide). Foreign high school diplomas must be evaluated and verified to be equivalent to a U.S. high school diploma by an accredited international academic credentialing company prior to registration.
- Proper photo identification, must be current (non-expired) and contain both a current photo and your signature.
- Uniform required for most courses (details provided after registration).
- An ESBOCES physical exam is required and must be completed at student's own expense (details provided upon registration). This is not required for EKG Technician and Medical Office/Biller Coder Programs.
- To purchase required textbooks, visit www.esboces.org/bookstore.

EKG TECHNICIAN

The EKG Tech is an important member of the patient care team working primarily with patients who experience cardio-related symptoms. This course combines theory and practice, covering important background on the anatomy and physiology of the heart and chest, heart disease and disease processes, medical terminology, and the legal and ethical aspects of patient contact. You will learn all electrocardiograph techniques including the operation of EKG equipment, techniques of tracing, basic interpretations, specialized procedures related to EKG and proper mounting. Completers are eligible to take a certification exam at an additional cost payable to the testing agency. **20 classes**

HCA1000

24FA: 09/18 - 12/04 M/W 6:30 PM - 10:00 PM Location: MTC

Tuition: \$1,397

24FB: 10/17 - 01/09 T/Th 6:30 PM - 10:00 PM

Location: WTC

Tuition: \$1,397

24SA: 03/11 - 06/03 M/W 6:30 PM - 10:00 PM

Location: MTC

Tuition: \$1,397

24SB: 03/12 - 06/04 T/Th 6:30 PM - 10:00 PM

Location: WTC

Tuition: \$1,397

Additional requirement: A High School diploma or equivalency is required.

Health Sciences

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

CLINICAL MEDICAL ASSISTANT

Medical assistants play a critical role in the daily operations of doctor's offices, clinics and health care facilities. The program prepares students, through hands-on training, education in medical procedures, patient care, clinical assisting, administrative practices, and fundamentals of health sciences, giving students the qualifications they need to fill a wide-range of health care services. Course content includes: medical terminology, basic clinical skills and procedures of medical asepsis, vital signs, sterilization, assisting with physical examinations, routine office testing, phlebotomy, EKG testing and CPR training. Completers are eligible to take certification exams in Clinical Medical Assistant, Phlebotomy and EKG at an additional cost payable to the testing agency. Students are required to participate in a 160-hour externship during the course. **80 classes day/100 classes evening**

HCA5000

24FA: 09/11 – 01/18	M/T/W/Th/F	9:30 AM – 2:30 PM	Location: SAEC	Tuition: \$4,442
24FB: 09/11 – 06/24	M/W/Th	5:30 PM – 9:30 PM	Location: SAEC	Tuition: \$4,442
24FC: 09/11 – 06/17	M/T/Th	6:00 PM – 10:00 PM	Location: WTC	Tuition: \$4,442
24WA: 2/05 – 06/14	M/T/W/Th/F	9:30 AM – 2:30 PM	Location: SAEC	Tuition: \$4,442

HOME HEALTH AIDE

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

LPN1450

24FA: 09/26 – 01/04	T/Th	5:30PM – 9:30PM	Location: BSAEC	Tuition: \$518
24WA: 01/16 – 04/18	T/Th	5:30PM – 9:30PM	Location: WTC	Tuition: \$518
24SA: 04/17 – 07/12	M/W/Th	5:30PM – 9:30PM	Location: BSAEC	Tuition: \$518

NURSE ASSISTANT

Train for an in-demand career as a certified nurse assistant. This course will provide you with the theory and skills necessary to deliver quality care to clients in health care institutions and agencies. Learn how to provide personal care to clients, care for their nutritional needs, perform blood pressures, obtain temperatures, pulse and respirations, and maintain aseptic techniques. This course consists of both classroom and clinical training. Completers are eligible for the NYS Nurse Assistant Certification Examination at an additional cost payable to the testing agency. Day classes meet five days per week and evening classes meet two days per week for classroom and four evenings per week for clinical practice.

LPN2000

24FA: 09/26 – 11/09	M/T/W/Th/F	9:30 AM – 1:30 PM	Location: SAEC	Tuition: \$1,829
24FB: 09/18 – 01/24	M/W	5:30 PM – 9:30 PM	Location: SAEC	Tuition: \$1,829
24FC: 09/18 – 01/24	M/W	5:30 PM – 9:30 PM	Location: WTC	Tuition: \$1,829
24FD: 11/13 – 01/05	M/T/W/Th/F	9:30 AM – 1:30 PM	Location: SAEC	Tuition: \$1,829
24WA: 01/08 – 02/27	M/T/W/Th/F	9:30 AM – 1:30 PM	Location: SAEC	Tuition: \$1,829
24SA: 05/13 – 06/28	M/T/W/Th/F	9:30 AM – 1:30 PM	Location: SAEC	Tuition: \$1,829

Additional requirements: students must have a valid social security card and are required to have a background check and random drug screening. This cost is not covered in tuition. Detailed information will be provided on the first day of class.

Health Sciences

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

PRACTICAL NURSING PROGRAM

Additional prerequisites for Practical Nursing Program:

HEGIS code 5209.00, 5209.10, and 5209.20

- Successful score on the Nurse Entrance Exam (TEAS) for Practical Nursing candidate is determined based on a test performance. Students must earn a combined total of five or more points (program scoring rubric) to move forward with the application process. Registration for the Entrance Exam (TEAS) can be completed online at www.esboces.org/AEV
- Satisfactory faculty interview.
- Completed application packet.

The Licensed Practical Nurse serves as an integral part of the nursing and health care team who, under the supervision of the Registered Professional Nurse, Physician or Dentist, shares in the responsibility, accountability and performance of health care services. The Practical Nursing Program at ESBOCES serves as a forum for bringing transcultural nursing students with diverse interests together to learn about and provide culturally congruent nursing care to society.

The mission of the program is to provide a safe environment to promote clinical competence, self-confidence, reflective practice, teamwork and inter-professional collaboration for students and faculty. Practical nurses are central to our health care system, advocating and delivering transformational care in community health care clinics, home care, and acute care settings. The Eastern Suffolk School of Practical Nursing Program includes a simulation lab which provides students with interactive, practice-based instruction.

The cost of the tuition includes the NYS Licensure Exam (NCLEX®), NYS Licensing fee and the ATI Learning System Package which offers a wide variety of NCLEX® preparation assessments. At the completion of the program, an ATI Review Week will be offered at an additional cost. All costs are subject to change.

The Eastern Suffolk School of Practical Nursing is located at the Adult Education Center in Sayville. Upon acceptance, students are required to complete a background check and random drug screening. For more information related to Federal Student Aid or Gainful Employment, please visit our Adult Education site at www.esboces.org/nursing

Practical Nursing 1

09/2024 - 06/2025 M/T/W/Th 6:00 PM - 9:30 PM
and Practical Nursing 2

09/2025 - 04/2026 M/T/W/Th/F 8:00 AM - 2:30 PM
- OR - Practical Nursing, Full-Time

09/2024 - 08/2025 M/T/W/Th/F 8:00 AM - 2:30 PM

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

PREPARATION FOR PRACTICAL NURSING ENTRANCE EXAM (TEAS)

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

LPN1200

24FA: 10/10 - 12/14 T/Th 6:00 PM - 9:00 PM

24WB: 01/09 - 03/14 T/Th 6:00 PM - 9:00 PM

23SC: 04/09 - 06/13 T/Th 6:00 PM - 9:00 PM

Location: SAEC

Tuition: \$719

NURSE ENTRANCE EXAM

Candidates must take and pass the Nurse Entrance Exam to be considered for enrollment in the Practical Nursing Program. The exam assesses vocabulary, math, English and reading comprehension. A successful exam score grants the candidate an interview with faculty and does not guarantee admission to the Practical Nursing Program. This exam is administered virtually. A computer with a camera and microphone is necessary to take this exam. Instructions will be provided at time of registration.

LPN1210

Location: Online

Tuition: \$192

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

Health Sciences

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

PHYSICAL THERAPY AIDE

Be part of an emerging trend in health care! Physical Therapy Aides are in demand and are employed in private physical therapy practices, chiropractic offices, long-term care facilities, rehabilitation centers, fitness centers and hospitals. Learn how to assist the physical therapist to deliver quality care to their patients. The responsibilities of the Physical Therapy Aide include: moving patients from one therapy area to another, preparing and organizing the location for the patient's session, setting up any needed equipment, assisting with the patient's treatment session, fulfilling office and clerical duties such as ordering supplies, calling patients to set up and or confirm appointments. Course of study includes theoretical concepts, practical skills and hands-on experience working in a clinical setting. 30-hour internship is required. **25 classes**

HCA6020

24FA: 10/17 - 01/25 T/Th 6:00 PM - 9:00 PM
24SA: 03/05 - 06/11 T/Th 6:00 PM - 9:00 PM
Location: BTC Tuition: \$817

Additional requirements: Student must purchase a uniform.

REIKI 1 PRACTITIONER

Learn how to reduce stress! Reiki is a beautiful Japanese technique used for stress reduction and deep relaxation. It is one of the modalities that the health care field is recognizing for its ability to assist patients in the healing process. Hospitals (such as New York-Presbyterian) and health care facilities around the world now offer Reiki to their patients. This ancient art offers an opportunity to embrace body, mind, and spirit connection. Based on an understanding that life force energy flows through all living things, Reiki enables an individual to address imbalances in their energy body. A practitioner (through the use of either light touch or by floating hand above the recipient) assists to restore balance. Reiki aids a person in taking an active role in resolving issues that they are experiencing in their lives. Participants will learn how to use Reiki on themselves and others. This program includes extensive practical experience. Upon completion of the course, each student will receive a certification as a Reiki 1 practitioner. **7 classes**

HCA7000

24WA: 01/29 - 03/18 M 7:00 PM - 9:00 PM
Location: MTC Tuition: \$329

PHLEBOTOMY TECHNICIAN

Our phlebotomy training program will prepare you to become a skilled technician and will enhance the skills of the individual currently employed in the health care field, i.e., CNA, LPN, or RN. You will learn various techniques of phlebotomy such as: vacuum method for venous blood withdrawal, autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, and the collection of other lab specimens. Students are required to draw blood on each other. Students on anticoagulant medications must call for information before registering. Completers are eligible to take a certification exam at an additional cost payable to the testing agency. **24 classes**

HCA1100

24FA: 10/19 - 01/25 T/Th 6:00 PM - 9:30 PM
Location: BTC Tuition: \$2,033
24WA: 01/08 - 04/17 M/W 6:00 PM - 9:30 PM
Location: SAEC Tuition: \$2,033
24WB: 02/06 - 05/16 T/Th 6:00 PM - 9:30 PM
Location: BTC Tuition: \$2,033

Additional information: It is recommended that all students have the Hepatitis B vaccine.

REIKI 2

Reiki 2: Prerequisite: Reiki 1 Practitioner. Learn about hidden or inner teachings. Okuden is about the three symbols and three mantras that will aid in focusing the energy. At this level, you discover your hidden or inner qualities and learn to connect more deeply with the Reiki energy. **6 classes**

HCA7050

24SA: 04/08 - 05/20 M 6:30 PM - 9:30 PM
Location: MTC Tuition: \$279

REIKI 3

Reiki 3: Prerequisite: Reiki 2. Delve deeper into opening up your own natural ability to heal yourself and others. In the Reiki Master/Teacher training students will learn about the Reiki Master symbol and how to incorporate it into their Reiki practice to amplify healing and manifesting. A variety of techniques and meditations will be taught to further enhance their Reiki practice. Students will learn how to perform Reiju and Attunements to initiate others into The Usui Natural Healing System. **15 classes**

HCA7100

24FA: 9/11 - 01/22 M 6:30 PM - 9:30 PM
Location: MTC Tuition: \$671

Home and Garden

CONTINUING EDUCATION

FLORAL DESIGN

Are you creative and love to work with flowers? Experience working with a professional floral designer that will teach you unique tricks of the trade with fresh flowers. Bring home exquisite arrangements utilizing supplies from home, personal gardens, and your surroundings as you explore many styles such as: holiday decorating, center pieces, corsages and bouquets, and garden arrangements. **6 classes**

LFD1010

24FA: 09/19 - 10/24 T 6:30 PM - 9:30 PM

24SB: 03/05 - 04/16 T 6:30 PM - 9:30 PM

Location: ICC Tuition: \$667

Languages

CONTINUING EDUCATION

SPANISH

The Spanish language has become a necessity for communication in today's society. A professional Spanish educator will help you to learn the language by emphasizing words and phrases that will help you converse with Spanish speakers on a daily basis. **15 classes**

LAN2000

24FA: 10/10 - 02/06 T 6:00 PM - 9:00 PM

24WB: 02/27 - 06/18 T 6:00 PM - 9:00 PM

Location: WTC Tuition: \$597

ADVANCED SPANISH

Prerequisite: Spanish (LAN2000)

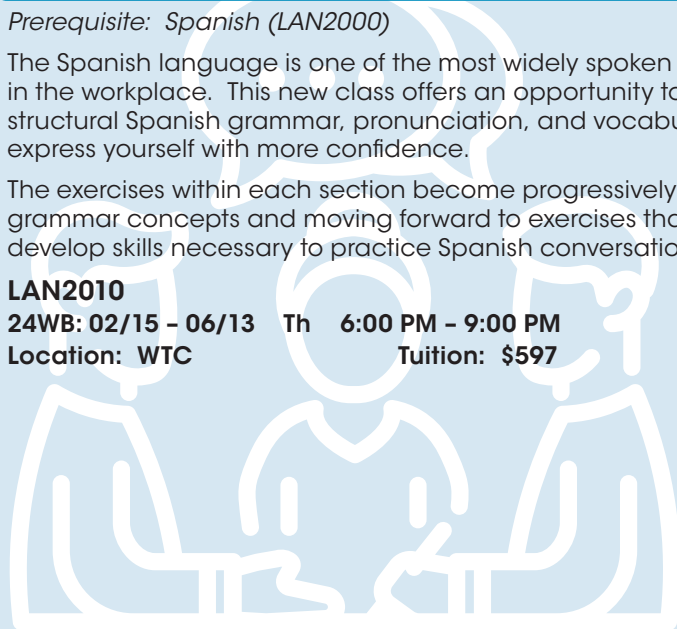
The Spanish language is one of the most widely spoken languages, and today bilingual persons are in demand in the workplace. This new class offers an opportunity to review, practice, and complement the foundation of structural Spanish grammar, pronunciation, and vocabulary, allowing you to use it in the workplace to write and express yourself with more confidence.

The exercises within each section become progressively more challenging, starting with a reinforcement of the grammar concepts and moving forward to exercises that require more challenging cognitive thinking. You will develop skills necessary to practice Spanish conversation. **15 classes**

LAN2010

24WB: 02/15 - 06/13 Th 6:00 PM - 9:00 PM

Location: WTC Tuition: \$597



Public Safety

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

SECURITY GUARD TRAINING*

Security Guard Training, an eight-hour, pre-assignment training, is a general introductory course. Upon successful completion of this course, the guard is issued a training certificate. This certificate must accompany the security guard's registration application when submitted to the NYS Division of Criminal Justice Services. **2 classes**

LPS5000

24FA: 10/16 - 10/17 M/T 6:00 PM - 10:00 PM

24SB: 03/18 - 03/19 M/T 6:00 PM - 10:00 PM

Location: BTC

Tuition: \$279

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



Transportation Technology

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

AUTO BODY TECHNICIAN

Consider a career as an auto body repair technician. You will learn assembly and disassembly of parts, paint preparation, masking, jamming, finished work and final delivery. There is a great demand in the auto body industry for qualified technicians. Get on the road to an exciting career and enroll today. **29 classes**

TTE1040

24FA: 10/10 - 02/01 T/Th 6:00 PM - 9:30 PM

24WB: 02/27 - 06/18 T/Th 6:00 PM - 9:30 PM

Location: ICC

Tuition: \$1,517

AUTOMOTIVE REPAIR INDUSTRY CERTIFICATION PREPARATION (ASE)

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

58 classes

TTE1050

24FA: 10/11 - 06/17 M/W 6:30 PM - 9:30 PM

Location: MTC

Tuition: \$2,205

AUTOMOTIVE SKILLS

Prerequisite: Basic Auto Mechanics and Maintenance (TTE1010). The automotive industry has a consistent need for trained workers. This course will provide you with fundamental automotive principles that are required for you to obtain your first job in the automotive field. Areas of focus include, but are not limited to, electronics and electrical systems, field delivery systems, emissions, brakes and suspension. You will learn the latest in scan technology and how to utilize an inspection machine with respect to annual New York State car inspections. Upon successful completion of this course, you will be prepared to enter the automotive field.

TTE1000

24FA: 09/19 - 02/01 T/Th 6:00 PM - 9:30 PM

Location: MTC

Tuition: \$1,835

35 classes

24WA: 01/08 - 06/10 M/W 6:00 PM - 9:30 PM

Location: WTC

Tuition: \$1,835

35 classes

24WB: 02/13 - 06/18 T/Th 6:00 PM - 10:00 PM

Location: MTC

Tuition: \$1,835

31 classes

CONTINUING EDUCATION

BASIC AUTO MECHANICS AND MAINTENANCE

Are you considering automotive repair as a possible career choice? This automotive course will teach you how to perform basic auto maintenance and repair tasks. Theory and operation of all major components will be presented including engine, drive train, brakes, ignition systems and general maintenance and safety checks. This course is a prerequisite for Automotive Skills (TTE1000) and Automotive Repair Industry Certification Preparation (ASE) (TTE1050). **18 classes**

TTE1010

24FA: 09/21 - 11/30 T/Th 6:30 PM - 9:30 PM

24WA: 02/27 - 05/09 T/Th 6:30 PM - 9:30 PM

Location: MTC

Tuition: \$815

24FB: 10/18 - 12/20 M/W 6:30 PM - 9:30 PM

Location: WTC

Tuition: \$815

Transportation Technology

CONTINUING EDUCATION

MOTORCYCLE SERVICE AND REPAIR

Get ready for Summer. Tune up your bike and feel confident on the road. Course content will cover: review of basic 4-stroke engine theory, engine repair, adjustments and running of intake system, ignition/charging systems, valve clearance, clutch/ transmission service, wheel and drive chain inspections and adjustments, all fluid services, exhaust inspection and repair, servicing of suspension, wheel bearings, tires and brakes. 12 classes

TTE4000

24FA: 10/10 - 11/28 T/Th 6:30 PM - 9:30 PM

Location: WTC Tuition: \$615

24WA: 05/07 - 06/13 T/Th 6:30 PM - 9:30 PM

Location: MTC Tuition: \$615

AUTO BODY REPAIR

If you are a beginner looking to become familiar with auto body repair related tools and equipment, then this is the class for you! Power tools, spray equipment, types of paints and basic repair techniques will be covered. Personal auto work may be allowed at the instructor's discretion. 14 classes

TTE1030

24WA: 02/27 - 04/18 T/Th 6:00 PM - 9:00 PM

Location: WTC Tuition: \$715

SMALL ENGINE REPAIR

Theory of operation of 2- and 4-cycle engines, carburetors, ignition systems, electrical systems and more will be covered. You will service, diagnose, troubleshoot and repair lawn mowers, chain saws, snow blowers and other power equipment. You will have an opportunity to work on your own equipment. 14 classes

TTE5000

24FA: 10/16 - 12/04 M/W 6:30 PM - 9:30 PM

24WA: 01/08 - 03/11 M/W 6:30 PM - 9:30 PM

Location: BTC

Tuition: \$685

MARINE REPAIR

If you love the water and the outdoors and are in search of a great career, then you belong in this course. The curriculum focuses on 50 horsepower or less outboard motors and stern drive engine repair procedures, tune-ups, water pumps, winterizing and basic operating principles of outboard motors and stern drive engines, using theory and demonstration. The instructor will address practical problems, troubleshooting, and advanced teardown and rebuilding of outdrive engines. You will have the opportunity to work on your own outboard motor. 17 classes

TTE3025

24SA: 03/25 - 06/05 M/W 6:00 PM - 9:00 PM

Location: BTC

Tuition: \$715



Welding

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

UNIVERSAL WELDING

Experienced welders are in high demand on Long Island. You will learn the fundamentals of shielded metal arc, Tig/Mig oxyacetylene and plasma arc cutting processes. Employment opportunities, as well as preparation for job interviews, will be discussed. You will have the basic skills necessary to break into this exciting and essential trade area.

24 classes

WEL1000

24FA: 09/11 - 12/11 M/W 6:00 PM - 9:30 PM

24FB: 09/12 - 12/12 T/Th 6:00 PM - 9:30 PM

24WA: 01/22 - 05/08 M/W 6:00 PM - 9:30 PM

24WB: 01/23 - 05/02 T/Th 6:00 PM - 9:30 PM

Location: M/W: ICC

Location: T/Th: MTC

Tuition: \$2,555

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

SHIELDED METAL ARC WELDING PREPARATION COURSE

Learn beginner to advanced arc welding procedures and practices as you prepare for the AWS D1.1 Qualification Standard 3G vertical, 4G overhead or 6G pipe welding (6G includes ASME section 9 Qualification standard 6G option 6010 Root-Pass or GTAW Root-Pass). (Individuals must register for each qualification separately). Topics include machine set up, joint design, electrode selection, and polarity. Other topics include the three basis welding joints, as well as out-of-position welding. There will be an emphasis on structural welding for the American Welding Society (AWS) D1.1 standard. For 3G vertical and 4G overhead: The welders performance qualification is a groove weld on 1" plate that meets the requirements of AWS D1.1.

The Welders performance qualification is a groove weld on 1" plate that meets the requirements of AWS D1.1. 20 classes

WEL1200

24FA: 09/12 - 11/28 T/Th 6:30 PM - 9:30 PM

24WA: 02/13 - 05/09 T/Th 6:30 PM - 9:30 PM

Location: ICC Tuition: \$2,045

***Additional fee for 6G test: 6G test requires taking the GTAW class prior to taking the test. ***

GAS TUNGSTEN ARC WELDING (TIG) FUNDAMENTALS

Learn theory and practical applications of TIG (heli-arc) welding, including machine set-up and operation of the Gas Tungsten Arc Welding (GTAW), commonly called "TIG" welding process. Course includes welding aluminum, stainless steel, pipe and steel tubing to American Welding Society (AWS) D17.1 standard. Upon completion, you can seek employment in industries such as aerospace, marine, automotive, nuclear and many others. 10 classes

WEL1220

24WA: 03/04 - 04/08 M/W 6:00 PM - 9:30 PM

Location: MTC

Tuition: \$2,045

GAS METAL ARC WELDING (MIG) FUNDAMENTALS

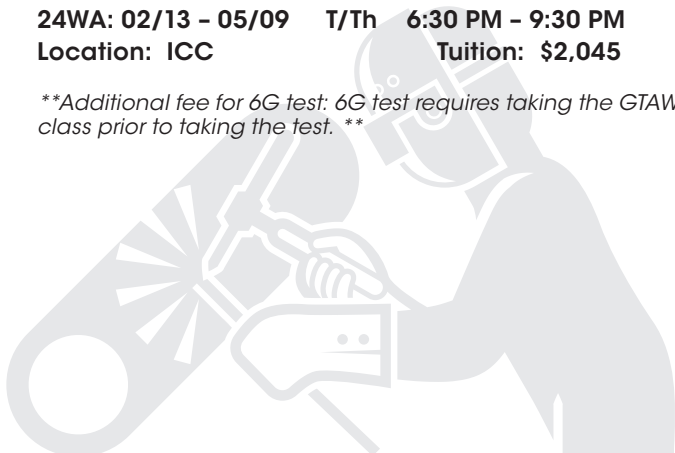
Learn beginner to advanced MIG welding, covering welding steel plate coupons in the five basic welding joints in the flat, horizontal and vertical positions. Students will develop skills with the Gas Metal Arc Welding process (GMAW), or commonly called "MIG" welding, and be introduced to the Flux Cored Arc Welding process (FCAW). Upon completion, you can seek employment in industries such as manufacturing, fabrication shops, automotive related welding, HVAC related welding, ornamental welding and many more... 10 classes

WEL1210

24FA: 10/02 - 11/06 M/W 6:00 PM - 9:30 PM

Location: MTC

Tuition: \$2,045



Welding

CAREER TRAINING, LICENSING AND CERTIFICATION PROGRAMS

WELDING QUALIFICATION COURSE

NEW

The Shielded Metal Arc Welding Preparation course prepares welders for a hands-on test that will determine if a welder can produce a quality weld that is up to industry codes and standards. In this course, students will get specialized training to prepare them for the qualification test accordance with the American Welding Society (AWS) D1.1 code for structural welding 3G (vertical), 4G (overhead), or 6G (pipe welding including ASME section 9 qualifications standard 6G option 6010 Root-pass or GTAW Root-pass. You must register for each qualification separately. Tuition includes tests material and ASME exam fee. *Prerequisite: requires successful completion of the Shielded Metal Arc Welding Preparation course.* **12 classes**

WEL1300

24FA: 3G 12/12 - 01/25	T/Th	5:45 PM - 9:30 PM	Tuition: \$2,380
24FB: 4G 12/12 - 01/25	T/Th	5:45 PM - 9:30 PM	Tuition: \$2,380
24FC: 6G 12/12 - 01/25	T/Th	5:45 PM - 9:30 PM	Tuition: \$3,055
24SA: 3G 05/21 - 06/27	T/Th	5:45 PM - 9:30 PM	Tuition: \$2,380
24SB: 4G 05/21 - 06/27	T/Th	5:45 PM - 9:30 PM	Tuition: \$2,380
24SC: 6G 05/21 - 06/27	T/Th	5:45 PM - 9:30 PM	Tuition: \$3,055

Location: ICC

Vertical Plate Qualification: Requires successful completion of the Shielded Metal Arc Welding Preparation Course

Overhead Plate Qualification: Requires successful completion of the Shielded Metal Arc Welding Preparation Course

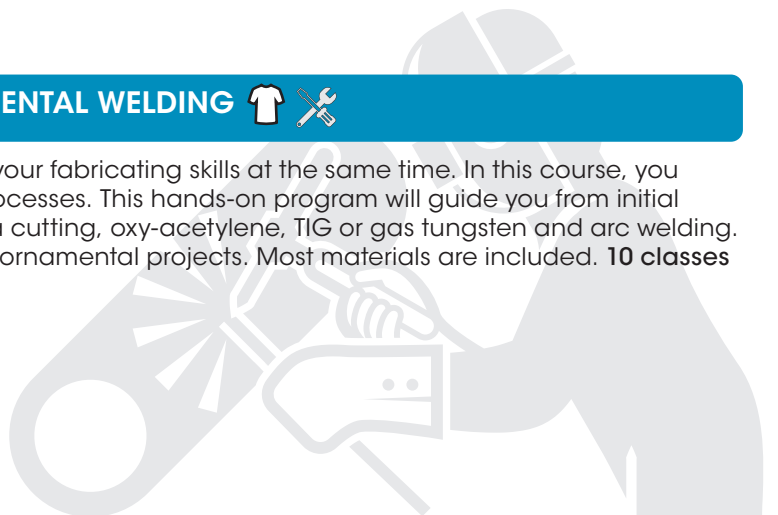
CONTINUING EDUCATION

ORNAMENTAL WELDING

Learn professional welding techniques and work on your fabricating skills at the same time. In this course, you will learn fabrication skills important to all welding processes. This hands-on program will guide you from initial design through the fabrication process using plasma cutting, oxy-acetylene, TIG or gas tungsten and arc welding. Participants will be encouraged to complete several ornamental projects. Most materials are included. **10 classes**

WEL1020

24WA: 01/03 - 02/12	M/W	6:00 PM - 9:00 PM	
Location: MTC			Tuition: \$975
24SA: 05/06 - 06/10	M/W	6:00 PM - 9:00 PM	
Location: MTC			Tuition: \$975



Tuition Assistance

FEDERAL STUDENT AID (Pell Grant, Direct and Parent PLUS Loans) is available to qualified individuals for eligible programs. Eligible programs include the *Practical Nursing Program* and *Cosmetology Program*. Students are required to complete a FAFSA (Free Application for Federal Student Aid) to determine their eligibility. For important information related to Federal Student Aid or Gainful Employment, please visit our Adult Education site at www.esboces.org/nursing or www.esboces.org/cosmetology

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

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

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

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

Veterans Administration Based on active duty service, the GI Bill® provides educational assistance to service members, veterans, and their dependents. Contact the Department of Veterans Affairs at 1-800-827-1000.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

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

Employers are an excellent resource for scholarships and tuition benefits.

Students enrolling in a course of study more than \$1,000 may be eligible for private student loans.

Payment plans are available. An administrative fee of \$75 will be charged for all approved payment plans.

ESBOCES REFUND POLICY

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

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

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

FEDERAL REFUND POLICY

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

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

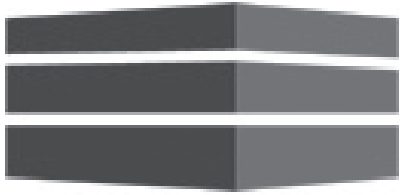
CLASS CANCELLATION ESBOCES reserves the right to cancel a course that does not have sufficient enrollment or to change class dates, times, and locations as the need arises. Students will be notified by email or phone at least 2 days prior to the start date of class.

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

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

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

Online Classes



THE CENTER FOR LEGAL STUDIES

THE CENTER FOR LEGAL STUDIES

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

Advanced Legal Research and Writing
Advanced Paralegal Certificate
Alternative Dispute Resolution Certificate
eDiscovery for Paralegals Certificate
Employment Law Certificate
Intellectual Property Law for Engineers
Law School Preparation
Legal Investigation Certificate

Legal Nurse Consultant Training
Legal Secretary Certificate
Medical Professional Legal Consultant
Paralegal Certificate Course®
Personal Injury for the Paralegal
Software Essentials for the Law Office
Victim Advocacy Certificate

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



UGOTCLASS ONLINE CERTIFICATES AND COURSES

ESBOCES is collaborating with UGotClass to offer online certificates and courses provided by the Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools.

- **Business**
- **Business Communication**
- **Data Science**
- **Human Resources**
- **Leadership**
- **Management**
- **New Media Marketing**
- **Personal Development**
- **Social Media for Business**
- **Technology Skills**
- **Training and Education**
- **Training for K-12 Teachers**

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

See page 45 for a complete listing of UGotClass online classes.

Employment Resource Center

UNLOCK THE DOOR TO YOUR FUTURE!

Available to all ESBOCES Students and Alumni

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

Services include:

- Job Postings from our Business and Industry partners
- Career and Labor market information
- Career development and job search workshops
- One-on-one employment counseling
- Resume and cover letter assistance
- Interviewing techniques and mock interviews
- Computers with internet and printing access
- Photocopying and fax services

Please call one of our trained vocational advisors for an appointment:

Gary D. Bixhorn Technical Center
(631) 286-6585

Edward J. Milliken Technical Center
(631) 244-5893

Harry B. Ward Technical Center
(631) 369-7567

Adult Education Courses Approved for Veterans Benefits

- Auto Body Repair
- Automatic Heating Program
- Barbering
- Basic Animal Care and First Aid
- Certified Personal Trainer
- Clinical Medical Assistant
- Commercial Culinary Arts
- Computer Repair
- Construction Basics - NCCER
- Construction Project Management - National Center for Construction Education and Research (NCCER) Certification
- Cosmetology
- Dental Chairside Assistant
- Dog Grooming
- Electric - National Center for Construction Education and Research (NCCER) Certification
- Electric Program
- Esthetician
- Facilities Maintenance
- Home Health Aide
- Home Inspector Program
- HVAC - National Center for Construction Education and Research (NCCER) Certification
- Nail Technician
- Nurse Assistant
- Physical Therapy Aide
- Plumbing - National Center for Construction Education and Research (NCCER) Certification
- Practical Nursing
- Professional Baking
- QuickBooks™
- Refrigeration and Air Conditioning
- Universal Welding
- Veterinary Assistant

BEFORE REGISTERING, PLEASE MEET WITH YOUR VETERAN COUSELOR TO DETERMINE YOUR ELIGIBILITY.

Visit our website: www.esboces.org or call (631) 369-7567 for more information and a list of newly-approved courses.

Adult Education Program Policies

CONFIRMATIONS

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

CERTIFICATES OF COMPLETION

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

OFFICIAL TRANSCRIPTS/ EDUCATIONAL RECORDS

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

SECURITY/PERSONAL SAFETY

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

DAMAGE TO OR LOSS OF PERSONAL PROPERTY ON EASTERN SUFFOLK BOCES PREMISES

Eastern Suffolk BOCES does not assume any responsibility, either real or implied, for the personal property of any adult education student. It is suggested that students review their personal insurance coverage.

DRUG, ALCOHOL AND SMOKING POLICY

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

INSTRUCTIONAL ACCOMMODATIONS

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

TRANSLATION

To have any or all of this catalog translated in another language, please call **(631) 286-6587**.

Para tener alguno o todo este catálogo traducido en español por favor llame **(631) 286-6587**.



Adult Literacy and High School Equivalency Program

**FOCUS ON
SUCCESS**

Eastern Suffolk BOCES Adult Literacy Program

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



REGISTRATION INFORMATION

For Adults 21 years or older
\$25 Registration Fee



CALL NOW FOR MORE INFORMATION OR TO MAKE AN APPOINTMENT TO REGISTER

BSAEC Bay Shore (631) 233-4404	BTC Bellport (631) 286-6548	WTC Riverhead (631) 369-7570	Southampton High School (631) 369-7570	Hampton Bays Middle School and St. Rosalie
Day Monday-Friday 9:30AM-1:30PM	Day Monday-Friday 9:30AM-1:30PM	Day Monday-Friday 9:30AM-1:30PM		St. Rosalie (631) 369-7570
				Day Monday-Friday 9:30AM-12:30PM
Evening Monday/Wednesday Tuesday/Thursday 6:00PM-9:00PM	Evening Monday/Wednesday Tuesday/Thursday 6:00PM-9:00PM	Evening Monday/Wednesday Tuesday/Thursday 6:00PM-9:00PM	Evening Tuesday/Thursday 6:00PM-9:00PM	Hampton Bays Middle School (631) 369-7570
				Evening Tuesday/Thursday 6:00PM-9:00PM



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

Ingles como Segundo Lenguaje

Pregúntanos cómo puedes mejorar tu inglés y educación cívica mientras te capacitas en una carrera



- Diseñado para adultos no nativos que buscan mejorar sus habilidades para hablar, comprender, leer y escribir el idioma inglés
- Las clases se ofrecen en los niveles inicial, intermedio y avanzado
- Clases diurnas y nocturnas disponibles
- La educación a distancia
- El plan de estudios incorpora la historia y el gobierno de los Estados Unidos y los pasos necesarios para convertirse en ciudadano de los EE. UU.



Para obtener más información, llame a la ubicación del centro más cercana a usted.



Gary D. Bixhorn Technical Center

350 Martha Avenue, Bellport
Phone: (631) 286-6548

St. Rosalie's Hampton Bays Center

31 Montauk Highway, Hampton Bays
Phone: (631) 369-7570

Harry B. Ward Technical Center

970 North Griffing Avenue, Riverhead
Phone: (631) 369-7570

Bay Shore Adult Education Center

1444 5th Ave, Bay Shore, NY
Phone: (631) 233-4404

Southampton High School

141 Narrow Lane, Southampton
Phone: (631) 369-7570

Hampton Bays Middle School

70 Ponquogue Avenue, Hampton Bays
Phone: (631) 369-7570



**Logra tu desempeño académico, profesional,
y objetivos personales.**

Los estudiantes pueden obtener asistencia para la matrícula de los cursos de capacitación profesional cuando se inscriben en dos clases de inglés o de equivalencia.

Llame a un Asesor Vocacional para obtener más información.

INFORMACIÓN DE REGISTRO

Todas las clases comienzan la semana del 11 de septiembre de 2023

Hampton Bays Middle School y Southampton High School comienzan la semana del 3 de octubre de 2023.

La inscripción comienza el 10 de julio de 2023. Citas diurnas y vespertinas disponibles

24-HOUR REGISTRATION

Register for Continuing Education Classes Online at www.esboces.org/AEV

IN- PERSON



Sayville Adult Education Center (SAEC)
30 Greene Avenue,
Brentwood
9:00 AM – 3:00 PM
(631) 233-4425

Gary D. Bixhorn Technical Center (BTC)
350 Martha Avenue, Bellport
9:00 AM – 3:00 PM
5:00 PM – 8:00 PM (Weds.
only) (631) 286-6585

Edward J. Milliken Technical Center (MTC)
375 Locust Avenue,
Oakdale 9:00 AM – 3:00 PM
(631) 244-5893

Harry B. Ward Technical Center (WTC) 970 North Griffing
Avenue Riverhead
9:00 AM – 3:00 PM
(631) 369-7567

PHONE



Phone registration accepted
8:30 AM – 3:30 PM
Monday – Friday

PURCHASE ORDER



Businesses registering staff for training can be invoiced if a purchase order number is given.

FAX



Fax completed registration form to:
(631) 233-4459

VOUCHERS

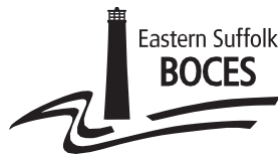


Tuition vouchers accepted from ACCES-VR, WIOA and CSEA Partnerships.

MAIL



MAIL-IN REGISTRATION FORM



MAIL MONEY ORDER PAYABLE TO ESBOCES TO:
ESBOCES @ Sayville Adult Education Center
Attn: Student Financial Services
30 Greene Avenue, Sayville, NY 11782

NAME

Last

First

MI

Gender male female other prefer not to say

Date of Birth / /

MAILING ADDRESS

City

Zip

N Y

Phone

Email

Course Number

Section

Course Title

Fee

HS Diploma GED/TASC

Please Note: HS Diploma or GED/TASC required for most Health Science courses. See course description for details.

Total

Please mark all that apply:

- I am an individual with a disability
- I have received tuition funding
- I am receiving public assistance
- I am employed full-time
- I receive Social Security Income
- I am unemployed
- I am an English language learner and would benefit from instructional materials in my native language

How Did You Hear About This Class:

- Friend/Family/Word of mouth
- ESBOCES Website
- Catalog mailed to house
- Picked up catalog from a community organization
- Previously took a course at ESBOCES
- Other – Please specify: _____

REFUND POLICY (Page 30 of catalog):

Please sign that you have read it and consent: _____

You may assume your registration has been accepted unless otherwise notified.

Services for
individuals,
business, and
not-for-profit
agencies

OTHER SERVICES

- 39** Adaptive Driving
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- 43** Nail Care Menu
- 43** Dog Grooming Menu
- 43** Professional Automotive Services

Adaptive Driver Training

THE ROAD TO INDEPENDENCE STARTS HERE

The Adaptive Driver Training Program

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

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

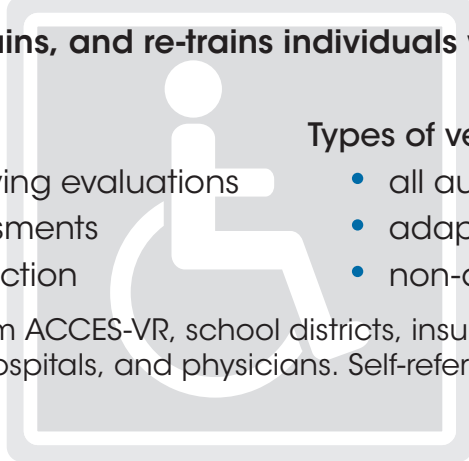
We offer:

- comprehensive driving evaluations
- senior citizen assessments
- individualized instruction

Types of vehicles used:

- all automatic transmissions
- adapted autos
- non-adapted autos

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



For more information, call **(631) 244-5886**

Supported Employment

WORKING TOGETHER TO SUPPORT EMPLOYMENT

The Supported Employment Program

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

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

Our program provides employment-related services to individuals with intellectual and other developmental disabilities that include:

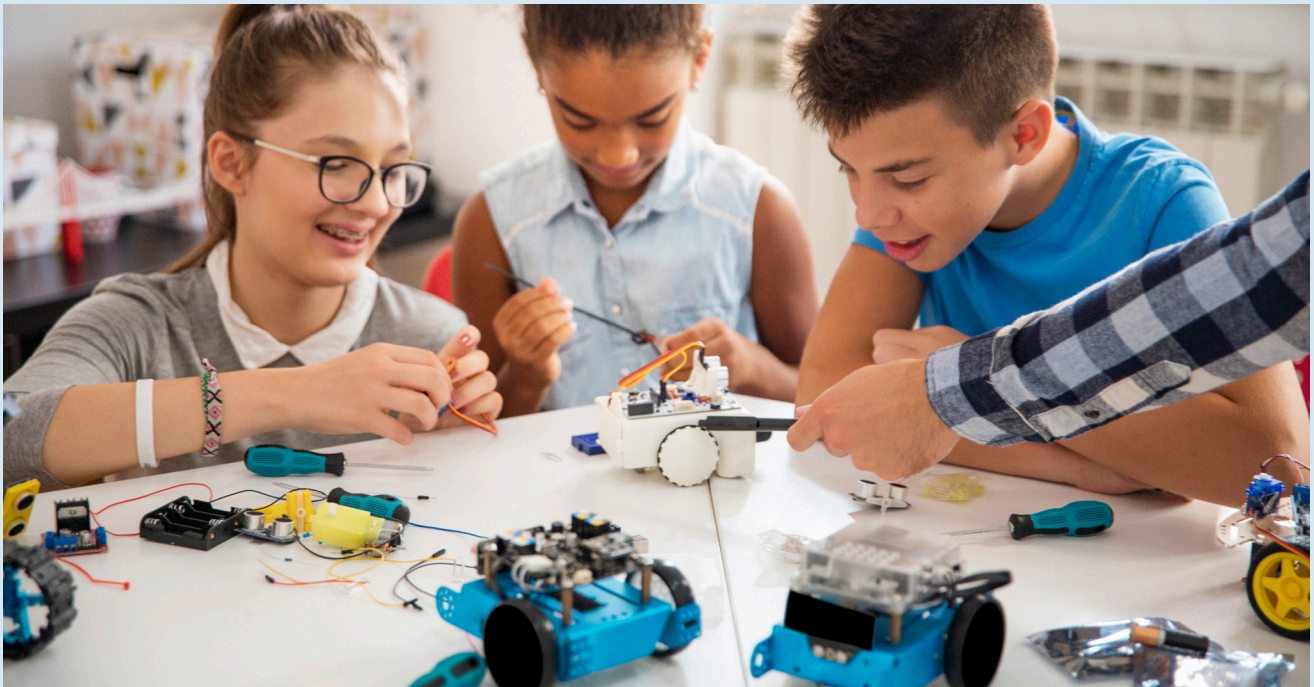
- assessment of individual's interests, employment needs, and skills
- soft skills training and pre-employment preparation
- travel training to community employment site
- job development consistent with individual's interests, abilities and employer expectations
- on-the-job training
- long-term support services

For more information, call **(631) 244-5930**

Summer Career Exploration
for students 13-15 years of age



WHAT CAREER WOULD YOU LIKE TO EXPLORE THIS SUMMER?



2024

Register Today!

Call (631) 369-7567

or visit

registration.xenegrade.com/esboces

REGISTRATION for Summer 2024 begins in February

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

Register online at: www.esboces.org/AEV



Career and College Pathways for High School Students

Eastern Suffolk BOCES offers approximately 60 career education courses at the Gary D. Bixhorn Technical Center in Bellport, Edward J. Milliken Technical Center in Oakdale, and Harry B. Ward Technical Center in Riverhead.

Many colleges offer articulation agreements to students in targeted areas of study, and students may earn college credits or advanced standing at select post-secondary institutions. More than 2,500 companies have employed graduates of Eastern Suffolk BOCES career and technical education programs.

Career and Technical Education Courses include the following:

- Animal Science
- Art, Design and Visual Communications
- Audio Production
- Auto Body Repair and Car Customizing
- Automotive Technology
- Aviation/Professional Pilot Training
- Barbering
- Carpentry/Residential Construction and Home Improvement
- Certified Personal Trainer
- Clinical Medical Assisting
- Computer Science and Application Development
- Computer Repair and Networking
- Cosmetology
- Culinary Arts/Restaurant Operations Management
- Dental Chairside Assisting
- Early Childhood Education
- Electrical Trade and Alternative Energy
- Fashion Merchandising and Design
- Heating, Ventilation and Air Conditioning (HVAC)
- Law Enforcement
- Marine/Motorsports Technology
- Nurse Assisting
- Physical Therapy Aide
- Plumbing and Heating
- Practical Nursing
- Professional Photography and Digital Imaging
- Television, Video and Digital Film Production
- Welding/Metal Fabrication



**For more information,
please call (631) 419-1628
or visit www.academyli.org**



Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

Inner Beauty Salon & Spa

Riverhead Day: (631) 369-7567 or (631) 208-2020
Friday, 8:30 AM - 1:30 PM (December - June)

Oakdale Day or Evening: (631) 244-5854
(December - June)

SALON MENU

HAIR SERVICES	PRICE	FACIAL	PRICE
Blow Out	\$5.00 \$10.00	Facial	\$10.00
Up-Do	\$15.00 & Up	WAXING	
Shampoo & Set	\$10.00	Waxing (eyebrows)	\$5.00
Haircut	\$10.00	Waxing (lips)	\$5.00
Single Process Color (root touch up)	\$15.00 & Up	MANICURE	
Single Process Color (full head)	\$20.00 & Up	Basic Manicure	\$5.00
Highlights	\$15.00 & Up	Paraffin Manicure	\$7.00
Per Foil	\$2.00	Nail Wraps/Acrylics (gel nails)	\$18.00
Deep Conditioning Treatment	\$5.00	Nail Wraps/Acrylics (gel polish)	\$10.00
Perms	\$25.00 & Up	Nail Art (per nail)	\$1.00
		Full Set	\$18.00
		Pedicure	\$10.00

SPA MENU

Oakdale Day: (631) 244-5893
8:00 AM - 4:00 PM (December - May)

SKIN	PRICE	WAXING	PRICE	MAKE-UP	PRICE
Classic Maintenance Facial	\$10.00	Eyebrows	\$5.00	Full Make-Up	\$10.00
Refreshing & Refining Mint Facial	\$15.00	Lips	\$5.00	Airbrush Make-Up	\$20.00
Clarifying Cucumber Facial	\$20.00	Chin	\$5.00		
Clarifying Aromatherapy Facial	\$20.00	Half Leg	\$10.00		
Soothe and Soften Oat Facial	\$20.00	Full Leg	\$20.00		
Signature Mud Facial	\$20.00	Half Arm	\$5.00		
Scent-Sational Aromatherapy Facial	\$20.00	Full Arm	\$7.00		
Oxygen Facial	\$40.00				
Eye Treatment	\$5.00				
Paraffin Treatment	\$5.00				
Brightening Eye Treatment	\$4.00				
Hydrating Lip Treatment	\$4.00				

BARBER SHOP

Bellport Evening: (631) 286-6740
6:00 PM - 9:00 PM (October - June)

HAIR SERVICES	PRICE
Haircut	\$5.00



NAIL CARE MENU

Riverhead: (631) 369-7567
1:30 PM – 4:00 PM (December - May)

NAIL CARE	PRICE	NAIL CARE	PRICE
Basic Manicure	\$5.00	Nail Art (per nail)	\$1.00
Paraffin Manicure	\$7.00	Full Set	\$18.00
Nail Wraps/Acrylics (gel nails)	\$18.00	Basic Pedicure	\$10.00
Nail Wraps (gel polish)	\$10.00		

Dog Grooming and Bathing

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

Bellport Day: (631) 286-6585
Tuesday, Wednesday and Friday (December – June)
Evening appointments: (631) 286-6585


BATHING SERVICES	PRICE	CLIPPING, CUTTING & STYLING	PRICE
Bath/Dry, Ear Cleaning, Nail Trim		Puppy Cut	
Under 40 lbs.	\$10.00	Under 40 lbs.	\$15.00
Between 40 and 80 lbs.	\$15.00	Between 40 and 80 lbs.	\$20.00
Over 80 lbs.	\$20.00	Over 80 lbs.	\$25.00

Professional Automotive Services


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

DID YOU KNOW?

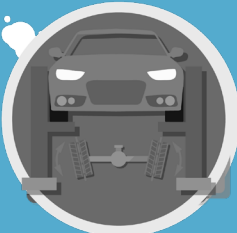
Our students are under the supervision of their instructors and can perform a wide range of automotive and tire services including:




Car Inspection



Oil Change, Lube & Filter




Tire Repair, Rotation & Wheel Alignment



Belts & Hoses

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



Brake Service

Facility Locations and Contact Information

Gary D. Bixhorn Technical Center (BTC)

350 Martha Avenue
Bellport, NY 11713

Day: (631) 286-6585

www.esboces.org/BTCDirections

Harry B. Ward Technical Center (WTC)

970 North Griffing Avenue
Riverhead, NY 11901

Day/Evening: (631) 369-7567

www.esboces.org/WTCDirections

Edward J. Milliken Technical Center (MTC)

375 Locust Avenue
Oakdale, NY 11769

Day/Evening: (631) 244-5893

www.esboces.org/MTCDirections

Islip Career Center (ICC)

379 Locust Avenue
Oakdale, NY 11769

Day/Evening: (631) 244-5893

www.esboces.org/ICCDirections

Sayville Adult Education Center (SAEC)

30 Greene Avenue
Sayville, NY 11782

Day/Evening: (631) 233-4425

Bay Shore Adult Education Center (BSAEC)

1444 5th Avenue
Bay Shore, NY 11706

Day/Evening: (631) 233-4404



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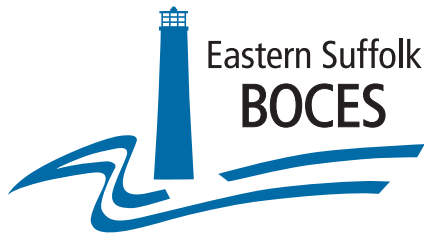
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Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.



UGOTCLASS Online Certificates and Courses

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

BUSINESS

Bookkeeping Certificate

- Understanding Debits and Credits
- General Ledger and Month End Procedures
- Closing Procedures and Financial Statements

Certificate in Accounting and Finance for Non-Financial Managers

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

Entrepreneurship Certificate

- Entrepreneur Boot Camp
- The Business Plan
- Entrepreneurial Marketing

BUSINESS COMMUNICATION

Certificate in Basic Game Design

- Introduction to Game Design
- Intermediate Video Game Design

Certificate in Business Writing

- Effective Copywriting
- Business Writing
- Writing News and Press Releases

Certificate in Customer Service

- Extraordinary Customer Service
- Keys to Customer Service

Certificate in Workplace Communication

- Conflict Management
- Negotiation: Get What You Want
- Using Personality Profiles for Better Work Performance

DATA SCIENCE

Certificate in Data Analysis

- Introduction to Data Analysis
- Intermediate Data Analysis
- Advanced Data Analysis

Certificate in Mastering Excel

- Advanced Excel
- Intermediate Excel
- Mastering Microsoft Excel

Self-Study: Certificate in Data Analysis

- Self-Study: Introduction to Data Analysis
- Self-Study: Intermediate Data Analysis
- Self-Study: Advanced Data Analysis

SQL Certificate

- Introduction to SQL
- Intermediate SQL
- Advanced SQL

HUMAN RESOURCES

- Spanish for Medical Professionals

LEADERSHIP

Certificate in Leadership Development

- Leadership Principles
- Developing Your Leadership Skills
- Developing Your Professional Career

MANAGEMENT

Certificate in Non-Profit Administration

- Revenue Generation for Non-Profits
- Program Evaluation for Non-Profits

Certificate in Project Management

- Introduction to Project Management
- Project Management Processes
- Project Management Knowledge Areas

Management Certificate

- Management Boot Camp
- Managing Generations in the Workplace
- Collaborative Management

Six Sigma Green Belt Certificate

- Introduction to Six Sigma Green Belt
- Intermediate Six Sigma Green Belt
- Advanced Six Sigma Green Belt

Supervisory and Leadership Certificate

- Supervisory and Leadership

NEW MEDIA MARKETING

Digital Marketing Certificate

- Improving Email Promotions
- Boosting Your Website Traffic
- Online Advertising

Mastering Video Marketing Certificate

- YouTube for Business
- Video Marketing

SOCIAL MEDIA FOR BUSINESS

Social Media for Business Certificate

- Introduction to Social Media
- Integrating Social Media in Your Organization
- Marketing Using Social Media

TECHNOLOGY SKILLS

Certificate in Web Design

- Introduction to Web Design
- Intermediate Web Design
- Advanced Web Design

Coding Certificate

- Introduction to Coding
- HTML Fundamentals
- CSS Fundamentals

Graphic Design Software Essentials Certificate

- Adobe InDesign Essentials
- Adobe Illustrator Essentials
- Adobe Photoshop Essentials

WordPress Certificate

- WordPress Certificate

TRAINING AND EDUCATION

Certificate in Online Teaching

- Advanced Teaching Online
- Designing Online Instruction
- Fostering Online Discussion

TRAINING FOR K-12 TEACHERS

Certificate in Learning Styles

- Developing the Socialization Skills of Students with ASD in the Inclusive Classroom
- Gender Matters: Gender in the Classroom
- Generational Learning Styles



Adult Literacy Distance Learning Classes

Do you have limited time and can only attend school one day a week? ESBOCES now offers Distance Learning for ESL and GED® students.

Finish High School

Interested in training for a career while preparing for your high school equivalency?

Call for more information or ask how you can train for a career while attending high school equivalency classes.



Locations

Bay Shore Adult Education Center
1444 5th Avenue
Bay Shore, NY 11706
(631) 233-4404

Gary D. Bixhorn Technical Center
350 Martha Avenue
Bellport, NY 11713
(631) 286-6548

Harry B. Ward Technical Center
970 N. Griffing Avenue
Riverhead, NY 11901
(631) 369-7570



Eastern Suffolk
BOCES

Adult Education

350 Martha Avenue
Bellport, NY 11713

www.esboces.org/AEV

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**CAREER
TRAINING,
LICENSING and
CERTIFICATION
PROGRAMS**

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**ADULT LITERACY
and
HIGH SCHOOL
EQUIVALENCY
PROGRAMS**

Page 34

**Other
Services**

Page 38



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@ESBOCES



Register online at: www.esboces.org/AEV

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