

DUTCHESS BOCES

ADULT LEARNING INSTITUTE

We're More
than you think...

Turn the page,
check us out!

2016 Fall/Winter Course Catalog

Call Dutchess BOCES ALI
845.483.3640

Online Registration: www.dcboces.org/adults

Register
NOW!

Where Do You Start?

Come visit ALI at
One Civic Center Plaza

for a no
obligation

Information Session!

Monday
August 29th at 3:00 PM

Thursday
September 8th at 5:00 PM



If a Literacy Class
(HSE/ABE/ESL)
is what you are looking for, come to our
Orientation

Monday is a great day to take the first step!

Every Monday at 8:30 AM or at 5:00 PM

Sessions start promptly. Please arrive 15 minutes early.

ALSO available at the Beacon Howland Library 1st Monday
of every other month. Call for an appointment.



If you want to learn
something **NEW**
Check out this catalog and find a
Class for You!

New Trade Class
MAJOR APPLIANCE REPAIR

Nursing Assistant
Phlebotomy

*Practical Nursing
(pages 4 - 6)

Auto Trades (Page 12 - 13)

HVAC and more (Page 17)

NEW!

Major Appliance Repair Tech (page 16)

Business Office Skills (page 20)

*Please call 845-486-8045 and make an appointment
to meet with the Nursing Coordinator regarding
Admission application. See page 6 for more details.



Still Have Questions?

DUTCHESS
BOCES
ADULT LEARNING INSTITUTE

Call **845.483.3640**
www.dcboces.org/adults

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School Closed - All Sites

Sep 5th
 Oct 3rd, Oct 11th-no evening, Oct 12th
 Nov 10th-no evening, Nov 11th Nov 22nd-no evening
 Nov 23th-25th
 Dec 26th-30th
 Jan 2nd, Jan 16th



Scan QR
code for
online
maps and
directions
brochure.

Go Online,
Call, or
Stop by...

We'll
see You in **Class!**

HEALTH OCCUPATIONS



TRAIN TO BE A
NURSES
ASSISTANT



Nursing Assistant

Prepare to be a nursing assistant who provides quality care in settings such as nursing homes and hospitals. Develop basic nursing assistant skills through lectures, laboratory practice, and clinical experience. 100 hours of classroom work is followed by a required 50 hours of clinical experience. *Upon successful completion, students must take a State Certification Exam.* Excellent attendance is required. Payment Plan Available.

Payment Plan
Available



PREREQUISITES: Assessment Exams. High school diploma or equivalency **NOT** required. Physical Examination, uniform and shoes purchased by student.

EXTRA FEES:

State Exam Fee \$115; Book \$70, \$7 fee for First Aid Card, paid in cash at time of class.

DAY TIME SCHEDULE

HC-01F16SEPTAL11 \$1,425 + Sessions: 38 (150 Hrs)
Days: M-F 8:30 am–12:30 pm 9/26/16 – 11/29/16
Location: ALL Instructor: Holmes

HC-01W17JANAL12 \$1,425 + Sessions: 38 (150 Hrs)
Days: M-F 8:30 am–12:30 pm 1/23/17 – 3/21/17
Location: ALL Instructor: Holmes

HC-01SP17APRAL13 \$1,425 + Sessions: 38 (150 Hrs)
Days: M-F 8:30 am–12:30 pm 4/24/17 – 6/29/17
Location: ALL Instructor: Holmes

EVENING SCHEDULE

HC-01F16SEPTAL14 \$1,425 + Sessions: 39 (150 Hrs)
Days: M-TH 4:00 – 8:00 pm 9/19/16 – 12/13/16
Location: ALL Instructor: Staff

HC-01W17JANAL15 \$1,425+ Sessions: 39 (150 Hrs)
Days: M-TH 4:00 – 8:00 pm 1/23/17 – 4/3/17
Location: ALL Instructor: Staff

HC-01SP17APRAL16 \$1,425+ Sessions: 39 (150 Hrs)
Days: M-TH 4:00 – 8:00 pm 4/24/17 – 6/27/17
Location: ALL Instructor: Staff

Still
Always More to Come!
Looking? For more dates
check in our Winter/Spring Course
Catalog published in January 2017.



RETURN
TO
PRACTICE

CNA – Return to Practice

Has your Certified Nursing Assistant certification lapsed within the last ten years? This 30 hr. review course helps **prepare** you to re-take the NYS Certification Exam.

EXTRA FEES: \$20 Materials/Supplies

THE CERTIFICATION EXAM FEE OF \$115.00 IS PAID DIRECTLY BY STUDENTS WHO MUST SCHEDULE THE TEST ON THEIR OWN WITH THE TESTING AGENCY.



HC-03F16DECAL11 \$345 + Sessions: 5 (30 Hrs)
Days: M-F 8:30 am – 3:00 pm 12/19/16 – 12/23/16
Location: ALL Instructor: Holmes

HC-03W17JANAL12 \$345 + Sessions: 5 (30 Hrs)
Days: M-F 8:30 am – 3:00 pm 1/9/17 – 1/13/17
Location: ALL Instructor: Holmes

HEALTH OCCUPATIONS

Your future is calling!

Phlebotomy Technician

Learn the technical knowledge and practical skills for an entry-level Phlebotomist position working in a lab, nursing home or hospital. Learn to perform a variety of blood collection methods using proper techniques and precautions. 75-hours of classroom work is followed by a required 75-hour clinical experience. **Class dates DO NOT reflect clinical time.** Clinical assignments are held in medical labs and hospitals throughout the Hudson Valley. **Students are responsible for their own transportation.**

PREREQUISITES: Assessment Exam, Physical Exam, and Lab Coat required, but are not provided. High School Diploma or Equivalency. Clinical experience supervised by L. Tommasino.

EXTRA FEES: \$55 Textbook/\$115 Exam



HC-30F160CTALI1 \$1,550+ Sessions: 25 (75 Hrs)
Days: T-TH 12:30 pm – 3:30 pm *10/18/16-12/15/16
Location: ALI Instructor: Tommasino
* Clinical hours will be done in January, 2017

HC-30W17FEBALI2 \$1,550+ Sessions: 25 (75 Hrs)
Days: T-TH 12:30 pm – 3:30 pm *2/7/17-4/16/17
Location: ALI Instructor: Tommasino
* Clinical hours will be done in April and May 2017

Nurse Assistant for English Language Learners!

Students interested in this option are strongly encouraged to enroll in the **Health Careers ESL** classes held at ALI starting in October 2016. Please call 845.483.3640 ext. 6103 to get more information.

Heartsaver CPR, AED and First Aid



American Heart Certification is good for 2 years. This is designed for the lay rescuer and is OSHA approved. Students learn CPR recognition of Stroke, Heart Attack, Choking and Cardiac Arrest, and First Aid, also how to use an AED.

EXTRA FEES: \$14 textbook/\$7 American Heart issued Certification card
(\$7 payable to instructor at 1st session.)

HC-28F16SEPTCTI \$60+ Sessions: 2 (7 Hrs)
Days: M&W 6:00 pm – 9:30 pm 9/26/16 & 9/28/16
Location: CTI Instructor: Miglio

HC-28F16DECCCTI \$60+ Sessions: 2 (7 Hrs)
Days: T&TH 6:00 pm – 9:30 pm 12/6/16 & 12/8/16
Location: CTI Instructor: Miglio

Basic Life Support for Healthcare Providers



Certification good for 2 years.

EXTRA FEES: \$12 Textbook/\$7 American Heart issued Certification Card
(\$7 payable to instructor at 1st session.)

HC-26F160CTALI \$60+ Sessions: 1 (7 Hrs)
Days: SAT 9:00 am – 4:30 pm 10/22/16
Location: ALI Rm 121 Instructor: Miglio

HC-26F16NOVCTI \$60+ Sessions: 2 (7 Hrs)
Days: T&TH 6:00 – 9:30 pm 11/15/16 & 11/17/16
Location: CTI Instructor: Miglio

Recertification of Basic Life Support for Healthcare Providers



Recertification course.

EXTRA FEES: \$12 Textbook/\$7 American Heart issued Certification Card
(\$7 payable to instructor at 1st session.)

HC-27F160CTCTI \$50+ Sessions: 2 (4 Hrs)
Days: T&TH 6:00 – 8:00 pm 10/11/16 & 10/13/16
Location: CTI Instructor: Miglio

Both courses cover CPR, foreign body airway obstruction, AED, barrier devices, two-person CPR and chain of survival. There is a written test with a minimum of 84% to pass.

Practical Nursing Program **cti**

Prepare for a rewarding healthcare career in a fast growing labor market. The Occupational Outlook Handbook predicts a 22% increase in jobs for LPN's from 2010-2020.

We are committed to providing excellent, competitively priced education that provides clinical and classroom instruction in preparation for the NCLEX-PN Examination (State Licensing Exam).



A Lifetime of Job Opportunities!

Call 845.486.8045

Application Process

1. Register for the PN entrance exam — Test of Essential Academic Skills (TEASV)*. There is a \$200.00 (non-refundable) fee, which includes the PN entrance examination and program application.
2. Applicants who meet the minimum TEASV scores must submit their completed application packet including references, official sealed high school transcript (GED® or WES evaluation), background check, and licensure limitation letter if applicable no later than one month after the entrance exam date.
3. Applications are evaluated in the order they are received; only complete applications will be processed.
4. Upon acceptance into the program, the applicant is responsible to submit a \$100.00* Admission Fee (non-refundable) this will assure a seat in the next available session.
5. Applicants will be notified of the Admission Committee's decision by mail. If you are not selected you may re-apply the following year.

Practical Nursing Program Requirements

- Pass each grading area with a minimum of 75%.
- Pass all clinical components.
- Complete the minimum number of hours required (approx. 1,080).
- Current CPR Certification.

Tuition and Anticipated Expenses

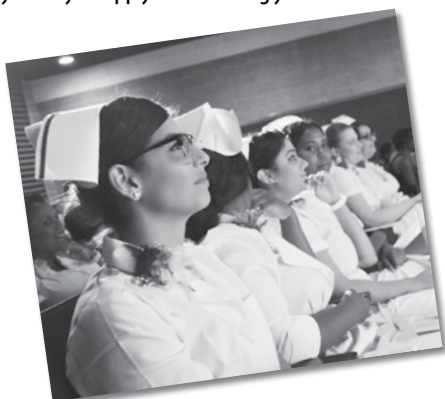
Tuition:	\$9,975.00 +
Testing/Application:	\$200.00 (non-refundable)
Admission Fee:	\$100.00 (non-refundable)

Additional Expenses (approximate)

Books: \$400.00	Physical Exam: varies
Uniform/Shoes: \$200.00	CPR Certification: varies
Licensing Exam/Fees: \$343.00	Background Check: \$143.75

Classes begin in January and September

Class Location: CTI Days: M – F
Full Time: 8:10 – 3:10 PM
Part Time: 1st year: 12:10 – 3:10 PM
2nd year: 8:10 – 11:10 AM



Starting your Adult Education Program... High School Equivalency preparation instruction begins at **Orientation!**

**DUTCHESS
BOCES**
ADULT LEARNING INSTITUTE

845.483.3640

Literacy programs at Dutchess BOCES are approved through the New York State Department of Education. Our programs have had a High School Equivalency pass rate over 70% for the past 8 years! It's all on our New York State REPORT CARD. And our teachers are all New York State Department of Education certified.

Come to the program with proven success.



Every Monday at 8:30 AM OR at 5:00 PM
Sessions start promptly - Please arrive 15 minutes early.
Also available at the Beacon Howland Library
1st Monday every other month. Call for an appointment.

START your week off RIGHT - COME to SCHOOL!

There is a \$10 non-refundable Registration fee due at Orientation. Exact cash, Bank Checks or Money Orders payable to Dutchess BOCES will be accepted. Plan about three (3) hours to learn about our programs and take the Test for Adult Basic Education (TABE). Once we know your educational level, we can recommend the best class for your success!

Take the TASC Test!

Test Assessing Secondary Completion (TASC), is a High School Equivalency (HSE) national examination. It is the primary pathway to a New York State High School Equivalency Diploma.

Tests are also
offered in Spanish



TEST
ASSESSING
SECONDARY
COMPLETION™

Test Site 356
Dutchess Community College
Bowne Hall, Rooms 122, 104 and 107
53 Pendell Road, Poughkeepsie, New York 12601

A Chance for Every Adult to Advance in Career and in Life.

TASC TEST DATES

September 23 & 24, 2016
October 14 & 15, 2016
November 18 & 19, 2016
December 16 & 17, 2016

October 21 & 22 - Spanish
December 2 & 3 - Spanish

Call Dutchess BOCES for an
application to take the test:
845.483.3640 ext. 6108

You can leave a message with your name and address at any time.
If you are under 19 years old, please let us know.



TASC Fast Track

This program is for individuals preparing to take the TASC™ to earn a New York State High School Equivalency Diploma. Formerly this was referred to as a GED®.

At ORIENTATION you will learn admissions requirements. Students will need to commit to four days a week, for 12 hours each week, for a total of 87 hours of instruction. 80% attendance is required.

Sessions will meet Monday – Thursday 10:00 am – 1:00 pm Sessions: 29 (87 Hrs.)

Fall 2016: September 21, 2016 – November 15, 2016
Students will sit for the TASC scheduled November 18th and 19th

Winter 2017: January 23, 2017 – March 14, 2017

Students will sit for the TASC at the anticipated dates of March 17th and 18th

LITERACY

Upcoming Fall 2017

TASC™ Calculator Workshops

Available on FRIDAYS

CALL 845.483.3640 for Details

TASC™ Calculator Workshop

Be prepared to use the provided calculator at the TASC™ exam. *Don't assume you will know how it works.* This workshop provides an overview of the calculator and hands on practice using the calculator to solve several TASC™ practice math questions.

FEE: \$35.00 for each workshop attended.

Seating is limited and classes are conducted on a first come, first serve basis.



Ask at the front office, visit with a counselor, or check with your literacy teacher for more details!

GRASP | Giving Ready Adults a Study Program



Are you living in Fishkill, Amenia, or Rhinebeck and want to prepare for the TASC test using Distance Learning?

Try our NEW electronic packet method! If you have access to a computer with e-mail, printer/scanner and internet service you can e-mail your teacher!

Designed for adults with a minimum reading grade level equivalent of 8.0 who are seeking a high school equivalency diploma. Students must be able to work independently and devote at least 6 hours per week to studying. Individualized home study packets are delivered twice a month via the regional library network, by mail or through e-mail and may be combined with three (3) hours of classroom tutoring. **Adult students need to be 21 years or older.**

Attend our ABE/HSE class at Adriance Library Tuesday and Thursday from 9:30-12:30 to meet a GRASP teacher. (Other library sites may be available throughout the year, please call for details.)

As with all our classes, students will need to attend a Monday "Orientation" at the ALI location in Poughkeepsie to determine qualifications for this program.

There is a \$10 non-refundable registration fee due at orientation. Exact cash, bank checks or money orders made payable to Dutchess BOCES accepted.

This is a self-paced learning program.

Call For Details:
845.483.3640
ext. 6108

For other possible upcoming classes, please call our office.

All home-study students are required to attend both pre and post assessment sessions during the school year at ALI.

(845) 454-7629

Dutchess County

YOUTH
One Stop



Dutchess County Regional
Chamber of Commerce



LITERACY



English as a Second Language for Beginner and Intermediate ESL Learners

The English as a Second Language (ESL) Program is for adults and is taught twice weekly for 6 hours. (El English Como Segunda Lengua es el programa de actultos y es dos veces por semana por seis horas.)

Call for Registration and Assessment 845.483.3640
Llame hoy para una clase cerca de usted Dutchess BOCES **ext. 6108**

Assessment Schedule and Location

ALI, One Civic Center Plaza, Suite 300, Poughkeepsie
Monday (Lunes) 9:00 AM - Noon.
By Appointment Only - Sólo con cita previa.

There is a \$10 non-refundable registration fee due at the time of assessment. Cash, bank checks, or money orders accepted payable to Dutchess BOCES.

DAYTIME CLASSES

CLASES DE DÍA

(Llame para hacer una cita para inscribirse en las clases diurnas)
Disponibles en:

Call for registration appointment for day classes.

Dutchess BOCES ALI
One Civic Center Plaza, Suite 300
Poughkeepsie
Lunes, Miércoles, y Viernes
De 9:00 am a 12:00 pm
Martes y Jueves
De 9:00 am a 12:00 pm

Dutchess BOCES ALI
One Civic Center Plaza, Suite 300
Poughkeepsie
M, W and F 9:00 AM-NOON

T-TH 9:00 AM-NOON

Art Centro
485 Main Street, Poughkeepsie
Dates and Time TBD

EVENING CLASSES

CLASES DE NOCHE

Disponibles en:
Dutchess BOCES ALI
One Civic Center Plaza, Suite 300
Poughkeepsie
Lunes Y Miércoles
De 6:00 pm a 9:00 pm

Dutchess BOCES ALI
One Civic Center Plaza, Suite 300
Poughkeepsie
M-W 6:00 PM – 9:00 PM
T-TH 6:00 PM – 9:00 PM

Community Action Partnership / Beacon
313 Main Street, Beacon
Martes y Jueves
De 6:00 pm a 9:00 pm

Community Action Partnership / Beacon
313 Main Street, Beacon
M-W 6:00 PM – 9:00 PM



INGLÉS PARA PRINCIPIANTES Y NIVEL INTERMEDIO PARA ESTUDIANTES DE INGLÉS COMO SEGUNDO IDIOMA (ESL)

El programa de Inglés como Segundo Idioma es para adultos.

ESL Horario de Evaluaciones y Sitios - Hay un arancel no retornable de diez dólares a ser pagado en el momento de la evaluación. Se acepta dinero en efectivo, cheques bancarios, u órdenes de dinero, con pago dirigido a BOCES Dutchess.

(Hay becas disponibles para reducir el pago de las clases) Llamar para detalles e información. Díganos cual es su idioma y nosotros traduciremos la información para usted. Llámenos al: **845.483.3640, extensión 6103**

Call us for details.
Tell us your language and we will work to translate this information for you!

If you need a High School Equivalency Diploma We are here to help You!

Dutchess BOCES Adult Learning Institute (ALI) is an approved New York State Department of Education full service literacy program.

SPEND your week WISELY - Come to SCHOOL!

		Mon	Tues	Wed	Thur
TASC Fast Track 10 th – 12 th Grade Levels	10:00 AM - 1:00 PM	█	█	█	█
ABE	9:00 AM - 12:00 PM		█		█
ABE/HSE	12:30 PM-3:30 PM		█		█
ABE/HSE	6:00 PM-9:00 PM		█		█
HSE 7 th – 12 th Grade Levels	6:00 PM-9:00 PM		█		█

Additional workshops available Monday and Friday throughout the year.

High School Equivalency (HSE) and Adult Basic Education (ABE)



At **ORIENTATION** there is a \$10 non-refundable Registration fee due at Orientation. Exact cash, bank checks or money orders payable to Dutchess BOCES will be accepted. Plan about three (3) hours to learn about our programs and take the Test for Adult Education (TABE). Once we know your educational level, we can recommend the best class for your success!!

Community Partner Locations

ABE/HSE	9:30 AM-12:30 PM	T-TH	Adriance Library – Teen Study Room, 93 Market Street, Poughkeepsie
ABE/HSE	9:45 AM-1:15 PM	T-F	Beacon Howland Library, 313 Main Street, Beacon
ABE/HSE	12:30 PM – 3:30 PM	M-W	Dutchess One-Stop, 191 Main Street, Poughkeepsie
ABE/HSE	6:00 PM – 9:00 PM	M-W	Community Action Partnership, Beacon, 10 Eliza Street
ABE/HSE	6:00 PM – 9:00 PM	M-W	CTI, BOCES Salt Point Campus 5 BOCES Road, Poughkeepsie

DID YOU KNOW THAT WE OFFER

- Funding assistance for many training programs?
- A variety of workshops and services to help support your job search activities?
- A resource room with computers for job search, resume and cover letter, resume writing and printing, and telephone for job search related calls?



All services at Dutchess County One Stop Career centers are free to the public. Eligible customers who need occupational skills training to find or maintain gainful employment may request funding assistance. Detailed information about our services and funding opportunities is available at our website. We are proud to offer priority of service to veterans and eligible spouses.

EOE/P auxiliary aids and services available upon request to individuals with disabilities.

Your Workforce Connection • 191 Main Street, Poughkeepsie, NY 12601 • 845-249-4649 | www.dutchessonestop.org

10 Dutchess BOCES Adult Learning Institute

Register on-line: www.dcboces.org/adults



www.ed2go.com/dcboces/

Online Learning - Anytime! Anywhere!

Learn More.

When and where you want!



[View Our Catalog](#)

How to Get Started:

1. Visit our [Online Instructor Center](#): www.ed2go.com/dcboces
2. Click the [Courses](#) link, choose the department and course title you are interested in and select the [Enroll Now](#) button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our [Online Instruction Center](#) and click on [Classroom](#) link. To begin your studies, simply log in with your e-mail and the password you selected during the enrollment.

Start Dates:

New course sessions begin each month. Please visit our [Online Instruction Center](#) to see the exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, e-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our [Online Instruction Center](#) for more information.

Complete listing available online at
www.ed2go.com/dcboces

New Courses	Popular Courses	Featured Courses
<ul style="list-style-type: none"> •Create a Business Plan •Fundamentals of Supervision 	<ul style="list-style-type: none"> •Design Effective Websites •Write Effective Web Content 	<ul style="list-style-type: none"> •Introduction to SQL •Intro to Database Development
		<ul style="list-style-type: none"> •Leadership •Language and Arts

SAVE TIME **SAVE \$\$\$** **GO ONLINE**

Course Fees
 Start at just
\$110

Next Sessions Start:

- September 14**
- October 12**
- November 9**
- December 14**
- January 18**

Over 300 online courses available!



www.ed2go.com/dcboces/

Most courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Convenient for everyone!

- Accounting and Finance**
- Business**
- College Readiness**
- Computer Applications**
- Design and Composition**
- Health Care and Medical**
- Language and Arts**
- Law and Legal**
- Personal Development**
- Teaching and Education**
- Technology**
- Writing and Publishing**

TRADE CAREER PATHWAYS

AUTOMOTIVE TECHNOLOGY

These classes are being delivered to meet the training needs for students who may need the proper instruction and work component to sit for their ASE Exam for steering and suspension. ASE Exams and guidelines for qualifications needed to take ASE exams can be found www.ase.com.

This program is divided into two sections, and **when combined**, will deliver a total of 60 hours of instruction and shop practice. Classes will be both theory and hands on in the shop.

EXTRA FEES: \$65 Materials and lab fee for each section. Textbook is the same as used in Auto I & II. Students needing to purchase one can do so for an additional fee.

Auto Tires, Wheels, and Suspension I

- General Suspension and Steering Systems Diagnosis
- Steering Systems Diagnosis and Repair
- Related Suspension and Steering Service

TR-84F16SEPTCTI \$335 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 10/4/16 – 12/6/16
Location: CTI Rm 211 Instructor: Ward

TR-84W17MARCTI \$335 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 3/14/17 – 5/23/17
Location: CTI Rm 211 Instructor: Ward

Auto Tires, Suspension, and Alignment II

- Wheel Alignment Diagnosis
- Adjustment, and Repair
- Wheel and Tire Diagnosis and Repair

TR-85W17JANCTI \$335 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 1/10/17- 2/28/17
Location: CTI Rm 211 Instructor: Ward

Our Team of Automotive Repair Professionals

Welcome Lee Arco to our adult education teaching staff! Lee Arco has over ten years experience in the automotive field. He attended school at Ohio Technical College in pursuit of his career in the automotive industry. Throughout his time as a technician, he has had extensive hands-on training with hybrid, electric, and diesel vehicles. Prior to Ohio Technical College, he was a student at Dutchess BOCES' Career & Technical Institute in the Automotive Technology program.



Auto Mechanics I

Learn beginning techniques in auto maintenance and repair. Topics include; starting, charging, fuel, ignition, heating and cooling; engine theory and operation, brakes, alignment, transmissions, NYS inspection, sensors, and more. Students may bring their own vehicle to work on, with instructor's permission. Safety glasses included.

EXTRA FEES: \$60 Supplies/\$99 Textbook

TR-08F16SEPTCTI \$595 + Sessions: 20 (60 Hrs)
Days: M & TH 6:00 – 9:00 PM 9/26/16 – 12/15/16
Location: CTI Rm 211 Instructor: Cook

TR-08W17FEBCTI \$595 + Sessions: 20 (60 Hrs)
Days: M & TH 6:00 – 9:00 PM 2/6/17 – 4/27/17
Location: CTI Rm 211 Instructor: Cook

Auto Mechanics II

Electrical, Electronics, and OBDII

This program is designed for students with entry to mid-level knowledge of the automobile electrical system. Learn from an advanced technician all the terms, systems, operation and diagnostic procedures. A great deal of hands-on shop time is included in this class. Outside reading will be suggested to further your understanding between classes. Textbook is the same as Auto I. Student needs to bring digital DVOM for this class. Safety glasses included.

EXTRA FEES: \$60 Student Lab/
\$99 Textbook (if textbook needed)

TR-56F16SEPTCTI \$335+ Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 9/28/16 – 12/14/16
Location: CTI Rm 210 Instructor: Arco

TR-56W17FEBCTI \$335+ Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 2/8/17 – 4/26/17
Location: CTI Rm 210 Instructor: Arco

AUTOMOTIVE TECHNOLOGY

Auto Body Repair I for Beginners and Restorers

Students will learn the correct practices and theory to make body repairs to new cars, classic automobiles and motorcycles. This program covers skills needed to begin a career in the auto body field. This includes: safety, panel repair, sheet metal replacement, component prep, sanding and painting. Limited Mig welding instruction is included in this program. Sorry, only parts and panels can be allowed due to limited space in the shop. Entire vehicle painting will not be possible during this program. Safety glasses included.

EXTRA FEE: \$105 Supplies

TR-67F16SEPTCTI \$335 + **Sessions: 10 (30 Hrs)**
Days: T 6:00 – 9:00 PM **10/4/16 – 12/6/16**
Location: CTI Rm 212 **Instructor: Baisley**



Small Engine Repair

Learn fundamental repair and diagnostic skills for working with two and four-cycle engines used on lawn care equipment. It is suggested that students have their own projects for lab work. Safety glasses included.

EXTRA FEES: \$110 Supplies/Textbook.

TR-24F16SEPTCTI \$330 + **Sessions: 10 (30 Hrs)**
Days: T 6:00 – 9:00 PM **10/4/16 – 12/6/16**
Location: CTI Rm 302 **Instructor: Parquet**

Register by phone: 845.483.3640

**TRADE
Career
Pathways
Lead
to
Jobs!**

**Dutchess BOCES
Adult Learning Institute (ALI)**

Our Team of Automotive Repair Professionals

We are pleased to have Nick Ward join our adult education teaching staff. As a high school student from WCSGD, he attended Dutchess BOCES' Career and Technical Institute (CTI) during both junior and senior years. Ward received a scholarship from the Early V8 Ford Car Club upon graduation. Furthering his automotive training at Universal Technical Institute (UTI), completing their core program,



he went on to finish his education with the Ford Accelerated Credential Training Program (Ford FACT). He currently holds Ford certifications in Diesel Performance, Chassis Master, and Engine Master and is

a New York State licensed inspector.



Dutchess BOCES Adult Learning Institute 13

CONSTRUCTION TECHNOLOGY

Welding I

Students will learn how to cut steel with oxygen and acetylene, and how to join metal using standard arc welding, and Mig welding. The program will begin with orientation to the shop and equipment to be used during the class. Safety instruction is on personal safety, PPE and on the job safety as it applies to the welding trade.



Students will work with oxygen & acetylene for cutting operations. They will be shown the technique and secrets of arc welding. Students will use 7018 rods to weld 1/2 " plate in four positions. Students will practice flat, horizontal, vertical, and overhead.

Mig welding instruction will be using Argon/CO2 gas shielded environment to join light gauge sheet metal in various procedures.

Students must bring their own tape measure to 1st session.

Students must also pay a supply fee to cover steel, rods, gases and kit.

Dutchess BOCES Adult Welding classes do not prepare students for testing that leads to certification. We instruct in the correct technique and practices needed to become successful at welding. The entire process and students' accomplishments are based on their grasp of the concepts and their actual ability to perform to a level required for testing. Our instructor will provide feedback and advise them how to improve.

EXTRA FEES: \$283 Supplies/Shop

TR-01F16SEPTCTI1 \$490 + Sessions: 12 (36 Hrs)
Days: M&W 6:00 – 9:00 PM 9/19/16 – 11/7/16
Location: CTI Rm 305 Instructor: Larkin

TR-01F16OCTCTI2 \$490 + Sessions: 12 (36 Hrs)
Days: T&TH 6:00 – 9:00 PM 10/18/16 – 12/6/16
Location: CTI Rm 305 Instructor: Larkin

TR-01F16NOVCTI3 \$490 + Sessions: 12 (36 Hrs)
Days: M&W 6:00 – 9:00 PM 11/28/16 – 1/18/17
Location: CTI Rm 305 Instructor: Larkin

Welding II

This welding class will begin where Welding I ended. Students will work with advanced stick welding techniques; Students will practice their new found Mig welding skills, begin the process of design and layout to produce a finished product. The instructor will utilize his many years of experience to aid students and guide them during this process.

Students will have to bring materials from their Welding I kit. A fixed amount of material is covered by the supply fees charged. Usage of these supplies will be monitored by the instructor. Material and stock above this set amount for large projects that students may wish to produce will be the responsibility of the student to purchase and arrange for delivery.

Welding I is a pre-requisite to take this class.

Students must also pay a supply fee to cover steel, rods, gases and kit.



Dutchess BOCES Adult Welding classes do not prepare students for testing that leads to certification. We instruct in the correct technique and practices needed to become successful at welding. The entire process and students' accomplishments are based on their grasp of the concepts and their actual ability to perform to a level required for testing. Our instructor will provide feedback and advise them how to improve.

EXTRA FEES: \$90

TR-02F16NOVCTI1 \$175 + Sessions: 4 (12 Hrs)
Days: M&W 6:00 – 9:00 PM 11/9/16 – 11/21/16
Location: CTI Rm 305 Instructor: Larkin

TR-02F16DECCTI2 \$175 + Sessions: 4 (12 Hrs)
Days: T&TH 6:00 – 9:00 PM 12/13/16 – 12/22/16
Location: CTI Rm 305 Instructor: Larkin

TR-02W17JANCTI3 \$175 + Sessions: 4 (12 Hrs)
Days: M&W 6:00 – 9:00 PM 1/23/17 – 2/1/17
Location: CTI Rm 305 Instructor: Larkin

CONSTRUCTION TECHNOLOGY

Carpentry and Skills for Remodeling

This 10-week course will cover basic home remodeling and repair techniques. Topics will include window and door installation, interior trim, tiling, sheetrock repairs, vinyl siding repairs, roofing, dust protection, tool and jobsite safety. Safety glasses included.

EXTRA FEES: \$105 Supplies

TR-93F16SEPTCTI \$330 + **Sessions: 10 (30 Hrs)**
Days: T 6:00 – 9:00 PM **10/4/16 – 12/6/16**
Location: CTI Rm 304 **Instructor: Staff**



Residential House Wiring



An excellent combination of hands-on course work and electrical theory. Step-by-step procedures needed to wire a typical single family home are provided.

Safety glasses included.

Students are to bring linesman pliers, interchangeable screwdriver, and carpet knife/wire stripper by second night of class.

EXTRA FEES: \$110 Materials/Lab
\$79 Textbook

HG-05F16SEPTCTI \$339 + **Sessions: 10 (30 Hrs)**
Days: T 6:00 – 9:00 PM **9/27/16 – 12/13/16**
Location: CTI Rm 311 **Instructor: Staff**

Residential Plumbing

Learn the principles of residential plumbing systems.

Topics include: home plumbing systems, tools, pipes, fittings, joining pipes, faucet and toilet repair. Hands-on labs include soldering 1/2" and 3/4" copper, joining DMV pipe, and the use of brazing to repair home piping. Safety glasses included.

EXTRA FEE: \$110 Materials/Lab

HG-06F16SEPTCTI \$339 + **Sessions: 10 (30 Hrs)**
Days: TH 6:00 – 9:00 PM **9/29/16 – 12/15/16**
Location: CTI Rm 303 **Instructor: Frolish**



ARE YOU EXCITED ABOUT THE FUTURE IN DUTCHESS COUNTY?



We can customize training for your needs! We have classrooms with web-based technology that can be used for your training purposes. Please contact Robert Butler, Program Developer, at robert.butler@dcbores.org for your company's training needs.

NEW! MAJOR APPLIANCE REPAIR

Major Appliance Repair Technician - Refrigeration

We have partnered with IHSP (In Home Service Professionals) and Sub-Zero-Wolf Appliances, to offer our first* of several programs under the Major Appliance Repair Technician classes – REFRIGERATION. Our industry designed curriculum and instructor, local industry professional, Dave Mann of Mann Appliances, will provide the students with the most up-to-date skills used throughout the industry.

Students should have an interest in technology and be able to learn the latest in computer technology and electronics as applied to high-end, residential refrigeration. Additionally, in home service will require excellent customer service skills and the ability to work independently.

The Hudson Valley is in need of IHSP-Major Appliance Repair Technicians immediately. Be the first to join our program and get a head start into this growing career.



Major Appliance Repair Technician - Refrigeration

TR-94F16SEPTCTI \$1300+ Sessions: 34 (102 Hrs)
 Days: M & W 6:00 – 9:00 PM 09/26/16 – 01/18/17
 Location: CTI Rm 214 Instructor: Mann
EXTRA FEES: \$150 Supplies and Test

**Future programs will include:
 COOKING APPLIANCES (102 HRS) &
 WASHER & DRYER REPAIR (102 HRS)*

Please e-mail Robert Butler at robert.butler@dcbooces.org if you have questions or would like more details about this exciting new program.

Lead Safety for Remodeling, Repair, and Painting (RRP)

EPA Renovation, Repair and Painting (RRP Rule) Renovator *Initial* Training Course

The EPA requires firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities, and schools be certified by the EPA and that they use certified renovators who are trained by the EPA-approved training providers to follow lead-safe work practices.

Tuition: \$205* 8:00 AM – 5:00 PM Session: 1 (8 Hrs)
Location: CTI Instructor: Environmental Ed Associate

Course #	Day	Date
TR-66F16SEPTCTI	W	9/21/16
TR-66F16OCTCTI	TH	10/27/16
TR-66F16NOVCTI	W	11/16/16
TR-66F16DECCTI	W	12/21/16

Individuals can become certified renovators by taking this eight hour course which is EPA - approved.



EPA Renovation, Repair and Painting (RRP Rule) Renovator *Refresher* Training Course

In order to maintain EPA Certified Renovator Status, you must renew your current certification every five years. To renew certification, you must successfully complete an EPA-accredited Certified Renovator Refresher Course Before your current certification expires. If the certified renovator training is not refreshed within five years of the previous training, you must retake the initial course to become certified again.

** You may qualify for reduced tuition pending review of your application by Robert Butler.*

Tuition: \$180* 8:00 AM – NOON Session: 1 (4 Hrs)
Location: CTI Instructor: Environmental Ed Associate

Course #	Day	Date
TR-91F16SEPTCTI	TH	9/22/16
TR-91F16NOVCTI	TH	11/17/16

For additional information, e-mail Robert Butler, Program Developer, robert.butler@dcbooces.org.

HVAC HEATING VENTILATION AIR CONDITIONING CAREER PATHWAYS



The HVAC field is a \$175 billion per year industry that is not significantly influenced by the New York State economy. In the Mid-Hudson Valley there is an average of 25 positions advertised every month. There is a constant need for qualified technicians as every residential and commercial building has HVAC equipment that needs installation and service.

Our full program prepares the student to enter the industry after going through a National Oilheat Research Alliance (NORA) approved curriculum along with a NORA accredited instructor. Course content includes: heat transfer systems, system design and electrical theory and application.

Electricity for HVAC

This class is a pre-requisite for Motors and Controls

This is a must for anyone trying to move into or advance in the HVAC field. The Class begin with A/C and D/C electrical theory, what is it and what it does. Topics also covered during hands on sessions will include: Ohms Law, proper use of meters, how to read a wiring diagrams, how to interpret your measurements. Everything you work on in the HVAC field will include electricity and how to safely check, evaluate or repair the supply to the equipment you are working on. Personal safety is a strong focus of the class.

Introduction to Electricity for HVAC

EXTRA FEES: \$60 Supplies/\$55 Textbook

TR-92F16SEPTCTI \$440 + Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 9/21/16 – 12/7/16
Location: CTI Rm 311 Instructor: Bynum

TR-92W17MAR CTI \$440 + Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 3/15/17 – 5/31/17
Location: CTI Rm 311 Instructor: Bynum

HVAC Motors and Controls

Topics include; basic control circuits, sensing devices, braking methods, types of motors, and students will study schematic diagrams to follow circuit connections. **EXTRA FEES:** \$105 Materials

Payment Plan Available!

HVAC Motors and Controls 1

TR-86W17JANCTI \$440 + Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 1/4/17 – 3/8/17
Location: CTI Rm 311 Instructor: Bynum

Oil Heating Cost includes Tuition, Testing Fees, and supplies.

The program is designed to teach individuals the fundamental skills of oil heat. Upon successful completion of this program, students will be entitled to take the NORA exam to become a Bronze Level Oil Heat Technician. Topics will include: personal safety, industry safety, carbon monoxide safety, nozzle combustion, basic electricity, drafting & venting, and ignition systems. The lab hours will be used to reinforce the lessons learned in the classroom. **NORA Exam is a one-time test. Students not securing a passing grade of 80% may retest at their discretion. Fees vary by test locations.**

Students will be provided access to OSHA 10-hour Program for the Construction Industry. Upon successful completion of online instruction and testing, a 10-hour wallet card will be issued.

Oil Heat Service Technician

TR-88SU16AUGCTI \$1580 Sessions: 34 (102 Hrs)
Days: T&TH 6:00 – 9:00 PM Dates: TBD
Location: CTI Rm 214 Instructor: Ringel

Air Conditioning Cost includes Tuition, Testing Fees, and supplies.

Service technicians are in great demand. This program is designed for persons wishing to enter the residential and light commercial air conditioning service technician career path. Topics covered in this program:

- Personal and professional safety
- PPE • Air conditioning cycle
- Refrigerants Reclaiming and Recycling in compliance with EPA
- EPA 608

AIR Conditioning Technician

TR-89W17JANCTI \$1450 Sessions: 34 (102 Hrs)
Days: M&W 6:00 – 9:30 PM Dates: TBD
Location: CTI Rm 214 Instructor: Pura

Examination leading to certification. One test and one re-test included in tuition.

WHERE
REAL
WORLD
LEARNING STARTS...

DUTCHESS
BOCES

CAREER AND TECHNICAL INSTITUTE



HANDS-ON TRAINING

WORK STUDY OPPORTUNITIES

CTI
PREPARING
HIGH SCHOOL
STUDENTS
COLLEGE AND
CAREER READY

TO SCHEDULE A TOUR CALL: 845.486.8001

FOR DETAILED INFORMATION ON OUR PROGRAMS:

www.dcboces.org/cti

6 HOUR DEFENSIVE DRIVING SCHEDULE

Reduce Points. Save Lives. Save Money.

ONLY
\$38*
Per Person

Did You Know...

- Our course and our instructors are sponsored by the National Safety Council.
- If you're a member of a GROUP, ORGANIZATION or BUSINESS & INDUSTRY, you can get a DISCOUNT to offer this class, and it can be held at your site.

Benefits...

- Learn to drive defensively and avoid traffic accidents.
- Reduction of liability and collision insurance premiums.
- Reduction of up to four penalty points on your driving record.

Course	Session(s)	Day	Date	Site	Time
DD-61F16SEPTALIA	1 Session	SAT	9/17/16	ALI	9:00 AM – 3:30 PM
DD-61F16SEPTALIA1	1 Session	SUN	9/25/16	ALI	9:00 AM – 3:30 PM
DD-62F16OCTALIA	1 Session	SUN	10/16/16	ALI	9:00 AM – 3:30 PM
DD-63F16NOVALIA	1 Session	SAT	11/5/16	ALI	9:00 AM – 3:30 PM
DD-63F16NOVALIA1	1 Session	SUN	11/13/16	ALI	9:00 AM – 3:30 PM
DD-64F16DECALIA	1 Session	SAT	12/10/16	ALI	9:00 AM – 3:30 PM
DD-167F16OCTCTI	2 Sessions	M&W	10/24/16 10/26/16	CTI	6:00 PM – 9:00 PM
DD-168F16NOVCTI	2 Sessions	T&TH	11/15/16 11/17/16	CTI	6:00 PM – 9:00 PM
DD-169F16DECCTI	2 Sessions	M&W	12/19/16 12/21/16	CTI	6:00 PM – 9:00 PM

*Subject to change without notice.

Course starts promptly at time indicated as mandated by the National Safety Council (Student allotted one reschedule without penalty).
You will not be admitted to class if you are late!
NO EXCEPTIONS WILL BE MADE!

Please be sure to bring your Driver's License to class.

ALI	CTI
One Civic Center Plaza, Suite 300, Poughkeepsie, NY 12601	5 BOCES Road, Poughkeepsie, NY 12601

Defensive Driving Course Online

Go to www.nscdefensivedriving.com/newyork
follow the directions...**Enter in 335 (our agency code) when prompted to enter referral code.**

DMV: 5-HOUR PRE-LICENSING

Tuition
\$35



**Bring
Permit to
Class**

PL-01F16SEPTCTI	MON	09/12/16	CTI	4:00 PM – 9:00 PM	Staff
PL-01F16SEPTALI	SUN	09/25/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01F16OCTCTI	THU	10/06/16	CTI	4:00 PM – 9:00 PM	Staff
PL-01F16OCTALI	SAT	10/22/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01F16NOVCTI	TUES	11/15/16	CTI	4:00 PM – 9:00 PM	Staff
PL-01F16NOVALI	SUN	11/20/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01F16DECALI	SAT	12/10/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01F16DECCTI	WED	12/14/16	CTI	4:00 PM – 9:00 PM	Staff

A mandated 5-hour course for all permit holders to obtain a New York State Drivers License. Course will result in receiving your MV-278 certificate which is needed for road test appointment.

COMPUTER TECHNOLOGY

Basic Business Office Skills

NEW!

Classes are meeting three days a week!

This course will orient students with little or no experience. The course provides students with basic office skills & computer software skill sets, while also requiring to them to prepare for the workplace with the creation of cover letters, a resume, and a practice interview.



EXTRA Fees: \$55 Textbook

CA-40F16SEPTALI \$890 + Sessions: 27 (108 Hrs)
Days: M-T-W 1:00 – 5:00 PM 9/19/16 – 11/30/16
Location: ALI Rm 113 Instructor: Ketcham

CA-40W16JANALI \$890 + Sessions: 27 (108 Hrs)
Days: M-T-W 1:00 – 5:00 PM 1/30/17 – 4/3/17
Location: ALI Rm 113 Instructor: Ketcham

CA-40SP16APRALI \$890 + Sessions: 27 (108 Hrs)
Days: M-T-W 1:00 – 5:00 PM 4/24/17 – 6/26/17
Location: ALI Rm 113 Instructor: Ketcham

Still

Always More to Come!
Looking?

For more dates

check in our Winter/Spring Course
Catalog published in January 2017.

Computer Basics for Seniors

This is a fun and informative course designed especially for seniors! This course will teach the basics of using a Windows based personal computer to communicate, organize and use the vast resources of today's digital age.

CA-30F16SEPTALI \$80 Sessions: 2 (6 Hrs)
Days: F 10:00 AM – 1:00 PM 9/23/16 & 9/30/16
Location: ALI Instructor: Staff

Microsoft Word 2013 - An Introduction

Learn to efficiently use Word to create documents

CA-07F16SEPTALI \$100 Sessions: 3 (9 Hrs)
Days: T & TH 5:30 PM – 8:30 PM 9/29/16 – 10/6/16
Location: ALI Instructor: Minnerly

DANCE

Basic Ballroom and Latin Dance Class

Basic Ballroom/Latin dance class covers the basic steps of the Foxtrot, Waltz, Merengue, Rumba, Cha-cha, Swing or any other dance students request. Instructor: Dance Master Esther Odescalchi.

DA-15F16SEPTBETA \$99 Sessions: 8 (8 Hrs)
Days: M 7:00 – 8:00 PM *9/26/16 – 11/28/16
Location: BETA Instructor: Odescalchi
*No class 10/3/16 & 10/10/16

Latin Dance Class

The class includes popular Latin dances, such as the Bachata, Salsa, Mambo, Merengue and any other Latin dance students request. Basic as well as more advanced patterns are taught. If you plan a cruise to the Islands, you surely want to know these dances.

Intermediate Basic Ballroom and Latin Dance Class

Learn Tango, Samba, and student requests. Instructor: Dance Master Esther Odescalchi.

DA-16F16SEPTBETA \$99 Sessions: 8 (8 Hrs)
Days: M 8:00 – 9:00 PM *9/26/16 – 11/28/16
Location: BETA Instructor: Odescalchi
*No class 10/3/16 & 10/10/16

DA-20F16SEPTBETA \$99 Sessions: 8 (8 Hrs)
Days: M 9:00 – 10:00 PM *9/26/16 – 11/28/16
Location: BETA Instructor: Odescalchi
*No class 10/3/16 & 10/10/16

DANCE STUDENTS: Please bring soft leather-soled shoes.

PERSONAL ENHANCEMENT

New York State Notary Public Training

Prepare for the New York State's Notary Public exam. This course offers an in-depth study of the Office of New York State Notary Public including an understanding of the Notary Public Law. The instructor will have study resources available for participants.



NP-01F16OCTALI \$35 Sessions: 1 (3 Hrs)
Days: SAT 9:00AM – NOON 10/22/16
Location: ALI Instructor: Werba

NP-01F16NOVALI \$35 Sessions: 1 (3 Hrs)
Days: M 5:30 – 8:30 PM 11/14/16
Location: ALI Instructor: Werba

Long-Term Planning for Independent Living

All are welcome to this informative program about services available for individuals who prefer to remain in their own homes rather than move to an assisted-living facility. Students will be introduced to options for those entering retirement and beyond to help plan for long-term independent living. You will gain an overview of options for care, support, services and technology with the goal of maintaining an independent lifestyle. Bring a bag lunch!

HC-25F16OCTALI \$12 Sessions: 1 (1 Hr)
Days: M 12:30 PM – 1:30 PM 10/17/16
Location: ALI Rm 115 Instructor: Staff

HC-25F16NOVALI \$12 Sessions: 1 (1 Hr)
Days: M 12:30 PM – 1:30 PM 11/14/16
Location: ALI Rm 115 Instructor: Staff

Passport to Retirement

PTR will help you to overcome the roadblocks to a successful retirement. In three sessions, this comprehensive overview will serve as a passport to helping you make sound financial decisions: Define & create your retirement, assess the costs of retirement, evaluate sources of income, invest for the future, protect your health & wealth, receive funds from retirement plans, & manage your estate distribution. Develop and organize a detailed financial plan! Ages 35-75. A spouse/guest may attend for free!

EXTRA FEES: \$25 Textbook payable to the instructor on 1st session.

MM-07F16OCTCTI \$49 + Sessions: 3 (7.5 Hrs)
Days: TH 7:00 – 9:30 PM 10/13/16 – 10/27/16
Location: CTI Instructor: James P. Agrawal, CFP

SECURITY GUARD

8 Hour Pre-Assignment Security Guard Training

We are approved by the Division of Criminal Justice to offer this 8-hour state mandated course for those interested in working as security guards or individuals acting in security functions. Topics include: Introduction to the 1992 Security Guard Act, conduct and ethics, the role of the security guard, legal powers and limitations, access control and review of the program.

This 8-hour training is a prerequisite for NY State licensing.

Upon successful completion of all sessions (8 Hrs.), a certificate will be issued.



Students MUST bring their Social Security Card to the first class.

SC-01F16OCTCTI \$75 Sessions: 4 (8 Hrs)
Days: W & TH 6:00 – 8:00 PM 10/19/16 – 10/27/16
Location: CTI Instructor: Springstead

SC-01F16DECCTI \$75 Sessions: 4 (8 Hrs)
Days: W & TH 6:00 – 8:00 PM 12/7/16 – 12/15/16
Location: CTI Instructor: Springstead

8 Hour Pre-Assignment Security Guard Training Refund Policy

Students will be entitled to a 100% refund at any time prior to the start of instruction.

If an 8 hour course is divided between two 4 hour days, student will be entitled to a 50% refund if the student cancels after the start of instruction, but before start of second 4 hour block. Fees as indicated in our Course Catalog such as, any non-refundable registration fees, deposits, or cancellation fees do not apply to students registered in this class.

THE ARTS

Introduction to Bass Guitar and its History

Introduction to Bass is a course designed for beginner to intermediate students looking to learn not only the techniques to play, but also the history of various styles of playing and the players who furthered the instrument in each style.

MU-06F160CTCTI \$59 Sessions: 6 (9 Hrs)
Days: TH 6:30 – 8:00 PM 10/6/16 – 11/10/16
Location: CTI Instructor: Horboychuk

Getting Paid to Talk, An Introduction to Professional Voice - Acting

Come and explore professional voice-acting for television, radio, audio books, and more! You'll even record a commercial under the direction of our producer! This class is informative and lots of fun.

LA-10F16NOVALI \$29 Sessions: 1 (2.5 Hrs)
Days: TH 6:00 – 8:30 PM 11/17/16
Location: ALI Rm 115 Instructor: Staff

Introduction to Guitar

Have you dreamed of making music and thought you can't? Do you want to play simple songs? If you answered yes, then this course is for you! Mr. Pat Horgan, your instructor, will teach you the basic guitar operations in this course.

Students need to bring an electric or acoustic guitar to class. In addition, please bring an extra set of strings, guitar pics and an electronic tuner to class.

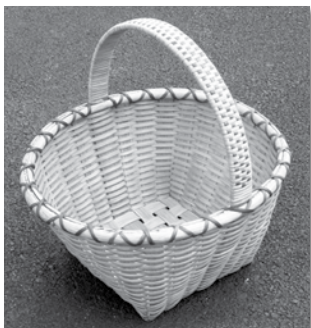
MU-01F160CTCTI \$98 Sessions: 5 (15 Hrs)
Days: TH 6:00 – 9:00 PM 10/6/16 – 11/10/16
Location: CTI Instructor: Horgan
(No class 10/27/16)

Bartending

Do you enjoy meeting people and want a challenging yet fun career? If so, then take a tip and become a Bartender. Hands-on training will be provided using non-alcoholic substitutes for mixing.

BA-01F160CTCTI \$141 Sessions: 8 (16 Hrs)
Days: T 7:00 – 9:00 PM 10/4/16 – 11/22/16
Location: CTI Instructor: Kelsey

How to Make a Williamsburg Basket **NEW!**



Come have fun making this multipurpose and aesthetically pleasing basket which measures approximately 9" H x 9" W. Using a Williamsburg wooden handle, participants will learn how to lay out the base and how to chase weave the sides. Learn how to rim and lash the basket and to wrap the handle in a decorative pattern.

EXTRA FEES: \$25 Materials fee payable to instructor at first session.

AC-31F16SEPTCTI \$40 Sessions: 2 (6 Hrs)
Days: W 6:00 – 9:00 PM 09/28/16 – 10/5/16
Location: ALI Instructor: Williams

Got Talent?

**Want to Share with Others?
Hobbyists/Teachers
wanted to share their special
area of expertise.**

Classes can be designed to teach part time evenings for adults. Please send your resume and details regarding your hobby to:
linda.way@dcbooces.org or fax to
845.483.3641 Attention: Linda Way

ALI - Adult Learning Institute
One Civic Center Plaza, Suite 300,
Poughkeepsie, NY 12601

Do it yourself: Learning the Skills of Our Grandmothers **NEW!**

Over the course of these 6 hours we will learn the basics of herbal medicine making and making probiotic drinks and foods (with tea and dairy). In addition we will learn a number of other things that can be made from items you have in your kitchen. You will receive instruction sheets after demonstrations of all items that will be taught so you can replicate them at home.

EXTRA FEES: \$10 Material Fee payable to the instructor on 1st session.

AC-30F160CTALI \$69 Sessions: 2 (6 Hrs)
Days: W 5:30 – 8:30 PM 10/19/16 – 10/26/16
Location: ALI Instructor: Fine

THE ARTS

Anyone Can Draw! Level I

This is an introductory class for anyone who wants to begin to visually communicate or improve basic sketching skills. Knowing how to draw is like knowing how to write your name, and this knowledge gives you a broad means of communicating your ideas without restriction. As they say, "A picture is worth a thousand words." Once drawing is learned, anything that the mind can picture can be drawn.

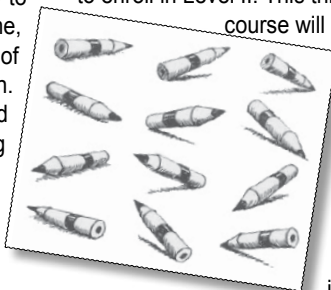
Drawing is easy once the Seven Elements of Drawing have been taught. It is easier to learn than reading and writing. Once you see for yourself, you will wonder why you hadn't tried this before!

EXTRA FEES: Reference material is included in the tuition fee. Supply list will be sent to students one week prior to start date for students to purchase at a local art supply store (approx. \$20)

AC-27F16SEPTALI \$85 Sessions: 3 (9 Hrs)
Days: SAT 9:00 – 12:00 PM 9/24/16 – 10/8/16
Location: ALI Instructor: Ferrara

Anyone Can Draw! Level II

You have mastered the Seven Elements of Drawing in Level I. Therefore, it's time to enroll in Level II. This three-session course will continue to enhance your knowledge as we explore lines and textures as well as discover secrets behind perspective, shape, shading and composition including landscapes.



EXTRA FEES APPLY if you DON'T have reference material or supplies from ACD! LEVEL I:
\$10 reference material fee due at time of registration with tuition. Supply list will be sent to students one week prior to start date for students to purchase at a local art supply store. (approx. \$20)

AC-28F16APRALI \$85+ Sessions: 3 (9Hrs)
Days: SAT 9:00 – 12:00 PM 10/22/16 – 11/5/16
Location: ALI Instructor: Ferrara

Digital Photography Introductory

Hands-on instruction This course will familiarize you with digital terminology such as what is a pixel, resolution, mega byte, jpeg file, raw file, etc. You will also become familiar with your camera settings and functions, as well as basic composition of a photograph. No prior experience is necessary. Students are encouraged to bring their Single Lens Reflex (SLR) cameras to class.



DP-01F16SEPTALI \$45 Session: 1 (3 Hrs)
Days: T 5:30 – 8:30 PM 9/27/16
Location: ALI Room 113 Instructor: Delmerico

Digital Photography Intermediate

A basic understanding of the digital media is required for this course. Students will become aware of the advantages of the digital format, and delve deeper into understanding the menu of the digital camera and adjustments to fine tune your photos. Students are welcome to bring their equipment to the class.

DP-02F16OCTALI \$45 Session: 1 (3 Hrs)
Days: T 5:30 – 8:30 PM 10/11/16
Location: ALI Room 113 Instructor: Delmerico

Digital Photography Made Simple 1-2-3

Have you ever looked at a photo and thought WOW - how did they do that? Enroll today for this exciting 3-session course presented by Sally Delmerico. The 1st session will be a review of your equipment; **2nd session will be a REQUIRED field trip** and we'll take photos based on the information presented in the 1st session. **The field trip is held on a weekend**

afternoon to allow for enough light to photograph. The 3rd session will be a critique of our photos to include, but not limited to, such things as what worked and why or why not.

DP-03F16OCTALI \$135 Sessions: 3 (9 Hrs)
Days: T 5:30 – 8:30 PM 10/25/16 – 11/8/16
Location: ALI Room 113 Instructor: Delmerico

GENERAL INFORMATION

AGE REQUIREMENT

You must be at least 18 years of age and no longer in high school.

BOOKS AND SUPPLIES

Please read the course description. If there is a requirement to purchase books and / or supplies in addition to the tuition charge, it will be noted in the course description.

Book and supply prices are subject to change without notice pending notification of price changes made by a vendor.

NYS AND CSEA PARTNERSHIP

If you are registering with a voucher, you are responsible for paying textbook and supply fees at time of enrollment.

CALENDAR

Classes are not scheduled on school holidays observed by Dutchess BOCES.

CERTIFICATION OF ACHIEVEMENT

Certificates of Achievement are given to students who complete at least 85% of the total course requirements, including attendance. Courses under 30 hours do not qualify for certificates. Exceptions to this policy are noted in course descriptions where applicable. Duplicate certifications are available upon request for a \$10 fee.

WEATHER/CANCELLATIONS

If classes are cancelled, the notice of cancellation will be broadcast on local radio stations and posted on the Dutchess BOCES Web site as soon as possible. All cancelled classes will be rescheduled.

IF DAYTIME DUTCHESS BOCES CLASSES ARE CANCELLED, NO EVENING CLASSES WILL BE HELD.

SMOKING

Smoking is not permitted in any Dutchess BOCES building. The entire Dutchess BOCES campus is smoke-free.

PERSONS WITH DISABILITIES

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

FOOD-BEVERAGES

There is no place to purchase food or beverages at CTI. Please do not bring food or beverages to your class unless advised in the course descriptions.

At ALL, there are nearby stores to purchase food and beverages before or after class.

DRUGS AND ALCOHOL

No illegal drugs or alcohol are permitted on any Dutchess BOCES premises at any time. All Dutchess BOCES locations are designated as "drug-free" schools and the campuses and surrounding areas are "drug-free zones".

DISCLAIMER

Dutchess BOCES does not endorse, take any responsibility for, or recommend any product or information presented or discussed in any course or any optional off-site meetings/planning consultations. Educational opportunities are offered without regard to sex, race, color, national origin, or disability. Dutchess BOCES is not responsible for typographical errors in course descriptions, prices, dates, and times.

Eligible veterans may qualify for GI benefits for the following courses: HVAC, Nursing Assistant, Phlebotomy, Real Estate, and Practical Nursing.

24 Dutchess BOCES Adult Learning Institute

DUTCHESS COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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STATEMENT OF NON-DISCRIMINATION

Dutchess BOCES offers employment and educational opportunities without regard to race, color, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this nondiscrimination policy may be directed to the following individuals. These officials will provide information, including complaint procedures to any citizen, student or employee who feels that his or her rights may have been violated by the BOCES or its officials.

Title IX Coordinator & Discrimination/Sexual Harassment – Employees

Cora Stempel, *Deputy Superintendent*
Dutchess BOCES
5 BOCES Road
Poughkeepsie, NY 12601
845.486.4800, ext 2250
cora.stempel@dcbooces.org

Section 504 & DASA Coordinator Sexual Harassment – Students

Norah Merritt
Executive Director for Human Resources
Dutchess BOCES
5 BOCES Road
Poughkeepsie, NY 12601
845.486.4800, ext 2278
norah.merritt@dcbooces.org

Inquiries regarding discrimination on the bases listed above may also be made to the United States Department of Education, Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005, (646) 428-3800, ocr.newyork@ed.gov.

Produced by Dutchess BOCES
Office of Communications and Grants Research
Genevieve Kellam, Director
Désirée Ferrara, Public Information Officer

Register on-line: www.dcbooces.org/adults

REGISTRATION PROCESS



4 easy ways
to register for any class...

**DUTCHESS
BOCES**
ADULT LEARNING INSTITUTE

1. Online:

Visit: www.dcboces.org/adults and follow the instructions. Save \$10 annual registration fee.

2. By Mail:

Complete the registration form provided on page 26.

- Be sure to make checks payable to — Dutchess BOCES.
- To charge fees to your VISA, MasterCard or Discover Card, provide credit card information on the registration form.

Mail to: Registration
Dutchess BOCES, ALI
One Civic Center Plaza, Suite 300
Poughkeepsie, NY 12601

3. By Phone:

- You can register by phone 8:30 AM – 3:30 PM with your VISA, MasterCard or Discover Card.
- Please call: 845.483.3640

4. In Person:

Registration will be accepted during the following days and hours:

Monday – Friday 8:30 AM - 3:30 PM

- Visit our ALI Location to register for courses at:
One Civic Center Plaza, Suite 300
Poughkeepsie, NY 12601
- Checks, exact cash, money orders, VISA, MasterCard or Discover Card are accepted as payment.

Cancellation of Program:

Dutchess BOCES reserves the right to cancel programs when there is an insufficient number of registrants. If necessary, a course may be cancelled prior to the start date. If your course is cancelled, you will be called and a full refund will be given.

Special Fees:

- \$10 Annual registration fee
- \$10 Duplicate document fee
- \$10 Assessment fee

Confirmation of Enrollment:

- Registration is on a first come, first enrolled basis.
- Payment must be made at the time of registration.
- You are officially enrolled when we receive and process your registration and payment.
- We do not send written confirmations.
- If your course is cancelled, you will be called and a full refund will be given.
- Classes may be subject to cancellation due to low enrollment.

Tuition Information:

- The tuition fees are listed with each program description.
- Payment plans are available for on-site programs costing \$900 or more.
- Payment plans will have a service fee.

Refunds:

- Refunds may take up to 30 days to process if payment was made with a check or cash.
- Credit card refunds will be credited to your charge account.
- Literacy/Training Registration Fee
No Refund

Refund Policies

Refund Policy applies to all forms of payment for tuition, including third party vouchers.

On-Site

For classes less than 100 hours:

Class cancelled by BOCES ALI	Full Refund
Student withdraws 4 days prior to class start date	Full Refund
Student withdraws 3 days prior through to the 2 nd class session	50% Refund and \$15.00 fee
Student withdraws after 2 nd day of class	NO REFUND

For classes more than 100 hours:*

Class cancelled by BOCES ALI	Full Refund
Student withdraws prior to 1 st day of class	Full Refund
Student withdraws prior to completion of 10% class time and after completing the first day	Refund less 10% Tuition and \$50.00 fee
Student withdraws after 10% class time	NO REFUND
If a student stops attending, or is dismissed from program	NO REFUND

* Details in Student Handbook distributed to students 1st day of class.

ed2go.com/dcboces Online Courses

Dutchess BOCES agrees to reimburse \$62 of the \$110 course fee for any student who drops an online course after enrollment but before the completion of the course, and explains in writing his or her dissatisfaction with the course. Students need to inform Dutchess BOCES in writing that they are dropping the course and present a written explanation of the dissatisfaction with the course.

MAIL-IN REGISTRATION FORM

REGISTRATION FORM MAY BE COPIED

Last Name	First Name	MI
Address		Apt.#
City	State	ZIP
Home Phone	Work Phone	
Cell Phone	e-mail Address	

NYS and CSEA Partnership... If you are registering with a voucher, you are responsible for paying textbook and supply fees at time of enrollment.

Course#	Course Name	Course Date	Tuition	Texts	Supplies	Exams	Total*
* When you register online, the annual \$10 registration fee is waived. (August 2016 – June 2017)						Registration Fee:	\$10*
						Grand Total:	



Total payment needs to include tuition plus textbooks and supplies fee if listed in description.

Method of Payment:

Check# _____ *Please make check payable to Dutchess BOCES*

Money Order **Credit Card**

Card Holder's Name _____ (Please Print)

Card Holder's Signature _____ Phone _____

Credit Card Number

-

Credit Card Expiration Date

Credit Card Security Code (see back of credit card on signature line.)

Mail to:

Registration, Dutchess BOCES/ALI
One Civic Center Plaza, Suite 300
Poughkeepsie, NY 12601



Retain this catalog for your course descriptions, refund policies, class schedule and directions!

Expires: January 2017



We're More than you think...

DUTCHESS BOCES

For almost 60 years Dutchess BOCES has provided stellar service in career and technical programs, adult education, special and alternative education, and more.

Did you know Dutchess BOCES:

- Consistently sees an 85% and higher graduation rate among our high-school and adult students for our Nursing Assistant program
- Successfully prepares students each year for LPN licensing exams and lucrative health care careers
- Trains high school students in film making, security, and computer technology careers
- Partners with community and government to provide adult low income families training and vehicles to assist in traveling to work and school
- Individualized instruction and support offered to students from other counties at our Alternative High School.
- Has established a quality trade school curriculum including construction, appliance repair, HVAC, welding and automotive technologies.
- Provide teacher and principal training for the entire region, improving classroom instruction for tens of thousands of students.

Enhancing the educational environment in our local community!



www.dcboces.org

DUTCHESS BOCES

ADULT LEARNING INSTITUTE

**Call Dutchess BOCES ALI - 845. 483. 3640
or Visit us at www.dcboces.org/adults**

Adult Learning Institute (ALI)

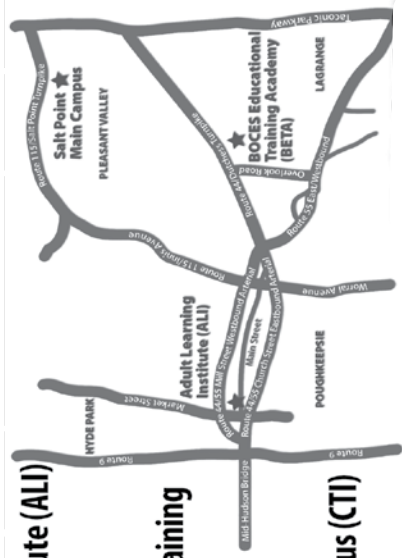
One Civic Center Plaza, Suite 300
Poughkeepsie, NY 12601

BOCES Educational Training Academy (BETA)

900 Dutchess Turnpike
Poughkeepsie, NY 12603

Salt Point Main Campus (CTI)

5 BOCES Road
Poughkeepsie, NY 12601



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