

BOCES ADULT LEARNING INSTITUTE

2016 Winter/Spring Course Catalog



**Call Dutchess BOCES ALI
845.483.3640**

Online Registration: www.dcboces.org/adults

Where Do You Start?

Come visit us at ALI
at One Civic Center Plaza for a

Schedule:

January 26th at 5:00 PM

February 23th at 5:00 PM

no obligation Information Session!

See August 2016 catalog
for Fall dates.



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

Orientation

Every Wednesday at 8:30 AM!

OR

Wednesday's at 3:30 PM!

(2nd & 4th Wednesday
of each month)

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!

If a **NEW** Career is for you!

NURSING ASSISTANT

PHLEBOTOMY

PRACTICAL NURSING*

(pages 4,5,6)

AUTO TRADES (page 12, 13)

HVAC (page 17)

BUSINESS OFFICE SKILLS

(page 10)

Please call 845-483-3640 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.dcbooces.org/adults

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2015/2016

**Calendar dates Closed for Adult
Continuing Education classes Only**

School Closed - All Sites

Jan 18th
Feb 15th
Mar 21th through Mar 25th
May 30th

ALL Site Closed Feb 20th

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Scan QR code for
online maps and
directions brochure.

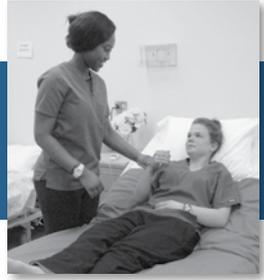
Go online,
Call, or
Stop by...

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



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-01W16JANALI1 \$1,325 + Sessions: 38(150 Hrs)
Days: M-F 8:30 am-12:30 pm 1/19/16 – 3/18/16
Location: ALI Instructor: Holmes

HC-01S16APRALI3 \$1,325 + Sessions: 38(150 Hrs)
Days: M-F 8:30 am-12:30 pm 4/11/16 – 6/7/16
Location: ALI Instructor: Holmes

EVENING SCHEDULE

HC-01W16FEBALI2 \$1,325 + Sessions: 39(150 Hrs)
Days: M-TH 4:00 – 8:00 pm 2/1/16 – 4/28/16
Location: ALI Instructor: Clear

HC-01SP16MAYALI4 \$1,325+ Sessions: 39(150 Hrs)
Days: M-TH 4:00 – 8:00 pm 5/2/16 – 7/21/16
Location: ALI Instructor: Clear

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

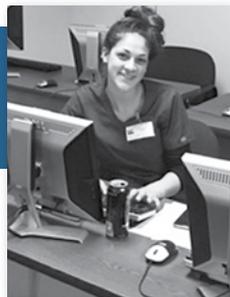


SUMMER
ACCELERATED
SCHEDULE

Starts July 2, 2016 - Ends August 12, 2016

Monday through Friday, ending 7/25/16. Classes will be held for 8 hours each day. Clinical and other components will be 4 hour days, starting 7/26/16. Visit us for an **Information Session** on Thursday, January 26th at 5:00 pm to tour the facilities and meet the teacher.

Start 7/2/16 – Complete by 8/12/16



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-03SP16JUNALI \$345 + Sessions: 5(30 Hrs)
Days: M-F 8:30 am – 3:00 pm 6/13/16-6/17/16
Location: ALI 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, and **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/\$105 Exam

HC-30W16FEBALI4 \$1,550+ Sessions: 25 (75 Hrs)
 Days: T-TH 12:30 pm – 3:30 pm 2/16/16 - 4/19/16
 Location: ALI Instructor: Tommasino

HC-30SP16MAYALIS \$1,550+ Sessions: 25 (75 Hrs)
 Days: T-TH 12:30 pm – 3:30 pm 5/3/16 - 6/28/16
 Location: ALI Instructor: Tommasino

Basic Life Support for Healthcare Providers

New Location Added!

Certification good for 2 years.

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

HC-26W16FEBALI \$60+ Sessions: 1 (7 Hrs)
 Days: SAT 9:00 am – 4:30 pm 2/6/16
 Location: ALI Rm 121 Instructor: Miglio

HC-26W16MARCTI \$60+ Sessions: 2 (7 Hrs)
 Days: T&TH 6:00 – 9:30 pm 3/8/16 & 3/10/16
 Location: CTI Instructor: Miglio

HC-26SP16MAYCTI \$60+ Sessions: 2 (7 Hrs)
 Days: M&W 6:00 – 5:30 pm 5/9/16 & 3/11/16
 Location: CTI Instructor: Miglio

HC-26SP16JUNCTI \$60+ Sessions: 2 (7 Hrs)
 Days: T&TH 6:00 – 9:30 pm 6/14/16 & 6/16/16
 Location: CTI Instructor: Miglio

HC-26SU16JULCTI \$60+ Sessions: 2 (7 Hrs)
 Days: T&TH 6:00 – 9:30 pm 7/12/16 & 7/14/16
 Location: CTI Instructor: Miglio

HC-26SU16JULALI \$60+ Sessions: 1 (7 Hrs)
 Days: SAT 9:00 am – 4:30 pm 7/30/16
 Location: ALI 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 on 1st session.)

HC-27W16FEBCTI \$50+ Sessions: 2 (4 Hrs)
 Days: T&TH 6:00 – 8:00 pm 2/23/16 & 2/25/16
 Location: CTI Instructor: Miglio

HC-27SP16APRALI \$50+ Sessions: 1 (4 Hrs)
 Days: SAT 9:00 am – 1:00 pm 4/9/16
 Location: ALI Rm 121 Instructor: Miglio

HC-27SP16MAYCTI \$50+ Sessions: 2 (4 Hrs)
 Days: T&TH 6:00 – 8:00 pm 5/17/16 & 5/19/16
 Location: CTI Instructor: Miglio

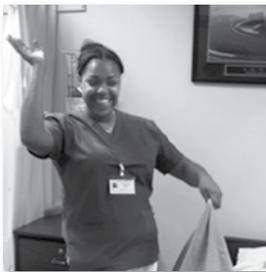
HC-27SP16JUNALI \$50+ Sessions: 1 (4 Hrs)
 Days: SAT 9:00 am – 1:00 pm 6/11/16
 Location: ALI Rm 121 Instructor: Miglio

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.

COMING SOON in March/April

Evening Phlebotomy Classes 6:00 – 9:00 pm

Visit us for an **Information Session**, on Thursday, February 23rd at 5pm and meet the teacher.



Please call for details or to be added to the waiting list.

845.483.3640 ext. 6108

HEALTH OCCUPATIONS

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 on 1st session.)

HC-28W16FEBCTI \$60 +

Days: M-W 6:00 pm – 9:30 pm

Location: CTI

Sessions: 2(7 Hrs)

2/8/16 & 2/10/16

Instructor: Miglio

HC-28W16MARALI \$60 +

Days: SAT 9:00 am – 4:30 pm

Location: ALI Rm 121

Sessions: 1(7 Hrs)

3/19/16

Instructor: Miglio

cti Practical Nursing Program

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



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 7 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!

Wednesday 8:30 AM (every week)
Wednesday 3:30 PM (2nd and 4th Wednesday each month)
Also available at the Beacon Howland Library
1st Monday every other month. Call for an appointment.

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!

845.483.3640

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.



**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 a Career and in Life.

TASC TEST DATES

January 22 & 23, 2016 **May 13 & 14**
February 19 & 20, 2016 **June 10 & 11**
March 11 & 12, 2016
April 15 & 16, 2016

Tests are also
offered in 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 82 hours of instruction. 80% attendance is required.

January 25th from 10 AM – 1 PM • Prep for March 11th & 12th TASC exam
June 1st from 10 AM – 1 PM • Prep for July 22nd & 25th TASC exam

ENROLL for the SPRING class NOW and you may have your High School Equivalency Diploma by summertime!

Register by phone: 845.483.3640

Dutchess BOCES Adult Learning Institute 7

LITERACY

Upcoming Spring 2016

TASC™ Calculator Workshops

MORNING: 9 - 11 AM

- February 13
- February 28
- June 25
- July 16

AFTERNOON: 12 NOON - 2 PM

- February 13
- February 28
- June 25
- July 16

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

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.



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



Career Readiness is Workplace Literacy!

Class is held for only 12 hours the first two weeks of every month! Tuition is \$115 – or -- * at no cost* if you enroll in any Adult Education ABE/HSE/ESL class. Register with our front office staff or with your classroom teacher.

Topics will include: Communication at the Worksite, Decision Making and Problem Solving, Cover Letter Do's and Don'ts, and Resume preparation.

JR/CR 12:30 PM-3:30 PM T-TH ALI – Rm 114

Typing at your own pace!

Do you struggle with the keyboard? Do you time out on internet applications, or kiosk applications because you can't find the keys? A typing tutorial is available to all ABE/HSE/ESL students daily from 8:00 AM – 9:00 AM, just before classes start. Come in and sign up so you can practice a little every day!!

GRASP | Giving Ready Adults a Study Program

Would you like to earn your high school equivalency diploma but don't have the time to attend a class? Packets now available by using email.



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 email and may be combined with three (3) hours of classroom tutoring.

Adult students need to be 21 years or older. Also, new this year - having access to a computer with email and internet service will allow you to complete packets without paper and pencil.

OR, 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 Wednesday "Orientation" at the ALI location in Poughkeepsie to determine qualifications for this program.

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

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.

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, Poughkeepsie

Monday (Lunes) 9:00 AM - Noon.

Wednesday (Miercoles) - 10:00 AM

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

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

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!

845.483.3640 ext. 6103

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.

High School Equivalency (HSE) & Adult Basic Education (ABE) Class Schedule



ALI – One Civic Center Plaza Suite 300, Poughkeepsie

TASC Fast Track	10:00 AM-1:00 PM	M-T-W-TH (10 th – 12 th Grade Levels)
ABE Intermediate	9:00 AM-12:00 PM	T-W-TH (8 th – 10 th Grade Levels)
ABE	9:00 AM-12:00 PM	T-TH (Entry – 8 th Grade Levels)
ABE/HSE	12:30 PM-3:30 PM	T-TH (Entry – 10 th Grade Levels)
ABE	6:00 PM-9:00 PM	M-W-TH (Entry – 10 th Grade Levels)
HSE	6:00 PM-9:00 PM	T-TH (7 th – 12 th Grade Levels)

**Workplace Literacy classes available at no cost with attendance in any ABE/HSE/ESL class.*



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	Community Action Partnership Red Hook, 44-46 E Market Street, Red Hook

(845) 454-7629

Dutchess County

**YOUTH
 One Stop**



Dutchess County Regional Chamber of Commerce



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

Sessions Starting:

- January 13
- February 10
- March 16
- April 13
- May 18
- June 15
- July 13

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

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: \$60 Materials and Lab Fee for each section. Textbook is the same as used in Auto 1 & 2. Students needing to purchase one can do so for an additional fee.

AUTOMOTIVE CAREER PATHWAYS

Auto Tires, Wheels, and Suspension 1

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

TR-84SP16APRCTI \$335 + Sessions: 10 (30 Hrs)
Days: T&TH 6:00 – 9:00 PM 4/26/16 – 5/26/16
Location: CTI Rm 211 Instructor: Ward

Auto Tires, Suspension, and Alignment 2

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

TR-85W16FEBCTI \$335 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 2/2/16 – 4/12/16
Location: CTI Rm 211 Instructor: Ward



Our Team of Automotive Repair Professionals is growing!

We are pleased to have Nick Ward join our adult education teaching staff. He comments, "I have been interested in cars and their operation for as long as I can remember." A high school student from WCSD, he attended Dutchess BOCES' Career and Technical Institute (CTI) during both junior and senior years. Participating in the CTI's SKILLS USA program, 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). Since 2008, Ward has been working in industry in local area dealerships. He has continued to expand his training through hands-on and computer certifications. He currently holds Ford certifications in Diesel Performance, Chassis Master, and Engine Master and is a New York State licensed inspector.

Auto Mechanics 1

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-08W16FEBCTI \$595 + Sessions: 20 (60 Hrs)
Days: M & TH 6:00 – 9:00 PM 2/1/16 – 4/18/16
Location: CTI Rm 211 Instructor: Cook

Auto Mechanics 2

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 1. Student needs to bring digital DVOM for this class. Safety glasses included.

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

TR-56W16FEBCTI \$335+ Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 2/3/16 – 4/13/16
Location: CTI Rm 210 Instructor: Arco

AUTOMOTIVE TECHNOLOGY

Auto Body Repair 1 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-67W16FEBCTI \$335 + **Sessions: 10 (30 Hrs)**
Days: T 6:00 – 9:00 PM **2/2/16 – 4/12/16**
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-24W16FEBCTI \$300 + **Sessions: 10 (30 Hrs)**
Days: T 6:00 – 9:00 PM **2/2/16 – 4/12/16**
Location: CTI Rm 302 **Instructor: Staff**

Register by phone: 845.483.3640

Our Team of Automotive Repair Professionals is growing!

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.

Hobby Auto Shop-Need a Lift?

Are you a past student of our Automotive Program and need a little more supervised time in the shop? This class is for you. Bring in your own car to perform maintenance or repairs in a supervised shop setting. Our instructor is here to help and assist you if needed and explain how to perform the desired task in a shop setting. You are WELCOME - If you are a beginner or have experience, our shop is better than your driveway!

\$10.00 Safety glasses if you do not have them. Students are required to bring or purchase ANSI approved safety glasses and wear while working at all times in the shop.

TR-83W16MAYCTI \$165 + **Sessions: 5 (15 Hrs)**
Days: TH 6:00 – 9:00 PM **5/12/16 – 6/9/16**
Location: CTI **Instructor: Staff**



CONSTRUCTION TECHNOLOGY

Arc Welding I

Students will begin their program with safety instruction and how it relates to the welding trade. Students will work with oxygen and acetylene for cutting operations. They will be shown the technique and secrets of arc welding. Students will use 7018 rods to weld 1/4" plate in four positions. They will practice flat, horizontal, vertical, and overhead. Students are required to buy their own welding safety equipment and chipping hammers. **Students must bring their own tape measure to 1st session.**

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

EXTRA FEES: \$283 Supplies/Shop



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.

TR-01W16FEBCT11 \$415 + Sessions: 10 (30 Hrs)
Days: M&W 6:00 – 9:00 PM 2/1/16 – 3/7/16
Location: CTI Rm 305 Instructor: Larkin

TR-01SP16MARCT12 \$415 + Sessions: 10 (30 Hrs)
Days: T&TH 6:00 – 9:00 PM 3/29/16 – 4/28/16
Location: CTI Rm 305 Instructor: Larkin

TR-01SP16MAYCT13 \$415 + Sessions: 10 (30 Hrs)
Days: M&W 6:00 – 9:00 PM 5/2/16 – 6/6/16
Location: CTI Rm 305 Instructor: Larkin

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

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

Effective April 22, 2010, The US Environmental Protection Agency (EPA) requires that all landlords, contractors, property management firms, or handymen who do renovation, remodeling or painting work, in pre-1978 housing or child occupied facilities, complete Lead Safety for Remodeling, Repair and Painting (RRP) training.

EPA approved training providers to follow lead-safe work practices.

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

Instructor: Environmental Education Associate

TUITION: \$205
Sessions: 1 (8 Hrs)

See website for information
www.dcboces.org/adults/lead
Register by Phone: 845.483.3640

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

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@dcboces.org for your company's training needs.

CONSTRUCTION TECHNOLOGY

Carpentry and Skills for Remodeling **NEW!**

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.

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 need to bring linesman's pliers, interchangeable screwdriver, and carpet knife/wire stripper by second night of class.

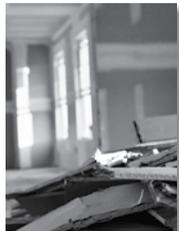
EXTRA FEES: \$110 Materials/Lab
\$79 Textbook

HG-05W16FEBCTI \$339 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 2/2/16 – 4/12/16
Location: CTI Rm 311 Instructor: Berti

What's Happening

Mr. Berti, the Electrical Construction Technology high school CTI teacher, completed his first Adult Education **Residential House Wiring** class in December and the students were impressed with his

knowledge and experience! Register for the February 2nd class and see what they are talking about!



Also, we are happy to announce that Mr. Pesce, the high school CTI construction teacher, will be teaching our **Carpentry and Skills for Remodeling** class, also starting February 2nd.

Register by phone: 845.483.3640

Safety glasses included.

EXTRA FEES: \$105 Supplies

TR-93W16FEBCTI \$330 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 2/2/16 – 4/12/16
Location: CTI Rm 304 Instructor: Pesce

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-06W16FEBCTI \$300 + Sessions: 10 (30 Hrs)
Days: TH 6:00 – 9:00 PM 2/4/16 – 4/14/16
Location: CTI Rm 302 Instructor: Frolich

Window and Door Replacement

With energy costs going up, this can help save you some money and make your home more energy efficient and more comfortable on those cold winter nights. Instruction time will be spent addressing lead based paint and how to deal with contaminated materials. The instructor will also explain the advantages and disadvantages of different types of products on the market today.

Learn the proper technique to remove and install energy efficient door and window units yourself. This class will help you learn the proper way to measure, prepare opening, and install new energy efficient door and window units. Insulation and finish moldings will also be covered within this class. Safety glasses included.



EXTRA FEES: \$40 Materials/Supplies

TR-74W16FEBCTI1 \$125+ Sessions: 3 (9 Hrs)
Days: T 6:00 - 9:00 PM 2/9/16 – 2/23/16
Location: CTI Rm 304 Instructor: Wheeler

TR-74SP16APRCTI2 \$125+ Sessions: 3 (9 Hrs)
Days: T 6:00 - 9:00 PM 4/5/16 – 4/19/16
Location: CTI Rm 304 Instructor: Wheeler

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

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.

Introduction to Electricity for HVAC

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 does it do. 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 point of the class.

TR-92W16FEBCTI \$440 + Sessions: 10 (30 Hrs)
Days: WED 6:00 – 9:00 PM 2/3/16 – 4/20/16
Location: CTI Rm 311 Instructor: Bynum

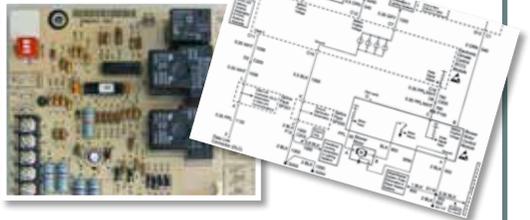
This class is a pre-requisite for Motors and Controls

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.

HVAC Motors and Controls 1

TR-86SP16APRCTI \$440 + Sessions: 10 (30 Hrs)
Days: WED 6:00 – 9:00 PM 4/27/16 – 6/29/16
Location: CTI Rm 311 Instructor: Bynum



Oil Heating

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.

Oil Heat Service Technician

TR-88F15SEPCTI \$1580 Sessions: 34 (115 Hrs)
Available FALL 2016

Payment Plan Available!

Air Conditioning

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 certification

AIR Conditioning Technician

TR-89W16FEBCTI \$1450 Sessions: 34 (102 Hrs)
Days: M&W 6:00 – 9:00 PM 2/1/16 – 5/20/16
Location: CTI Rm 214 Instructor: TBA

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-54W16FEBALIA	1 Session	SAT	2/13/16	ALI	9:00 AM – 3:30 PM
DD-54W16FEBALIA1	1 Session	SUN	2/28/16	ALI	9:00 AM – 3:30 PM
DD-55W16MARALIA	1 Session	SAT	3/12/16	ALI	9:00 AM – 3:30 PM
DD-56SP16APRALIA	1 Session	SUN	4/10/16	ALI	9:00 AM – 3:30 PM
DD-57SP16MAYALIA	1 Session	SAT	5/14/16	ALI	9:00 AM – 3:30 PM
DD-58SP16JUNALIA	1 Session	SUN	6/5/16	ALI	9:00 AM – 3:30 PM
DD-58SP16JUNALIA1	1 Session	SAT	6/25/16	ALI	9:00 AM – 3:30 PM
DD-59SU16JULALIA	1 Session	SAT	7/16/16	ALI	9:00 AM – 3:30 PM
DD-59SU16JULALIA1	1 Session	SUN	7/31/16	ALI	9:00 AM – 3:30 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

One Civic Center Plaza, Suite 300,
Poughkeepsie, NY 12601

CTI

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-01W16FEBALI	SAT	02/06/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01W16FEBALI1	SUN	02/28/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01W16MARCTI	MON	03/07/16	CTI	4:00 PM – 9:00 PM	Staff
PL-01W16MARALI	SAT	03/12/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01SP16APRALI	SUN	04/10/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01SP16APRCTI	TUES	04/26/16	CTI	4:00 PM – 9:00 PM	Staff
PL-01SP16MAYALI	SAT	05/14/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01SP16MAYCTI	WED	05/25/16	CTI	4:00 PM – 9:00 PM	Staff
PL-01SP16JUNALI	SAT	06/11/16	ALI	9:00 AM – 2:00 PM	Staff
PL-01SU16JULALI	SAT	07/16/16	ALI	9:00 AM – 2:00 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 needed for road test appointment.

COMPUTER TECHNOLOGY

Basic Business Office Skills

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

EXTRA Fees: \$55 Textbook

CA-40W16FEBALI \$890+ Sessions: 27 (108 Hrs)
Days: M & W 1:00 – 5:00 PM 2/8/16 – 5/18/16
Location: ALI Rm 114 Instructor: Ketcham
No class 2/15, 3/21 and 3/23



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-30SP16APRALI \$80 Sessions: 2 (6 Hrs)
Days: T & TH 5:30 – 8:30 PM 4/19/16 & 4/21/16
Location: ALI Instructor: Minnerly

Microsoft Excel 2013

- Intermediate

Let's continue where Introduction to Excel left off. This class will focus and expand on the analysis tools; sort and filter data; more advanced formatting options and much more.

PREREQUISITE: Microsoft Excel Introduction or instructor permission.

CA-37W16FEBALI \$80 Sessions: 2 (6 Hrs)
Days: T & TH 5:30 – 8:30 PM 2/2/16 – 2/4/16
Location: ALI Instructor: Minnerly

NEW!

Mail Merge w/ Microsoft Word

Do you prepare multiple documents such as letters, labels and name tags? If yes, join this Mail Merge class. You will gain the confidence in utilizing this useful tool to produce these multiple documents.

CA-08W16FEBALI \$40 Sessions: 1 (3 Hrs)
Days: TH 5:30 – 8:30 PM 2/11/16
Location: ALI Instructor: Minnerly

SECURITY GUARD

8 Hr. 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.

SC-01W16FEBCTI1 \$75 Sessions: 4 (8 Hrs)
Days: W & TH 6:00 – 8:00 PM 2/3/16 – 2/11/16
Location: CTI Instructor: Springstead

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

SC-01SP16MAYCTI2 \$75 Sessions: 4 (8 Hrs)
Days: W & TH 6:00 – 8:00 PM 5/4/16 – 5/12/16
Location: CTI Instructor: Springstead

8 Hr. 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.

PERSONAL ENHANCEMENT

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-01W16FEBCTI \$141 Sessions: 8 (16 Hrs)
Days: T 7:00 – 9:00 PM 2/2/16 – 3/29/16
Location: CTI Instructor: Kelsey
No class 3/22/16

BA-01SP16APRCTI \$141 Sessions: 8 (16 Hrs)
Days: T 7:00 – 9:00 PM 4/12/16 – 5/31/16
Location: CTI Instructor: Kelsey

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-10SP16APRALI1 \$29 Sessions: 1 (2.5 Hrs)
Days: M 6:00 – 8:30 PM 4/4/16
Location: ALI Rm 115 Instructor: Staff

LA-10SP16APRALI2 \$29 Sessions: 1 (2.5 Hrs)
Days: W 6:00 – 8:30 PM 6/1/16
Location: ALI Rm 115 Instructor: Staff

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-01W16FEBALI1 \$35 Sessions: 1 (3 Hrs)
Days: SAT 9:00AM – NOON 2/13/16
Location: ALI Instructor: Werba

NP-01SP16APRALI \$35 Sessions: 1 (3 Hrs)
Days: M 5:30 – 8:30 PM 4/11/16
Location: ALI Instructor: Werba



Your Workforce Connection



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 veteran 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

PERSONAL ENHANCEMENT

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-25W16FEBALI1 \$12 Sessions: 1 (1 Hr)
Days: M 12:30 PM – 1:30 PM 2/26/16
Location: ALI Rm113 Instructor: Caldwell-Moskowitz

HC-25SP16APRALI \$12 Sessions: 1 (1 Hr)
Days: M 12:30 PM – 1:30 PM 4/8/16
Location: ALI Rm113 Instructor: Caldwell-Moskowitz

Yoga

Yoga is a style of Hatha yoga that concentrates on breathing, feeling and listening to the body. Yoga features strength, cardiovascular conditioning, and flexibility components using music to enhance the experience. All poses can be modified for beginners through intermediate. Wear comfortable clothes and bring a yoga mat and water.

YF-1W16FEBBETA1 \$75 Sessions: 11 (11 Hrs)
Days: M & TH 5:15 – 6:15 PM 2/1/16 – 3/17/16
Location: BETA Instructor: Blauvelt
No class 2/11, 2/15, & 2/18

YF-1SP16APRBETA2 \$109 Sessions: 16 (16 Hrs)
Days: M & TH 5:15 – 6:15 PM 4/4/16 – 5/26/16
Location: BETA Instructor: Blauvelt

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 free!

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

MM-07SP16MAYCTI \$49+ Sessions: 3 (7.5 Hrs)
Days: TH 7:00 – 9:30 PM 5/12/16 – 5/26/16
Location: CTI Instructor: James P. Agrawal, CFP



DANCE STUDENTS: Please bring soft leather-soled shoes.

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-15W16FEBBETA \$99 Sessions: 8 (8 Hrs)
Days: M 7:00 – 8:00 PM 2/1/16 – 4/4/16
Location: BETA Instructor: Odescalchi
No class 2/15/16 & 3/21/16

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.

DA-20W16FEBBETA \$99 Sessions: 8 (8 Hrs)
Days: M 8:00 – 9:00 PM 2/1/16 – 4/4/16
Location: BETA Instructor: Odescalchi
No class 2/15/16 & 3/21/16

THE ARTS

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 picks and an electronic tuner to class.

MU-01W16FEBCTI \$98 **Sessions: 5 (15 Hrs)**
Days: TH 6:00 – 9:00 PM **2/11/16 – 3/10/16**
Location: CTI **Instructor: Horgan**



History of Rock-n-Roll and Essential Recordings



A capsule history of rock-n-roll through the essential recordings from Jackie Brenston's "Rocket 88" and Bill Haley's "Rock Around the Clock" to Nirvana, U2 and Beyond. Enroll for this course today and join Pat Horgan who has

many years of experience working with many rock icons.

MU-03SP16APRCTI \$72 **Sessions: 4 (10 Hrs)**
Days: TH 6:30 – 9:00 PM **4/7/16 – 5/5/16**
Location: CTI **Instructor: Horgan**
No class 4/21/16

Introduction to Bass **NEW!** 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-06W16FEBCTI \$59 **Sessions: 6 (9 Hrs)**
Days: TH 6:30 – 8:00 PM **2/4/16 – 3/10/16**
Location: CTI **Instructor: Horboychuk**

A Tisket A Tasket Learn How to Make a Basket **NEW!**

Have fun making a multi-purpose basket (approximately 2 1/2" W x 7 1/2" L x 6 1/2"H) that can either hang on the wall or stand on a counter.....just perfect for holding mail or odds and ends. Learn to lay out the base, weave up the sides, attach a leather handle and lash the rims.

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

AC-29W16MARALI \$40 **Sessions: 2 (6 Hrs)**
Days: T 5:30 – 8:30 PM **3/8/16 – 3/15/16**
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@dcbores.org or fax to 845.483.3641 Attention: Linda Way

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

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!

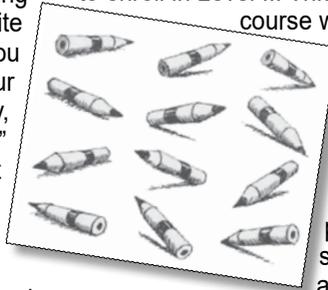
EXTRA FEES: Reference material is included in the Tuition Fee. Supply List will be sent to students one week prior to start date for students to purchase at a local art supply store (approx. \$20-\$25)

AC-27W16FEBALI \$85
Days: SAT 9:00 – NOON
Location: ALI

Sessions: 3 (9 Hrs)
2/27/16 – 3/12/16
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 five-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.

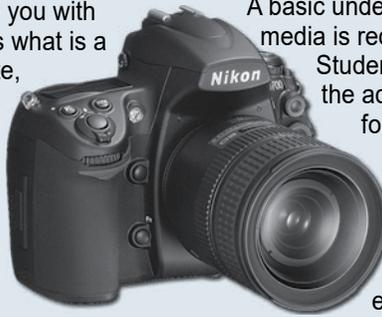
EXTRA FEES APPLY if you DON'T have reference material from ACD! LEVEL I: \$10 reference material fee due at time of registration with tuition. Supply List will be sent to students one week prior to start date for students to purchase at a local art supply store (approx. \$20-\$25)

AC-28S16APRALI \$125+
Days: SAT 9:00 – NOON
Location: ALI

Sessions: 5 (15Hrs)
4/30/16 – 6/4/16
Instructor: Ferrara
No class 5/28/16

Digital Photography Introductory

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 own cameras to the class



DP-01W16FEBALI \$45
Days: T 5:30 – 8:30 PM
Location: ALI

Session: 1 (3 Hrs)
2/16/16
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-02W16MARALI \$45
Days: T 5:30 – 8:30 PM
Location: ALI

Session: 1 (3 Hrs)
3/15/16
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-03SP16MARALI \$135
Days: T 5:30 – 8:30 PM
Location: ALI

Sessions: 3 (9 Hrs)
3/29/16 – 4/12/16
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 ALLI, 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

Linda A. Heitmann, *Deputy Superintendent*
Dutchess BOCES

5 BOCES Road

Poughkeepsie, NY 12601

Voice: 845.486.4800, ext 2250

linda.heitmann@dcbooces.org

Section 504 & DASA Coordinator

Norah Merritt

Executive Director of Human Resources

Dutchess BOCES

5 BOCES Road

Poughkeepsie, NY 12601

Voice: 845.486.4800, ext 2278

norah.merritt@dcbooces.org

Discrimination/Sexual Harassment – Students

William Ball, *Director of Educational Programs*

Dutchess BOCES

5 BOCES Road

Poughkeepsie, NY 12601

Voice: 845.486.8004, ext 2222

william.ball@dcbooces.org

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

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

REGISTRATION PROCESS



4 easy ways
to register for any class...



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. (July 2015 – June 2016)						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** DISCOVER MASTERCARD VISA

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: August 2016



SAVE THE DATE!!

**CTI
SPRING
EXPO
'16**

APRIL 9
12:00 - 3:00 PM

DUTCHESS BOCES
CAREER AND TECHNICAL INSTITUTE

**COMMUNITY
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Fun • Prizes!!!!**

www.dcboces.org/CTI

Where are we located?

Adult Learning Institute (ALI)

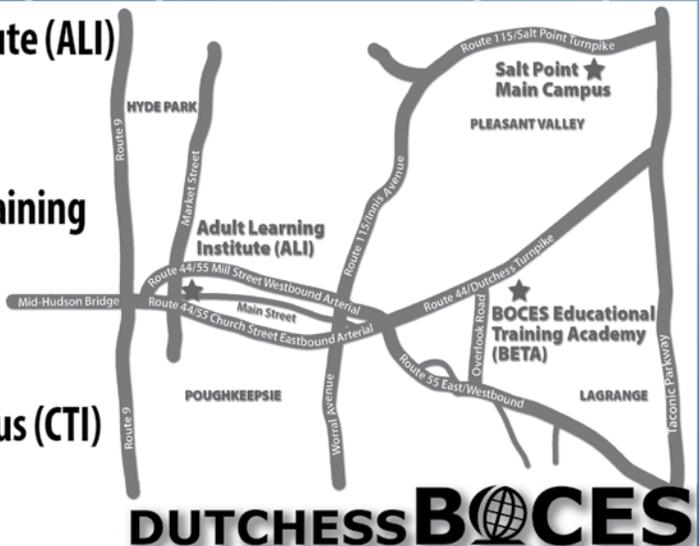
One Civic Center Plaza, Suite 300
Poughkeepsie, NY 12601

**BOCES Educational Training
Academy (BETA)**

900 Dutchess Turnpike
Poughkeepsie, NY 12603

Salt Point Main Campus (CTI)

5 BOCES Road
Poughkeepsie, NY 12601



DUTCHESS BOCES

www.dcboces.org/adults

BOCES ADULT LEARNING INSTITUTE

2016 Winter/Spring Course Catalog

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

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