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-Building Locations & Map on Back Cover-

ADULT LEARNING INSTITUTE 2014

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5							1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4								1	1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

ALL SITES CLOSED

CTI SITE CLOSED

GENERAL INFORMATION

AGE REQUIREMENT

You must be at least 17 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.

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.

WEATHER/CANCELLATIONS

If classes are cancelled, the notice of cancellation will be broadcasted 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 ALI, there are nearby stores to purchase food and beverages before or after class.

ASSESSMENT

Prior to registering for a 100+ hour career training program, students must take an assessment offered at any of the times and locations listed on page 5. Registration Fee \$10.

English 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 dultos y es dos veces por semana por seis horas.)*



Daytime Classes (dia clases) available at:
Call for registration appointment for day classes.

Dutchess BOCES ALI
One Civic Center Plaza, Suite 300
Poughkeepsie
M, W and F 9:00 AM-12:00 PM
(Lunes, Miercoles, and Viernes)

Christ Episcopal Church
T and TH 9:00 AM-12:00 PM
20 Carroll Street, Poughkeepsie
(Martes and Jueves)



Evening classes (noche clases) available at:

Arlington Schools
601 Dutchess Turnpike
Poughkeepsie
T & TH 6:15-9:15 PM (Martes and Jueves)

Grace Episcopal Church
3328 Franklin Avenue, Millbrook
T & TH 6:15-9:15 PM (Martes and Jueves)
(Starts 10/14/14)



ESL ASSESSMENT SCHEDULE AND LOCATIONS (ESL PROGRAMA DE EVALUACIONES Y LUGARES)

There is a ten dollar non-refundable registration fee due at the time of assessment. Cash, Bank Checks, or money orders accepted payable to Dutchess BOCES.

Hay un diez dólares no-reembolsable tasa de inscripción en el momento de la evaluación. Dinero en efectivo, cheques bancarios, u órdenes de dinero aceptó pagar a BOCES Dutchess.

Arlington Schools - 601 Dutchess Turnpike
Tuesday (Martes) - 6:15 PM (Every Week - Cada semana)

Dutchess BOCES ALI
Wednesday (Mieroles) - 10:00 AM (By Appointment Only - Sólo con cita previa)

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.

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.

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

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

Course #	Day	Date
TR-66A	Thursday	September 18, 2014
TR-66B	Thursday	October 23, 2014
TR-66C	Thursday	November 20, 2014
TR-66D	Thursday	December 18, 2014
TR-66E	Thursday	January 22, 2015



HIGH SCHOOL EQUIVALENCY PREPARATION CLASSES



PREPARE TODAY FOR YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA AND FURTHER YOUR GOALS... ...Classes conveniently located throughout the county!

High School Equivalency Class Offerings (HSE)

ALI – One Civic Center Plaza Suite 300, Poughkeepsie
 M, W, F 8:30-11:30 AM
 T and TH 8:30-12:00 PM
 T and TH 9:00 AM-12:00 PM
 M and W 6:00-9:00 PM
 T and TH 6:00-9:00 PM

Adriance Library – Teen Study Room 93 Market Street, Poughkeepsie
 T and TH 9:30 AM-12:30 PM

Dutchess One-Stop 191 Main Street, Poughkeepsie
 M and W 12:30 PM-3:30 PM

“I was able to focus my attention on topics that needed more of my time. BOCES instructors’ have positive attitudes and are willing to help.”
 - Branden

Beacon Howland Library 313 Main Street, Beacon
 T and F 9:45 AM-1:15 PM

Christ Episcopal Church 20 Carroll St., Poughkeepsie
 M, W, F 9:00 AM-12:00 PM

Assessment Schedule / Locations

ALI, Poughkeepsie

Wednesday 8:00 AM (every week)
 Wednesday 3:30 PM (2nd and 4th Wednesday each month)

GRASP DISTANCE LEARNING PROGRAM

Would you like to earn your high school equivalency diploma but don't have the time to attend a class?

Requirements:

- Must be 21 years of age or older
- Skills Tutor students must have access to a computer with Internet service
- Call our main office at (845) 483-3640

This is a self-paced learning program.

**Call For Details:
 845.483.3640
 ext. 6108**

For other possible upcoming classes, please call our office.

Assessment Schedule and Locations

ALI, Poughkeepsie

Wednesday 8:00 AM (every week)
 Wednesday 3:30 PM (2nd and 4th Wednesday each month)

***Beacon Howland Library**

Monday 9:30 AM (1st Monday each month)

**Only Bank Checks or Money Orders made payable to Dutchess BOCES, are accepted at this location.*

Must call 845.483.3640 ext. 6108 to set-up an appointment for Beacon Howland Library

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

There is a \$10 non-refundable Registration Fee due at Assessment. Exact Cash, Bank Checks or Money Orders made payable to Dutchess BOCES accepted.

CAREER AND TECHNOLOGY

AUTOMOTIVE AND ENGINE TECHNOLOGY

Auto Mechanics I

Learn 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-08A **\$595 +** **Sessions: 20 (60 Hrs)**

Days: M & TH **6:00 – 9:00 PM** **9/8/14 – 11/20/14**

Location: CTI **Instructor: Roth**



Snow Blower & Tractor/Leaf Blower Clinics

Don't have time for a full class on small engine repair. Why not take one of our half day Saturday classes targeting your specific equipment and your repair needs. Our instructor with many years of experience is willing to give you specific repair information on your piece of equipment. For less than a service call, bring your equipment in and make the repairs yourself.

We are offering two special classes this fall. One half day is devoted to your riding mower or tractor along with your leaf blower. The second class is to repair and service your snow blower before you need it. Safety glasses included.

Students should bring as many of their needed parts as possible.

EXTRAFEE: \$30 Materials/Lab for each clinic.

SNOW BLOWER CLINIC

TR-75A **\$50 +**  **Sessions: 1 (5 Hrs)**

Days: SAT **8:00 AM – 1:00 PM** **11/22/14**

Location: CTI **Instructor: Conte**

TRACTOR AND LEAF BLOWERS CLINIC

TR-76A **\$50 +**  **Sessions: 1 (5 Hrs)**

Days: SAT **8:00 AM – 1:00 PM** **10/4/14**

Location: CTI **Instructor: Conte**

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.

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

TR-56A **\$335+** **Sessions: 10 (30 Hrs)**

Days: W **6:00 – 9:00 PM** **9/10/14 – 11/12/14**

Location: CTI **Instructor: Roth**

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-24A **\$300+** **Sessions: 10 (30 Hrs)**

Days: T **6:00 – 9:00 PM** **9/9/14 – 11/25/14**

Location: CTI **Instructor: Conte**

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 the proper work practices to begin in the auto body field. This includes: safety, safe work practices, panel repair, sheet metal replacement, component prep, sanding and painting. 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-67A **\$335 +** **Sessions: 10 (30 Hrs)**

Days: T **6:00 – 9:00 PM** **9/9/14 – 11/25/14**

Location: CTI **Instructor: Baisley**

SAVE!

THE \$10 ANNUAL REGISTRATION FEE BY REGISTERING ONLINE!

CAREER AND TECHNOLOGY

BUILDING 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 & 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. Kit price will be \$43.

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

EXTRA FEES: \$240 Supplies/Shop

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

TR-01A	\$415 +	Sessions: 10 (30 Hrs)
Days: M&W	6:00 – 9:00 PM	9/8/14 – 10/8/14
Location: CTI		Instructor: Larkin

TR-01B	\$415 +	Sessions: 10 (30 Hrs)
Days: T&TH	6:00 – 9:00 PM	10/7/14 – 11/6/14
Location: CTI		Instructor: Larkin

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.

Carpentry – Module A



Learn the basics of carpentry as applied to residential construction, from foundation to roofing. Topics include: wall, window, stairwell, roof framing, erecting walls, installing windows, layout, application of roofing, and more. Safety glasses included.

EXTRA FEES: \$110 Supplies/Shop \$96 Textbook

TR-04A	\$350 +	Sessions: 10 (30 Hrs)
Days: W	6:00 – 9:00 PM	9/10/14 – 11/12/14
Location: CTI		Instructor: Safford

Arc Welding II

This welding class will begin where Welding I ended. Students will work with advanced stick welding techniques; learn to Mig weld along with learning the process of design and layout to produce a finished product. Students will use Mig welding technique to assemble their projects. The instructor will utilize his many years of experience to aid students and guide them from start to finish.

Students will have to bring their safety supplies from welding one to class. A fixed amount of material is covered by the supply fees charged. Usage of these supplies will be monitored by the instructor. It is the student's responsibility to purchase and arrange for delivery of additional materials if their projects exceed the standard classroom amounts.

Supply fee covers steel, rod, gasses, and expendable supplies.

EXTRA FEE: \$485 Supplies

TR-02A	\$415 +	Sessions: 10 (30 Hrs)
Days: T	6:00 – 9:00 PM	11/3/14 – 12/8/14
Location: CTI		Instructor: Larkin

Finish Carpentry

This 30 hour course is being taught by an experienced Finish Carpenter with many years of on the job production. Mr. Safford will share his tips and techniques so you too can plan and produce quality finish work on your job. From stock to custom moldings and from door jambs to crown molding; he has done it all. He will also work with students on how to plan out the job before they start. Add value and style to your home while feeling comfortable performing the work. One look and people will ask, "Who taught you how to do that?" Safety glasses included. **No Prerequisite required.**

EXTRA FEES: \$110 Supplies/Shop

TR-73A	\$360 +	Sessions: 10 (30 Hrs)
Days: TH	6:00 – 9:00 PM	9/11/14 – 11/20/14
Location: CTI		Instructor: Safford

CAREER AND TECHNOLOGY

BUILDING CONSTRUCTION TECHNOLOGY

Furniture Repair & Restoration

Learn the tips, tricks, secrets and techniques used in the furniture repair and restoration industry. This is an opportunity to learn from a master furniture repairman with over 30 years experience in perfecting his craft. You will learn how to turn this practice into a lucrative business venture that will draw people to your services. Participants will focus on learning the process for making physical/mechanical repairs as well as cosmetic repairs. Personal safety is instructed and emphasized in this course. A quality furniture repair technician will never be out of work! Safety glasses included.

EXTRA FEES: \$105 Materials/Lab

TR-77A	\$360 +	Sessions: 10 (30 Hrs)
Days: M	6:00 – 9:00 PM	9/8/14 – 11/17/14
Location: CTI	Instructor: Corey	

Digital Multimeters – Getting the Most from yours

Do you have a fancy meter but are not sure how to use all of the functions? This two-evening class will go over all of the functions of modern digital meters with practical examples. Bring your meter(s) and your manual.

TR-70A	\$66	Sessions: 2 (6 Hrs)
Days: M&W	6:00 – 9:00 PM	12/8/14 – 12/10/14
Location: CTI	Instructor: Bynum	

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-05A	\$339 +	Sessions: 10 (30 Hrs)
Days: T	6:00 – 9:00 PM	9/9/14 – 11/25/14
Location: CTI	Instructor: Gordon	

Lead Safety for Remodeling, Repair, and Painting (RRP) - See pg 4 -

National Electric Code (NEC 2014) Update class

There have been approximately 250 changes to the NEC for 2014. Some minor and some major. Do not perform work on electrical systems using the knowledge you’ve had of the Code in the past. If you are not up to date, you could be in trouble.

Student must provide and bring their NEC 2014 Code Book. No safety glasses required

TR-78A	\$33	Sessions: 1 (3 Hrs)
Days: TH	6:00 – 9:00 PM	9/14/14
Location: CTI	Instructor: Bynum	

National Electric Code - Residential & Light Commercial

The National Electric Code is the required reference book for any person doing work on electrical systems. All of the information needed to pass electrical inspections and/or certification tests is contained in this book. Many towns and cities require contractors to take and pass a test to qualify to work on electrical projects in their municipalities. Because of the size and volume of material contained in the Code, this class is being broken down into two sections: Residential and Light Commercial. Each class is 30 hours in length taught by a master instructor with many years in the field. Learn from an experienced instructor what you need to know and how to reference it when a problem arises. Safety glasses included.

Student must provide and bring their NEC 2014 Code Book. No safety glasses required.

EXTRA FEES: \$105 Materials/Lab

If you need to purchase a NEC Code Book, add an additional \$130.

NEC - Residential

TR-79A	\$339 +	Sessions: 10 (30 Hrs)
Days: M&W	6:00 – 9:00 PM	9/8/14 – 10/8/14
Location: CTI	Instructor: Bynum	

NEC - Light Commercial

TR-80A	\$339 +	Sessions: 10 (30 Hrs)
Days: M&W	6:00 – 9:00 PM	10/27/14 – 12/1/14
Location: CTI	Instructor: Bynum	

AVOID DISAPPOINTMENT - ENROLL TODAY!

Register On-Line: www.dcboces.org/adults

or Call: **845.483.3640**

CAREER AND TECHNOLOGY

BUILDING CONSTRUCTION TECHNOLOGY

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 ½” and ¾” copper, joining DMV pipe, and the use of brazing to repair home piping. Safety glasses included.

EXTRA FEE: \$110 Materials/Lab

HG-06A **\$300 +** **Sessions: 10 (30 Hrs)**

Days: TH **6:00 PM – 9:00 PM** **9/11/14 – 11/20/14**

Location: CTI **Instructor: TBA**



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-74A **\$125+** **3 Sessions (9 Hrs)**

Days: T **6:00 - 9:00 PM** **10/14/14 – 10/28/14**

Location: CTI **Instructor: Safford**

GREEN BUILDING TECHNOLOGY

The Introduction to HVAC Technology program will acquaint the student with the fundamentals of technology. Daily topics and activities will be based on industry accepted standards and practices. These experiences will provide real world training in areas of installation, service, and optimization of modern residential and light commercial HVAC systems. The HVAC laboratory consists of an array of functioning residential and light commercial HVAC equipment typically encountered in real world installation and service work.

INTRODUCTION TO HVAC TECHNOLOGY

Each class and lab session will include an interactive discussion of appropriate OSHA safety awareness and personal protective equipment (PPE) requirements for the assigned task. An introduction to codes, standards and best practices including safety and environmental concerns that the modern HVAC technician should have knowledge of will be incorporated into the daily training regimen.

Significant hands-on experiences will consist of but not be limited to refrigeration practices and applications, charging, recovering, recycling, pressure testing and evacuation and dehydration of systems. ACR piping methods, soldering and brazing, ferrous and CSST piping techniques for natural gas and LP applications and an introduction to air conditioning and heat pumps will be presented. Fundamentals of combustion analysis, modern oil burner and gas fired forced air systems installation and service practices will be covered. Hydronic Heating fundamentals will consist of modern hot water heating practices and hybrid applications. Only the theory of Geothermal and radiant applications will be covered in the program.

Air distribution, testing, balancing, adjusting, duct design, basic sheet metal construction will all be addressed both in the lab and theory portions of the program. Electricity and controls including practical line and low voltage wiring applications for HVAC will be covered. All students will receive training and review manuals and an interactive CD so they can prepare for the proctored, closed book, Refrigerant Transition and Recovery examination in accordance with EPA Section 608 of the Clean Air Act.

COURSE HOURS: 252 contact hours. Students must complete at least 95% of the course hours in order to achieve a certificate of completion. The program will consist of a variety of lecture and laboratory sessions. Each component will address as much as feasible the “need to know” industry best practices for the [entry level](#) HVAC technician.

EXTRA FEES: \$550 Supplies/Textbook/Lab/Exam
\$750 Optional Took Kit

TR-12A **\$3,500 +** **Sessions: 42 (252 hrs)**

Days: M - F **8:30 AM – 3:30 PM** **9/15/14 – 11/21/14**

Location: CTI **Instructor: Staff**



www.ed2go.com/dcboces Online Course Catalog

Course Fees Start at Just \$110

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!

Next sessions start.....

August 20

September 17

October 15

November 12

December 10

January 21

- 🖱 Expert Instructors
- 🖱 24-Hour Access
- 🖱 6 weeks of instruction
- 🖱 Online Discussion
- 🖱 Two lessons a week

Don't See Your Course Listed Below?

Go to www.ed2go.com/dcboces and click on BROWSE CATALOG and select your courses from the list of over **300 online courses available.**

NEXT SESSION STARTS SOON!

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.

🕒 **SAVE TIME** — **SAVE \$\$\$** 🖱 **GO ONLINE**

Accounting and Finance

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Business

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

Computer Applications

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast also maximize use of the tools that you already have available on your computer.

Introduction to Microsoft Publisher 2010

In this course, you'll learn to use Microsoft Publisher 2010 to create impressive publications. It's perfect for beginners who want to learn how to produce professional-quality newsletters, fliers, letterheads, and brochures.

PLUS *so much more...*

Design and Composition • Technology • Writing and Publishing

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

🖱 **Our online courses are open to everyone!**
Online learning anytime, anywhere... just a click away!

CAREER AND TECHNOLOGY

HEALTH CAREERS

CPR and First Aid Training for Pet Owners



Certificate is good for two years. This course is designed to help the pet owner address such emergencies as fire, natural disasters and routine health maintenance for their pets. Please bring a stuffed animal to practice on.

EXTRA FEES: \$24 Optional textbook payable to instructor on 1st session.

HC-33A	\$50 +	Sessions: 1(4 Hrs)
Days: SAT	9:00 AM – 1:00 PM	9/13/14
Location: ALI		Instructor: Miglio

HC-33B	\$50 +	Sessions: 1(4 Hrs)
Days: SAT	9:00 AM – 1:00 PM	11/1/14
Location: ALI		Instructor: Miglio



CNA – Return to Practice

Has your Certified Nursing Assistant certification lapsed within the last ten years? This 28 hr. review course helps prepare you to re-take the NYS Certification Exam.

EXTRA FEES: \$20 Materials/Supplies

THE CERTIFICATION EXAM FEE OF \$115 IS EXTRA. STUDENTS MUST SCHEDULE AND PAY FOR THE TEST ON THEIR OWN WITH THE TESTING AGENCY.

HC-03A	\$320 +	Sessions: 4 (28 Hrs)
Days: M-TH	8:30 AM – 4:00 PM	10/6/14 – 10/9/14
Location: ALI		Instructor: Perro

HC-03B	\$320 +	Sessions: 4 (28 Hrs)
Days: M-TH	8:30 AM – 4:00 PM	10/20/14 – 10/23/14
Location: ALI		Instructor: Perro

Heartsaver CPR, AED and First Aid

Certification is good for two 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 Certification Card (\$7 payable to instructor on 1st session.)

HC-28A	\$60 +	Sessions: 1(7 Hrs)
Days: SAT	9:00 AM – 4:30 PM	9/27/14
Location: ALI		Instructor: Miglio

HC-28B	\$60 +	Sessions: 1(7 Hrs)
Days: SAT	9:00 AM – 4:30 PM	10/18/14
Location: ALI		Instructor: Miglio

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.** Payment Plan Available. **PREREQUISITES:** Assessment exam, physical exam, 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-30A	\$1,550 +	Sessions: 25 (75 Hrs)
Days: T-TH	12:30 – 3:30 PM	9/16/14 - 11/13/14
Location: ALI		Instructor: Tommasino

HC-30B	\$1,550 +	Sessions: 25 (75 Hrs)
Days: T-TH	4:30 – 7:30 PM	9/16/14 - 11/13/14
Location: ALI		Instructor: Tommasino



BUSINESS & INDUSTRY

Dutchess BOCES Adult Learning Institute can provide customized training for your business. Our highly qualified instructors are available to deliver training at your facility or in one of our classrooms. We can offer mechanical, HVAC modules, OSHA, electrical, plumbing & computer training, as well as professional development seminars to enhance your company's customer service skills. Please contact Robert Butler, Program Developer, at robert.butler@dcboces.org for your company's training needs.

CAREER AND TECHNOLOGY

HEALTH CAREERS

Nursing Assistant Program

Prepare to be a nursing assistant who provides quality care in settings such as nursing homes and hospitals. Develop basic nursing 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.

PREREQUISITES: Assessment Exams. High school diploma or equivalency NOT required. physical examination, uniform & shoes NOT provided.

EXTRA FEES: State Exam Fee \$115; Book \$70

Prior to registering for a 100+ hour career training program, students must take an assessment offered at any of the times and locations listed on page 5. Registration Fee \$10

DAY TIME SCHEDULE

HC-01A	\$1,325+	Sessions: 52 (150 Hrs)
Days: M-F	8:30 – 11:30 AM	9/11/14 – 12/2/14
Location: ALI	Instructor: Wendover	

HC-01B	\$1,325+	Sessions: 52 (150 Hrs)
Days: M-F	12:30 – 3:30 PM	9/11/14 – 12/2/14
Location: ALI	Instructor: Wendover	

EVENING SCHEDULE

HC-01C	\$1,325 +	Sessions: 39 (150 Hrs)
Days: M-TH	4:00 – 8:00 PM	9/21/14 – 12/2/14
Location: ALI	Instructor: Clear	

Excellent Job Opportunities!

NYS Testing done after student has successfully completed the course.

**Additional information available.
Please contact Michael Batira at
845.483.3640 ext. 6107 or
e-mail michael.batira@dcbores.org**



Medical Coding

Learn the basics of medical office coding procedures. Gain a comprehensive overview and understanding of the coding guidelines. Medical terminology, basic anatomy and physiology and coding components integrated for greater comprehension and retention. Other topics will include: Billing procedures and insurance fundamentals, including Medicare and Medicaid. Learn how healthcare providers are compliant with rules and regulations such as HIPAA and the False Claims Act. Students will be prepared to assign proper ICD-9 Diagnosis Codes and CPT Procedure Codes

used in Medical Billing, and become familiar with fundamentals of health information management. An introduction to the ICD-10 coding system will also be included.

PREREQUISITES: Reading and Math Entrance Exam, US High School Diploma or High School Equivalency

EXTRA FEE: \$400 Textbooks

HC-12A	\$1,650 +	Sessions: 35 (105 hrs)
Days: M&W	6:00 – 9:00 PM	9/29/14 – 2/11/15
Location: CTI	Instructor: Smith	

cti CAREER AND TECHNOLOGY

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).

Application Process

1. Register for the PN entrance exam (TEAS V)*. There is a \$200.00 (non-refundable) fee, which includes the PN entrance examination and program application.
2. Applicants who meet the minimum TEAS V 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.

* TEAS V may be taken only once each calendar year.

Tuition and Anticipated Expenses

Tuition: \$9,850.00 +

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: \$69.00

Classes

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

Classes begin in January and September

Call Early! 845.486.8045
Seating Limited

REAL ESTATE BUSINESS

Real Estate Salesperson Qualifying Course

Approved by New York State, this course is a prerequisite to take the State Salespersons License Exam. To receive a course certificate, you must pass the final exam with 70% or better and attend 70.5 of the 75 hours of instruction.



The last session is scheduled for the final exam.

EXTRA FEES: \$70 Textbook

RE-01A \$600+ Sessions: 26 (78 Hrs)

Days: M & W & TH 6:00 – 9:00 PM 9/8/14 – 11/10/14

Location: ALI Instructor: Ruby

SECURITY GUARD TRAINING

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

SC-01A \$75 Sessions: 4 (8 Hrs)

Days: W & TH 6:00 – 8:00 PM 10/22/14 – 10/30/14

Location: CTI Instructor: Springstead

SC-01B \$75 Sessions: 4 (8 Hrs)

Days: W & TH 6:00 – 8:00 PM 12/10/14 – 12/18/14

Location: CTI Instructor: Springstead

Students must bring their Social Security card to the first class.

Register by phone: 845.483.3640

Dutchess BOCES Adult Learning Institute 13

PERSONAL ENHANCEMENT

THE ARTS

Digital Photography *An Introduction*

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-01A	\$45	Session: 1 (3 Hrs)
Days: T	5:30 – 8:30 PM	9/30/14
Location: ALI	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

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-02A	\$45	Session: 1 (3 Hrs)
Days: T	5:30 – 8:30 PM	10/14/14
Location: ALI	Instructor: Delmerico	

session. 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-03A	\$135	Sessions: 3 (9 Hrs)
Days: T	5:30 – 8:30 PM	10/21/14 – 11/4/14
Location: ALI	Instructor: Delmerico	

Landmarks in Cinema

A must for film enthusiasts! This course offers a historical look into key landmark films of a bygone era. Participants will discover the historical background of each film shown and learn how to watch the cinematic works with a critical eye. You will never look at movies the same way again!

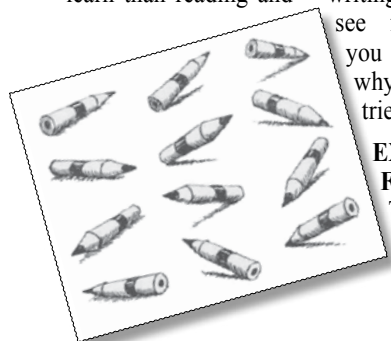
LC-01A	\$90	Sessions: 3 (9 Hrs)
Days: TH	6:00 – 9:00 PM	10/2/14 – 10/16/14
Location: CTI	Instructor: Brendli	

Anyone Can Draw!

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.

AC-27A	\$50+	Sessions: 2 (6 Hrs)
Days: SAT	9:00 – 12:00 PM	9/13/14 & 9/20/14
Location: ALI	Instructor: Ferrara	

AC-27B	\$50+	Sessions: 2 (6 Hrs)
Days: SAT	9:00 – 12:00 PM	10/18/14 & 10/25/14
Location: ALI	Instructor: Ferrara	



EXTRA FEES: \$35
Textbook/
Supplies

see for yourself, you will wonder why you hadn't tried this before!

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

COMPUTER TECHNOLOGY

COMPUTERS



ENHANCE YOUR COMPUTER SKILLS TO BE JOB READY ...

This certificate-training program is customized to prepare you to become proficient in Microsoft's latest software release. Learn the essential skills and tools needed to succeed!

• SELF-PACED	CATECH-A	Word & Excel	9/22/14 - 10/16/14
	CATECH-B	Data Entry	10/20/14 - 11/12/14
	CATECH-C	Office Skills/Recordkeeping	11/17/14 - 12/12/14
	CATECH-D	Job Readiness/Customer Service	1/5/15 - 1/28/15
• ENGAGING			
• SUPPORTIVE ENVIRONMENT	Hours: Monday - Friday, 12-3pm		
	Instructor: STAFF		
	Location: ALI		
	Tuition: \$500 + EACH MODULE listed above		
EXTRA FEES: + \$80 for Textbook and Supplies one-time fee.			

**For Additional Information,
please call 845-483-3640**



**Sharpen Your
Computer Knowledge,
Enroll Today!**



Microsoft Word - An Introduction

Learn to efficiently use Word to create documents.

CA-07A	\$100	Sessions: 3 (9 Hrs)
Days: T&TH	5:30 – 8:30 PM	9/30/14 – 10/7/14
Location: ALI	Instructor: Minnerly	

Microsoft Word - Intermediate

Continuation of our Microsoft Word Introduction course. Learn the more advanced features such as Headers and Footers; Headings; Bullets; Tables and much more. **PREREQUISITE:** Completion of Microsoft Word Introduction or instructor permission.

CA-38A	\$80	Sessions: 2 (6 Hrs)
Days: T&TH	5:30 – 8:30 PM	12/9/14 – 12/11/14
Location: ALI	Instructor: Minnerly	

Microsoft Excel - An Introduction

This course provides essential skills in creating electronic spreadsheets using Excel.

CA-12A	\$100	Sessions: 3 (9 Hrs)
Days: T&TH	5:30 – 8:30 PM	11/6/14 – 11/18/14
Location: ALI	Instructor: Minnerly	

Microsoft Excel - 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-37A	\$80	Sessions: 2 (6 Hrs)
Days: T&TH	5:30 – 8:30 PM	12/16/14 – 12/18/14
Location: ALI	Instructor: Minnerly	

COMPUTER TECHNOLOGY

COMPUTERS

ACCESS Database *An Introduction*

Enhance your software application skill set! This introductory course is for those individuals wanting to learn the basic steps for creating databases, forms, reports, tables and queries. These are just a few features this effective management tool provides.

CA-21A \$100 Sessions: 3 (9 Hrs)
Days: T & TH 5:30 – 8:30 PM 11/20/14 – 12/2/14
Location: ALI **Instructor: Minnerly**

Introduction to Computer Skills

Join us and learn the basic foundation of using your computer. Topics will include: running programs and desktop. Enroll today and gain confidence to utilize your computer more efficiently. Hardware such as scanners

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-30A \$80 Session: 2 (6 Hrs)
Days: T 5:30 – 8:30 PM 9/16/14 & 9/23/14
Location: ALI **Instructor: Minnerly**

and digital cameras will be discussed as well. Come and join the fun!

CA-05A \$80 Session: 2 (6 Hrs)
Days: T 5:30 – 8:30 PM 10/9/14 & 10/16/14
Location: ALI **Instructor: Minnerly**

PERSONAL ENHANCEMENT

HOSPITALITY/CULINARY ARTS

Basic Cooking Techniques

Learn some easy and basic cooking techniques such as roasting, sautéing, braising and proper vegetable and starch cooking. Feeling comfortable with these techniques will make you want to eat home more often and save on

those pricey nights out!

EXTRA FEES: \$48 Food cost/Lab

CU-38A \$180+ Sessions: 6 (18 Hrs)
Days: W 6:00 – 9:00 PM 9/24/14 – 10/29/14
Location: CTI **Instructor: Staff**

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-01A \$140 Sessions: 8 (16 Hrs)
Days: M 7:00 – 9:00 PM 9/22/14 – 11/17/14
Location: CTI **Instructor: Kelsey**

BA-01B \$140 Sessions: 8 (16 Hrs)
Days: M 7:00 – 9:00 PM 12/1/14 – 1/26/15
Location: CTI **Instructor: Kelsey**

Winter Comfort Foods

Learn the proper technique of the slow cooked hearty meals. Why throwing a bunch of ingredients into crock pot is not the best way to make a stew. This course will teach you what ingredients are best used and how to properly cook them.

EXTRA FEES: \$48 Food cost/Lab

CU-36A \$180 Sessions: 6 (18 Hrs)
Days: M & W 6:00 – 9:00 PM 10/20/14 – 11/5/14
Location: CTI **Instructor: Staff**

DANCE

Basic Ballroom/Latin Dance Class

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

DA-15A \$99 Sessions: 8 (8 Hrs)
Days: M 7:00 – 8:00 PM 10/6/14 – 12/1/14
Location: BETA **Instructor: Odescalchi**

Swing Special



You like to swing, boogie woogie, lindy, jitterbug? Whatever name you call it, it is lots of fun. Basic and advanced patterns will be taught. Instructor: Dance Master Esther Odescalchi.

DA-04A \$99 Sessions: 8 (8 Hrs)
Days: M 8:00 – 9:00 PM 10/6/14 – 12/1/14
Location: BETA **Instructor: Odescalchi**

DANCE STUDENTS: Please bring soft leather-soled shoes.

PERSONAL ENHANCEMENT

MONEY MATTERS

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 and 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-07A	\$49 +	Sessions: 3 (7.5 Hrs)
Days: TH	7:00 – 9:30 PM	10/9/14 – 10/23/14
Location: CTI	Instructor: James P. Agrawal, CFP	

NOTARY PUBLIC TRAINING

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-01A	\$35	Sessions: 1 (3 Hrs)
Days: SAT	9:00AM – NOON	9/13/14
Location: ALI	Instructor: Werba	

NP-01B	\$35	Sessions: 1 (3 Hrs)
Days: T	5:30 – 8:30 PM	11/18/14
Location: ALI	Instructor: Werba	

LANGUAGE

Conversational Spanish for Beginners



This course is designed for individuals interested in learning basic Spanish vocabulary to engage in a simple conversation. This class will introduce the language in a fun, interactive and relaxing environment

LA-17A	\$250	Session: 10 (25 Hrs)
Days: T	6:00 – 8:30 PM	9/16/14 – 11/25/14
Location: ALI	Instructor: DeJesus-Decena	

CUSTOMER SERVICE

Delivering Exceptional Customer Service



This program is designed to increase the level of service excellence with internal and external customers. Participants will be provided with the tools to eliminate negative service behaviors, exceed customer expectations, increase customer loyalty and turn customers into advocates.

Presenter is an expert in the field.

CS-01A	\$40	Session: 2 (5 Hrs)
Days: M&W	6:00 – 8:30 PM	10/27/14 – 10/29/14
Location: ALI	Instructor: Heady	

PERSONAL GROWTH

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-10A	\$29	Sessions: 1 (2.5 Hrs)
Days: TH	6:00 – 8:30 PM	10/9/14
Location: ALI	Instructor: Staff	

LA-10B	\$29	Sessions: 1 (2.5 Hrs)
Days: TH	6:00 – 8:30 PM	12/11/14
Location: ALI	Instructor: Staff	

Yoga

Yoga is a style of Hatha yoga that concentrates on breathing, feeling and listening to the body. Yoga features both 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-1A	\$137	Sessions: 20 (20 Hrs)
Days: M & TH	5:15 – 6:15 PM	9/29/14 – 12/11/14
Location: BETA	Instructor: Blauvelt	



Register on-line:
www.dcbores.org/adults
or by phone: 845.483.3640

6 HOUR DEFENSIVE DRIVING SCHEDULE

Reduce Points. Save Lives. Save Money.

ONLY
\$38*
Per Person

Did You Know...

- Our course and 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.

Did You Know...

- Group discounts available (15 students minimum).
- For group information details please call Linda Way at 845.483.3640 ext. 6101 or linda.way@dcboces.org

Course	Session(s)	Day	Date	Site	Time
DD-38A	1 Session	SUN	8/24/14	ALI	9:00 AM – 3:30 PM
DD-39A	1 Session	SAT	9/13/14	ALI	9:00 AM – 3:30 PM
DD-39A3	1 Session	SAT	9/20/14	ALI	9:00 AM – 3:30 PM
DD-39A1	2 Sessions	M & T	9/22/14 & 9/23/14	ALI	6:00 PM – 9:00 PM
DD-39A2	1 Session	SUN	9/28/14	ALI	9:00 AM – 3:30 PM
DD-40A	1 Session	SUN	10/5/14	ALI	9:00 AM – 3:30 PM
DD-40A1	2 Sessions	T & TH	10/7/14 & 10/9/14	ALI	6:00 PM – 9:00 PM
DD-40A2	1 Session	SAT	10/18/14	ALI	9:00 AM – 3:30 PM
DD-40A3	1 Session	SAT	10/25/14	ALI	9:00 AM – 3:30 PM
DD-41A	1 Session	SAT	11/1/14	ALI	9:00 AM – 3:30 PM
DD-41A2	1 Session	SUN	11/16/14	ALI	9:00 AM – 3:30 PM
DD-42A	1 Session	SAT	12/6/14	ALI	9:00 AM – 3:30 PM
DD-42A1	2 Sessions	M & W	12/15/14 & 12/17/14	ALI	6:00 PM – 9:00 PM
DD-162B	2 Sessions	T & TH	11/18/14 & 11/20/14	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
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

DMV: 5-Hour Pre-Licensing Course

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.

Tuition: \$35

PL-01A	Days: SAT	09/06/14	ALI	9:00 AM – 2:00 PM	Staff
PL-01B	Days: WED	10/15/14	CTI	4:00 PM – 9:00 PM	Staff
PL-01C	Days: SAT	11/08/14	ALI	9:00 AM – 2:00 PM	Staff
PL-01D	Days: SAT	12/06/14	ALI	9:00 AM – 2:00 PM	Staff

Bring Permit to Class



PERSONAL ENHANCEMENT

PERSONAL GROWTH

Take one or all of the sessions held at ALI.

Join Dr. Jeff Saffir for a series of workshops on improving your health.

Balancing Hormones Naturally

With 30 million menopausal women in North America and some 20 million baby-boomer women on the brink of menopause, it is no small wonder that balancing of hormones is a major concern.

HW-05A	\$9	Sessions: 1 (1 Hr)
Days: T	6:00 – 7:00 PM	9/23/14
Location: ALI	Instructor: Saffir	

Understanding pH - The Difference Between Health and Chronic Disease

Our bodies are made up of mostly fluid. Blood, lymph, and water are important fluids that have their own balance between acidity and alkalinity. While regulating pH is important for a pool or fish tank, it is crucial for overall health, yet we are never taught this. With this workshop, you will gain a sense of empowerment and control over your health and life, and will understand how simple choices you make every day can help you live longer and live a better quality of life.

HW-10A	\$13	Sessions: 1 (1.5 Hrs)
Days: T	6:00 – 7:30 PM	10/28/14
Location: ALI	Instructor: Saffir	

Five Secrets to Looking and Feeling Younger/Permanent Weight Loss/Diabetes

Want to feel better and younger, lose weight, and help diabetic symptoms? Learn why most diets don't work, and the true value of being healthy and fit.

HW-04A	\$9	Sessions: 1 (1 Hr)
Days: T	6:00 – 7:00 PM	11/18/14
Location: ALI	Instructor: Saffir	

Natural Solutions to Digestive Problems

This workshop on the digestive system covers how stress affects digestion, and preventive measures and natural approaches to improving health of the digestive system.

HW-07A	\$9	Sessions: 1 (1 Hr)
Days: T	6:00 – 7:00 PM	11/4/14
Location: ALI	Instructor: Saffir	

How to Avoid Stress Related Health Problems

Stress is the underlying cause of many illnesses. In this workshop, you will become aware of the symptoms of stress, how stress affects your overall health and what you can do to relieve it.

HW-03A	\$9	Sessions: 1 (1 Hr)
Days: T	6:00 – 7:00 PM	9/30/14
Location: ALI	Instructor: Saffir	

Ideal Nutrition for Optimal Health

This has already been done in the 1920s and 1930s by a man who has been called the "Charles Darwin of nutrition," Weston A. Price, DDS. In this PowerPoint presentation – *Ideal Nutrition for Optimal Health* – Dr. Saffir draws from Price's discoveries to reveal what we should and should not eat and drink. This powerful presentation is one badly needed by everyone who has to eat. Is there a solution to devitalized, de-mineralized, refined and chemically treated foods? Must we eat a chemical feast or can we choose health?

HW-12A	\$9	Sessions: 1 (1 Hr)
Days: T	6:00 – 7:00 PM	10/14/14
Location: ALI	Instructor: Saffir	



PERSONAL ENHANCEMENT

PERSONAL GROWTH

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. Nicole Peluse will introduce options to 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-25A **\$12** **Sessions: 1 (1 Hr)**
Days: M **12:00 PM – 1:00 PM** **10/6/14**
Location: ALI **Instructor: Peluse**

HC-25B **\$12** **Sessions: 1 (1 Hr)**
Days: M **12:00 PM – 1:00 PM** **12/8/14**
Location: ALI **Instructor: Peluse**

Tarotology I

An overview of the history, art, and counseling applications of Tarot cards for the novice or the experienced. Cards from all over the world will be shown and their various artistic aspects discussed. Students can learn various methods of interpreting the symbols and placement of each style of card decks and guest speakers will be featured as available.

“Tarot is a book without words whose story is rewritten each time we use it. It is a tool for self growth and exploration. Tarot enhances our creativity, our intuition, and our self esteem each time we use it.” – Mimers

AP-01A **\$27** **Sessions: 1 (2 Hrs)**
Days: TH **3:30 – 5:30 PM** **10/2/14**
Location: ALI **Instructor: Risko**

Tarotology II

This seminar will provide participants the opportunity to learn applications of Tarot cards. A look into card designs from various schools of thought, analysis of the varied use of symbols and graphics, and student to student demonstrations will help fine tune student skills. A background of Tarot and symbolism is recommended, but not a prerequisite. Students should bring their own Tarot deck(s) to maximize their learning and practical applications.

AP-02A **\$27** **Sessions: 1 (2 Hrs)**
Days: TH **3:30 – 5:30 PM** **11/6/14**
Location: ALI **Instructor: Risko**

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

Linda A. Heitmann, *Deputy Superintendent*

Dutchess BOCES

5 BOCES Road

Poughkeepsie, NY 12601

Voice: 845.486.4800, ext 202

linda.heitmann@dcboces.org

Section 504 & DASA Coordinator

Norah Merritt

Executive Director of Human Resources

Dutchess BOCES

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William Ball, *Director of Educational Programs*

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william.ball@dcboces.org

Sexual Harassment – Employees

Linda A. Heitmann, *Deputy Superintendent*

Dutchess BOCES

5 BOCES Road

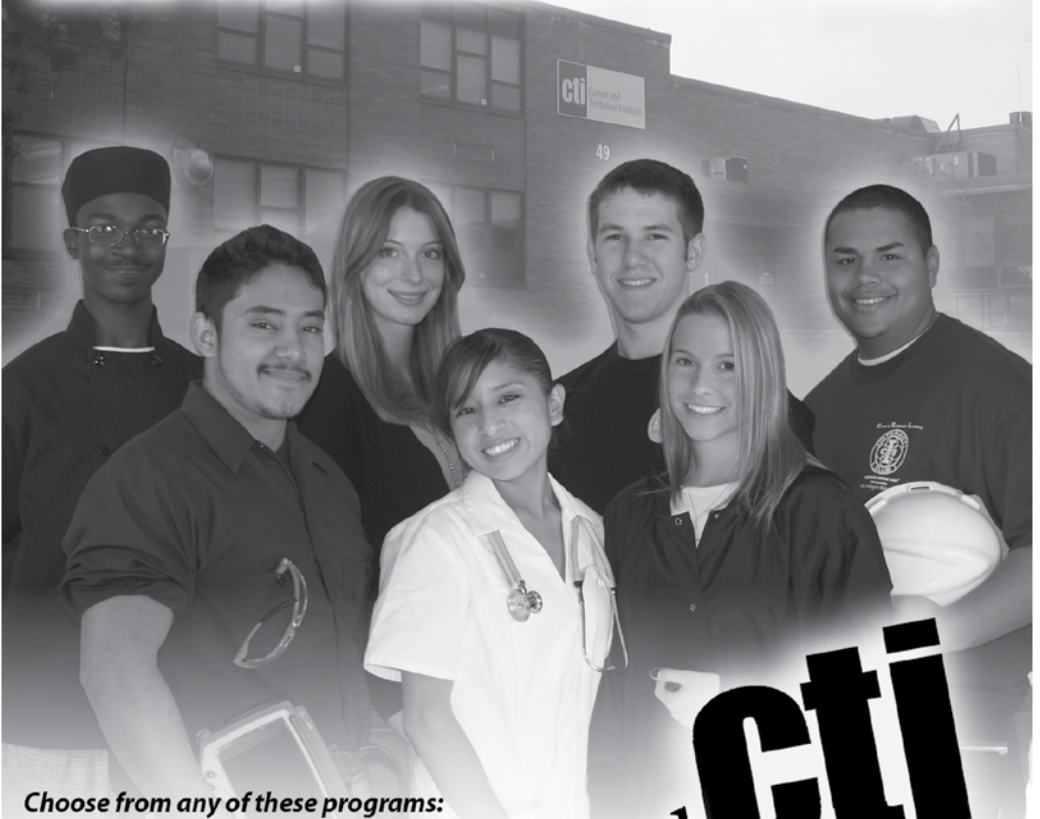
Poughkeepsie, NY 12601

Voice: 845.486.4800, ext 202

linda.heitmann@dcboces.org

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- Film Production
- Video Game/Web Design
- Early Childhood Education
- Teaching Assistant Studies
- Intro to Health Occupations
- Nurse Assistant
- Practical Nursing
- Pharmacy Technician
- Culinary Arts/Restaurant Management
- Hospitality and Tourism Industry
- Cosmetology
- Barbering
- Computer Repair
- Computer Networking
- Security and Public Safety
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- Automotive Technician
- Auto Body Repair
- Heavy Equipment
- Career Exploratory Program

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www.dcboces.org/CTI

Register by phone: 845.483.3640

Dutchess BOCES Adult Learning Institute 21

REGISTRATION PROCESS

4 easy ways to register for any class...



1. Online:

Visit: www.dcbores.org/adults and follow the instructions. Save \$10 Annual Registration fee.

2. By Mail:

Complete the registration form provided on page 23.

- 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.

Refund Policies

On-Site

If class is cancelled by Dutchess BOCES:

⇒⇒ A full refund is given.

If student withdraws and notification is received one-week prior to first class:

⇒⇒ A full refund is given.

Notification less than one-week prior to first class:
A 50% refund is given.

Notification after first class meeting:

No refund is given. **Please note: There are no exceptions!**

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.

ed2go.com/dcbores 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.

ed2go.com/dcbores Online Certificate Program Courses

If an enrollee decides to cancel his/her enrollment within 30 days of the date of payment, 100% of the enrollment fees will be refunded (shipping and cost of courseware sent will be deducted) with no questions asked. There will be no refunds after 30 days from the date of payment.

Extension Policy for Online Career Certificate Program

Each career certificate program has a specific allowable study time, as specified below, for enrollees to satisfactorily complete the program.

Standard Program	Medical Coding and Billing - 15 months	Medical Transcriptionist - 15 months
Completion Times:	Medical Office Assistant - 15 months	PC Repair - 12 months

If an enrollee is unable to complete his or her studies within the allowable time, the enrollee may request a six-month extension for a fee of \$75, which should be paid to Dutchess BOCES.

MAIL-IN REGISTRATION FORM

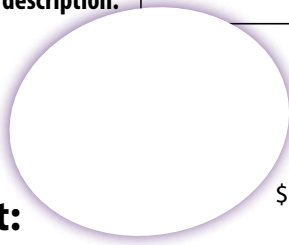
REGISTRATION FORM MAYBE COPIED

Last Name	First Name	MI
Address		Apt.#
City	State	ZIP
Home Phone	Work Phone	Social Security Number
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*
Registration Fee:						\$10*	
Grand Total:							

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



* When you register online, the annual (July 2014 – June 2015) \$10 registration fee is waived.

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**



To receive an IRS 1098T Form for tax purposes, students must provide their Social Security number at the time of registration.

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

Register on-line:
www.dcboces.org/adults
or by phone: 845.483.3640



DUTCHESS BOCES ALI

ADULT LEARNING INSTITUTE
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LOCATIONS:

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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