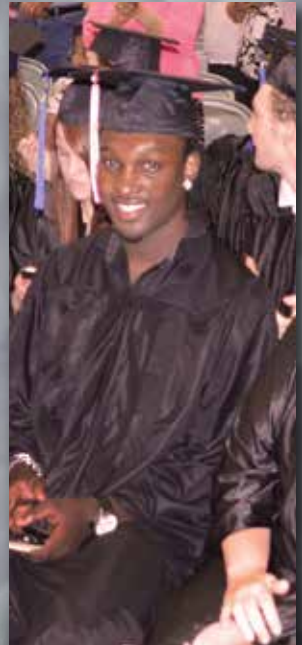


BOCES ADULT LEARNING INSTITUTE

2015 Winter/Spring Course Catalog



**Register
NOW!**

**Call Dutchess BOCES ALI
845.483.3640**

Online Registration: www.dcboces.org/adults

Where Do I Start?

Continuing Ed Classes

- Register Online
- Call Office
- Mail Registration Form on Back

Occupational/Trade Classes

- Register Online
- Call to speak with a Counselor

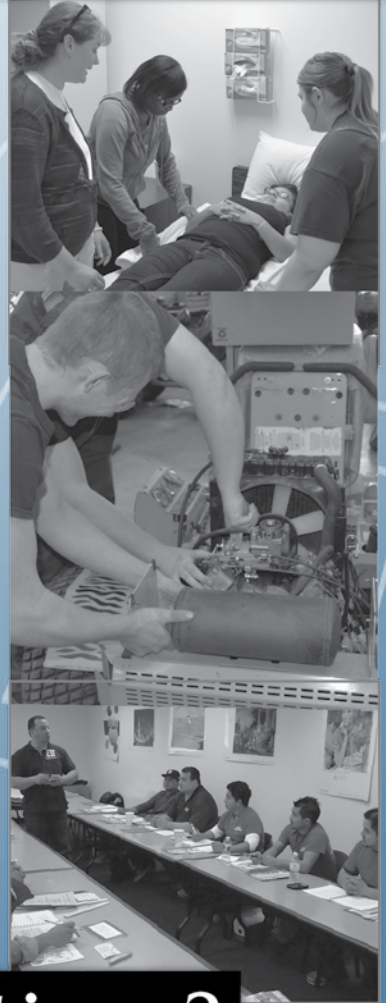
Nursing

- Make an Appointment

Literacy Classes

- ABE / HSE / ESL
- Open Registration

See pg 8



Still Have Questions?

Call 845.483.3640

or Start with our Community Partners

See pg 6 and pg 20

Attend a Literacy Class, receive a
FREE! 12 hr Career Readiness Class

Ready
for a
Career...

Ready
for
Life!

Go online, call, or stop by.

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2015 CALENDAR DATES CLOSED

School Closed - All Sites

Jan 1st • Jan 19th • Feb 16th
Apr 3rd • May 25th

CTI Site Closed

Jan 2nd and Feb 13th

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Scan QR code for
online maps and
directions brochure.

HEALTH OCCUPATIONS

A Lifetime of Job Opportunities!

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.

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

EXTRA FEES:

State Exam Fee \$115; Book \$70

DAY TIME SCHEDULE

HC-01F \$1,325 + 1/20/15 – 3/19/15
Days: M-F 8:00 – NOON Sessions: 38 (150 Hrs)
Location: ALI Instructor: Holmes

HC-01G \$1,325 + 4/13/15 – 6/10/15
Days: M-F 8:00 – NOON Sessions: 38 (150 Hrs)
Location: ALI Instructor: Holmes

HC-01J \$1,325 + 7/6/15 – 9/1/15
Days: M-F 8:00 – NOON Sessions: 38 (150 Hrs)
Location: ALI Instructor: Holmes

EVENING SCHEDULE

HC-01H \$1,325 + 1/26/15 – 4/23/15
Days: M-TH 4 – 8:00 PM Sessions: 39 (150 Hrs)
Location: ALI Instructor: Clear

HC-01I \$1,325 + 5/11/15 – 7/23/15
Days: M-TH 4 – 8:00 PM Sessions: 39 (150 Hrs)
Location: ALI Instructor: Clear

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.



Medical Coding

Learn the basics of medical office coding procedures. Gain a comprehensive overview and understanding of the coding guide lines. 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: Textbooks \$400

Payment Plan Available.

HC-12B \$1,650 + 1/26/15 – 6/01/15
Days: M&W 6:00 – 9:00 PM Sessions: 35 (105 hrs)
Location: CTI Instructor: Smith



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-30G \$1,550 + Sessions: 25 (75 Hrs)
Days: T-TH 12:30 – 3:30 PM 3/3/15 – 4/29/15
Location: ALI Instructor: Tommasino

cti Practical Nursing Program

The heart of healthcare



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).

Call 845.486.8045

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.

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-03C \$320 + Sessions: 4 (28 Hrs)
 Days: M-TH 8:30 am – 4:00 pm TBD
 Location: ALI Instructor: Staff

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:	\$9,850.00 +
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 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

Heartsaver CPR, AED and First Aid

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 Certification Card (\$7 payable to instructor on 1st session.)

HC-28C \$60 + Sessions: 1(7 Hrs)
 Days: SAT 9:00 am – 4:30 pm 2/7/15
 Location: ALI Instructor: Miglio

LIFE SUPPORT



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.

Recertification of Basic Life Support for Healthcare Providers

Recertification course.

EXTRA FEES: \$12 for textbook, \$7 for certification card payable to instructor day of class.

HC-27A	\$50 +	Sessions: 1 (4 Hrs)
Days: SAT	9:00 am – 1:00 pm	3/14/15
Location: ALI		Instructor: Miglio

Basic Life Support for Healthcare Providers

Certification good for 2 years.

EXTRA FEES: \$12 for textbook, \$7 for certification card payable to instructor day of class.

HC-26A	\$60 +	Sessions: 1 (6.5 Hrs)
Days: SAT	9:00 am – 4:30 pm	2/21/15
Location: ALI		Instructor: Miglio

HC-26B	\$60 +	Sessions: 1 (6.5 Hrs)
Days: SAT	9:00 am – 4:30 pm	3/28/15
Location: ALI		Instructor: Miglio

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-33C	\$50 +	Sessions: 1(4 Hrs)
Days: SAT	9:00 am – 1:00 pm	5/9/15
Location: ALI		Instructor: Miglio

Dutchess BOCES Adult Learning Institute can offer most of our courses as a specialized program for your employees? We will tailor the course to accommodate your needs! For more information, please contact Elizabeth Hayter, Adult Education Administrator, at 845.483.3640 xt. 6102 or e-mail elizabeth.hayter@dcboces.org.



Dutchess County
YOUTH
One Stop



Dutchess County Regional
Chamber of Commerce

(845) 454-7629

Program administered by Dutchess County Regional Chamber of Commerce

EARN YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA AND FURTHER YOUR GOALS

...Classes conveniently located throughout the county!

High School Equivalency Class Offerings

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
M, W, F 9:00 AM-12:00 PM

Adriance Library – Teen Study Room

93 Market Street, Poughkeepsie
T and TH 9:30 AM-12:30 PM

Beacon Howland Library

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

Community Action Partnership

10 Eliza St., Beacon
Call for details!

Community Action Partnership

44-46 East Market Street, Red Hook
Call for details!

Dutchess One-Stop

235 Main Street, Poughkeepsie
M and W 12:30 PM-3:30 PM



Assessment Schedule/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)

There is a \$10 non-refundable Registration fee due at Assessment. Exact cash, Bank Checks or Money Orders payable to Dutchess BOCES will be accepted.



"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

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 for more information!

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.

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 adultos 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)

Dutchess BOCES ALI

One Civic Center Plaza, Suite 300
Poughkeepsie

T and TH 9:00 AM-12:00 PM
(Martes and Jueves)

Evening classes (noche clases) available at:

Arlington Middle School

601 Dutchess Turnpike
Poughkeepsie

T and TH 6:15-9:15 PM
(Martes and Jueves)

Grace Episcopal Church

3328 Franklin Avenue, Millbrook

T and TH 6:15-9:15PM
(Martes and Jueves)

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 Middle School

Tuesday (Martes) - 6:15 PM
(Every Week - Cada semana)

Dutchess BOCES ALI

Wednesday (Miercoles) - 10:00 AM
(By Appointment Only - Sólo con cita previa)

Call for Registration and Assessment
Llame hoy para una clase cerca de usted Dutchess BOCES

845.483.3640 ext. 6108

Please refer to our Web site for updates:
www.dcboces.org/adults

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-08B \$595 + Sessions: 20 (60 Hrs)
Days: M & TH 6:00 – 9:00 PM 1/26/15 – 4/13/15
Location: CTI **Instructor: Cook**



Lawn Mower & **NEW!** Tractor/Riding Mower 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 experienced instructor will 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 spring. One half day is devoted to your riding mower or tractor. The second class is to repair and service your lawn mower before you need it. Safety glasses included.

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

EXTRA FEE: \$30 Materials/Lab for each clinic.

LAWN MOWER CLINIC

TR-81A \$50 + Sessions: 1 (5 Hrs)
Days: SAT 8:00 AM – 1:00 PM 3/21/15
Location: CTI **Instructor: Parquet**

TRACTOR AND RIDING MOWERS CLINIC

TR-82A \$50 + Sessions: 1 (5 Hrs)
Days: SAT 8:00 AM – 1:00 PM 3/28/15
Location: CTI **Instructor: Parquet**

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

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

TR-56B \$335+ Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 1/28/15 – 4/1/15
Location: CTI **Instructor: Roth**

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-67B \$335 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 1/27/15 – 3/31/15
Location: CTI **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-24B \$300+ Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 1/27/15 – 3/31/15
Location: CTI **Instructor: Parquet**

AUTOMOTIVE AND ENGINE TECHNOLOGY

NEW!

AUTOMOTIVE CAREER PATHWAYS

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.

Program is divided into two sections

when combined will deliver a combined total of 60 hours of instruction and shop practice. Classes will be both theory and hands on in the shop. This program will be taught by Paul Schmelz who is an A level ASE Technician with many years of shop experience.

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

Steering and Suspension 1

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

TR-84A \$335 + Sessions: 10 (30 Hrs)
Days: WED 6:00 – 9:00 PM 1/28/15 – 4/1/15
Location: CTI Instructor: Schmelz

Steering and Suspension 2

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

TR-85A \$335 + Sessions: 10 (30 Hrs)
Days: WED 6:00 – 9:00 PM 4/8/15 - 6/17/15
Location: CTI Instructor: Schmelz

Hobby Auto Shop **NEW!**

Do you want to have a place to work on your car? We are offering this program for the first time. You will be allowed to bring in your own car to perform maintenance or repairs in a supervised shop setting. Our instructor is there to help and assist you if needed and explain how to perform the desired task in a shop setting. If you are just a beginner or one with experience you are welcome to come into the shop.

\$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-83A \$165 + Sessions: 5 (15 Hrs)
Days: F 6:00 – 9:00 PM 1/30/15 – 3/6/15
Location: CTI Instructor: Parquet

TR-83B \$165 + Sessions: 5 (15 Hrs)
Days: F 6:00 – 9:00 PM 3/27/15 – 5/1/15
Location: CTI Instructor: Parquet



BUSINESS & INDUSTRY

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.



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 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. **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-01C \$415 + Sessions: 10 (30 Hrs)
Days: M&W 6:00 – 9:00 PM 1/26/15 – 3/2/15
Location: CTI Instructor: Larkin

TR-01D \$415 + Sessions: 10 (30 Hrs)
Days: T&TH 6:00 – 9:00 PM 2/24/15 – 3/26/15
Location: CTI Instructor: Larkin

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, rods, gases, and expendable supplies.

EXTRA FEE: \$485 Supplies

TR-02B \$415 + Sessions: 10 (30 Hrs)
Days: T 6:00 – 9:00 PM 4/6/15 – 5/6/15
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-04B \$350 + Sessions: 10 (30 Hrs)
Days: W 6:00 – 9:00 PM 1/28/15 – 4/1/15
Location: CTI Instructor: Safford

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-73B \$360 + Sessions: 10 (30 Hrs)
Days: TH 6:00 – 9:00 PM 1/29/15 – 4/2/15
Location: CTI Instructor: Safford

BUILDING SCIENCE CAREER PATHWAYS

HVAC Motors and Controls I & II

In this course, students learn about motor control systems. Topics covered are basic control circuits, sensing devices, braking methods, types of motors. Schematic diagrams are an integral part of the course as students use them to connect a circuit. Additional information available upon request.

HVAC Motors and Controls 1

TR-86A \$440 + **Sessions: 10 (30 Hrs)**
Days: WED 6:00 – 9:00 PM 1/28/15 – 4/1/15
Location: CTI **Instructor: Bynum**

HVAC Motors and Controls 2

TR-87A \$440 + **Sessions: 10 (30 Hrs)**
Days: FRI 6:00 – 9:00 PM 4/10/15 – 6/19/15
Location: CTI **Instructor: Bynum**

Oil Heat Service Technician

The program is designed to teach individuals the fundamental skills of oil heat. This class is the first step towards a career as an Oil Heat Service Technician. Student classroom hours will be spent reviewing the critical elements of a heating system. 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.

Upon successful completion of this program students will be entitled to take the NORA exam to become a bronze level Oil Heat Technician.



SAVE
 Enroll in **ALL 4** courses and receive a 8% discount...
Total \$3597
 Use Course Code: **TR-90A**

TR-88A \$1580 + **Sessions: 34 (115 Hrs)**
Days: T&TH 6:00 – 9:00 PM 3/3/15 – 6/4/15
Location: CTI **Instructor: TBA**

Payment Plan Available!

Air Conditioning Technician

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
 Equipment parts operation, installation, servicing for residential and light commercial.

TR-89A \$1450 + **Sessions: 34 (102 Hrs)**
Days: M&W 6:00 – 9:00 PM 4/13/15 – 8/10/15
Location: CTI **Instructor: TBA**



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BUILDING CONSTRUCTION TECHNOLOGY

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-05B \$339 + **Sessions: 10 (30 Hrs)**
Days: T **6:00 – 9:00 PM** **1/27/15 – 3/31/15**
Location: CTI **Instructor: Gordon**

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-74B \$125+ **3 Sessions (9 Hrs)**
Days: F **6:00 - 9:00 PM** **2/20/15 – 3/6/15**
Location: CTI **Instructor: Safford**

TR-74C \$125+ **3 Sessions (9 Hrs)**
Days: F **6:00 - 9:00 PM** **3/13/15 – 3/27/15**
Location: CTI **Instructor: Safford**

TR-74D \$125+ **3 Sessions (9 Hrs)**
Days: F **6:00 - 9:00 PM** **4/10/15 – 4/24/15**
Location: CTI **Instructor: Safford**

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

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-06B \$300 + **Sessions: 10 (30 Hrs)**
Days: TH **6:00 – 9:00 PM** **1/29/15 – 4/2/15**
Location: CTI **Instructor: Frolich**



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.

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

Course #	Day	Date
TR-66F	Thursday	February 19, 2015
TR-66G	Thursday	March 19, 2015
TR-66H	Thursday	April 23, 2015
TR-66I	Thursday	May 28, 2015

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

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.....

February 19

March 19

April 16

May 21

June 18

- 🖱 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.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Language

Speed Spanish I

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Speed Spanish II

In this follow-up to our popular Speed Spanish course, there are several new recipes to help you to continue to build your fluency.


Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

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COMPUTER TECHNOLOGY

Basic Business Office Skills/Career Readiness **NEW!**

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, a practice interview, along with preparation for entry level civil service tests.

EXTRA Fees: \$55 Textbook

CA-40A \$890 + **Sessions: 27 (108 Hrs)**
Days: M & W NOON – 4:30 PM **2/9/15 – 5/27/15**
Location: ALI **Instructor: Staff**

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

CA-05B \$80 **Session: 2 (6 Hrs)**
Days: T & TH 5:30 – 8:30 PM **2/3/15 & 2/5/15**
Location: ALI **Instructor: Minnerly**

Microsoft Excel 2013

- An Introduction

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

CA-12B \$100 **Sessions: 3 (9 Hrs)**
Days: T & TH 5:30 – 8:30 PM **3/10/15 – 3/17/15**
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-37B \$80 **Sessions: 2 (6 Hrs)**
Days: T & TH 5:30 – 8:30 PM **4/7/15 & 4/9/15**
Location: ALI **Instructor: Minnerly**

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-30B \$80 **Session: 2 (6 Hrs)**
Days: T 5:30 – 8:30 PM **4/14/15 & 4/21/15**
Location: ALI **Instructor: Minnerly**



Microsoft Word 2013

- An Introduction

Learn to efficiently use Word to create documents.

CA-07B \$100 **Sessions: 3 (9 Hrs)**
Days: T & TH 5:30 – 8:30 PM **2/26/15 – 3/5/15**
Location: ALI **Instructor: Minnerly**

Microsoft Word 2013

- 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-38B \$80 **Sessions: 2 (6 Hrs)**
Days: T & TH 5:30 – 8:30 PM **3/19/15 & 3/24/15**
Location: ALI **Instructor: Minnerly**

ACCESS Database

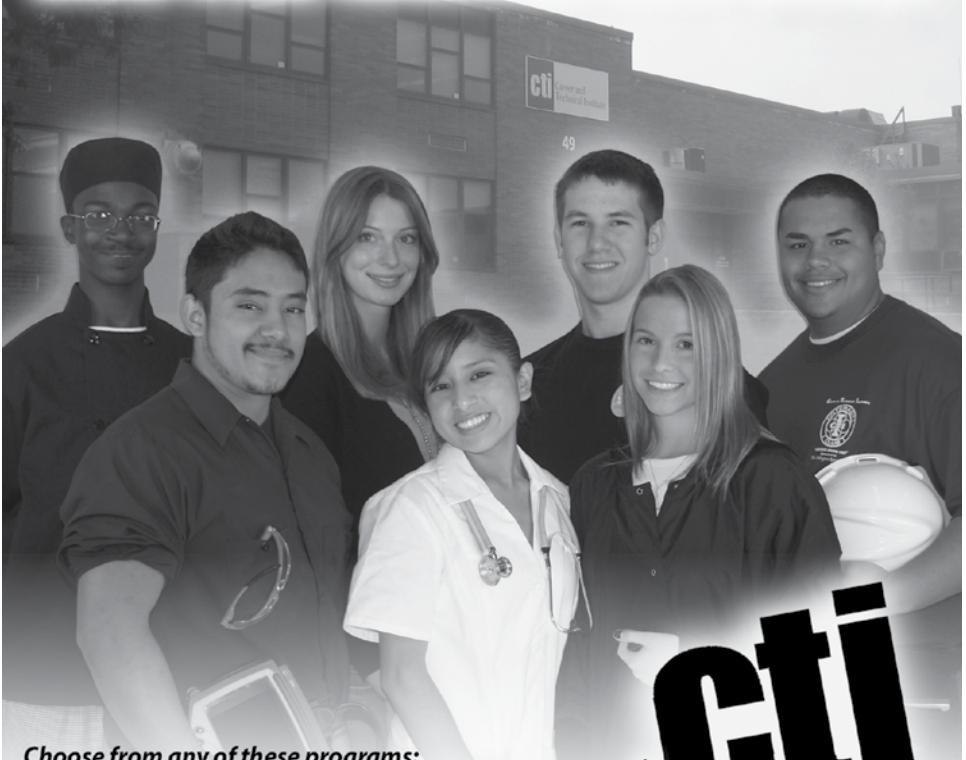
- An Introduction

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-21B \$100 **Sessions: 3 (9 Hrs)**
Days: T & TH 5:30 – 8:30 PM **5/5/15 – 5/12/15**
Location: ALI **Instructor: Minnerly**

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Choose from any of these programs:

- Small Engines Technology
- Landscape Design
- Construction Trades
- Residential Wiring
- Construction Electricity
- Graphic Arts/Design & Media
- 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
- Law Enforcement & Criminal Justice
- Automotive Technician
- Auto Body Repair
- Heavy Equipment
- Career Exploratory Program

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For detailed information on our programs go to:

www.dcboces.org/CTI

PERSONAL GROWTH

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-01B \$600+ Sessions: 26 (78 Hrs)
Days: M&W&TH 6:00 – 9:00 PM 2/23/15 – 4/30/15
Location: CTI 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-01C \$75 Sessions: 4 (8 Hrs)
Days: W & TH 6:00 – 8:00 PM 2/18/15 – 2/26/15
Location: CTI Instructor: Springstead

SC-01D \$75 Sessions: 4 (8 Hrs)
Days: W & TH 6:00 – 8:00 PM 4/22/15 – 4/30/15
Location: CTI Instructor: Springstead

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

DANCE

Basic Ballroom/Cha-Cha 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-15B \$99 Sessions: 8 (8 Hrs)
Days: M 7:00 – 8:00 PM 2/2/15 – 3/30/15
Location: BETA Instructor: Odescalchi

Bachata, Salsa, Mambo, Merengue Latin Dance Class

The class will include the Bachata, Salsa and Mambo and any other Latin dance students request. Basic as well as more advanced patterns will be taught. Pure fun! If you plan a cruise to the Islands, you surely want to know these dances.

DA-20A \$99 Sessions: 8 (8 Hrs)
Days: M 8:00 – 9:00 PM 2/2/15 – 3/30/15
Location: BETA Instructor: Odescalchi

DANCE STUDENTS: Please bring soft leather-soled shoes.

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**

6 HOUR DEFENSIVE DRIVING SCHEDULE

Reduce Points. Save Lives. Save Money.

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\$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.

Course	Session(s)	Day	Date	Site	Time
DD-43A	1 Session	SUN	1/25/15	ALI	9:00 AM – 3:30 PM
DD-44A	1 Session	SUN	2/8/15	ALI	9:00 AM – 3:30 PM
DD-44A1	1 Session	SAT	2/21/15	ALI	9:00 AM – 3:30 PM
DD-45A	1 Session	SAT	3/14/15	ALI	9:00 AM – 3:30 PM
DD-45A1	1 Session	SUN	3/29/15	ALI	9:00 AM – 3:30 PM
DD-46A	2 Sessions	T & TH	4/7/15 & 4/9/15	ALI	6:00 PM – 9:00 PM
DD-46A1	1 Session	SAT	4/18/15	ALI	9:00 AM – 3:30 PM
DD-46A2	1 Session	SUN	4/26/15	ALI	9:00 AM – 3:30 PM
DD-47A	1 Session	SAT	5/2/15	ALI	9:00 AM – 3:30 PM
DD-47A1	2 Sessions	T & TH	5/5/15 & 5/7/15	ALI	6:00 PM – 9:00 PM
DD-48A	1 Session	SAT	6/6/15	ALI	9:00 AM – 3:30 PM
DD-48A1	1 Session	SUN	6/14/15	ALI	9:00 AM – 3:30 PM
DD-48A2	1 Session	SUN	6/28/15	ALI	9:00 AM – 3:30 PM
DD-164B	2 Sessions	T & TH	2/24/15 & 2/26/15	CTI	6:00 PM – 9:00 PM
DD-165B	2 Sessions	M & W	4/27/15 & 4/29/15	CTI	6:00 PM – 9:00 PM
DD-166B	2 Sessions	T & TH	6/2/15 & 6/4/15	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.

PL-01E	Days: SAT	02/21/15	ALI	9:00 AM – 2:00 PM	Staff
PL-01F	Days: WED	03/18/15	CTI	4:00 PM – 9:00 PM	Staff
PL-01G	Days: SAT	04/18/15	ALI	9:00 AM – 2:00 PM	Staff
PL-01H	Days: WED	04/29/15	CTI	4:00 PM – 9:00 PM	Staff
PL-01I	Days: SUN	05/17/15	ALI	9:00 AM – 2:00 PM	Staff
PL-01J	Days: SAT	06/06/15	ALI	9:00 AM – 2:00 PM	Staff

Tuition: \$35

Bring Permit to Class



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-05B \$9 Sessions: 1 (1 Hr)
Days: T 6:00 – 7:00 PM 2/10/15
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-10B \$13 Sessions: 1 (1.5 Hrs)
Days: T 6:00 – 7:30 PM 3/24/15
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-03B \$9 Sessions: 1 (1 Hr)
Days: T 6:00 – 7:00 PM 2/24/15
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, demineralized, refined and chemically treated foods? Must we eat a chemical feast or can we choose health?

HW-12B \$9 Sessions: 1 (1 Hr)
Days: T 6:00 – 7:00 PM 3/10/15
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-04B \$9 Sessions: 1 (1 Hr)
Days: T 6:00 – 7:00 PM 4/28/15
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-07B \$9 Sessions: 1 (1 Hr)
Days: T 6:00 – 7:00 PM 4/7/15
Location: ALI Instructor: Saffir



HOSPITALITY/CULINARY ARTS

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-01C \$132 **Sessions: 10 (15 Hrs)**
Days: TH 8:00 – 9:30 PM **2/5/15 – 4/9/15**
Location: CTI **Instructor: Kelsey**

Perfect Scones **NEW!**

Do you ever wish you knew how to make the perfect scone? In this class, you will learn how to make a basic scone recipe as well as how to tweak it to make both sweet and savory versions. Also, how to freeze them so you will have extras available at the last minute. Basic baking abilities helpful to navigate this class.

CU-40A \$35 **Sessions: 1(3 Hrs)**
Days: SAT 9:00AM – NOON **3/28/15**
Location: CTI **Instructor: Staff**

Make It for the Freezer **NEW!**

Always running short on time and tired of drive-thru and pizza? Learn how to plan some parts of your meals in advance and how to prep them for the freezer. You will receive a shopping list prior to class so you can shop your preferences and control your budget. Three entrees (meat or fish based)

will be prepared for the freezer during class. Bring a cooler to hold your food.

A list of groceries to bring to class will be sent a few days before class time.

CU-41A \$35 **Sessions: 1 (3 Hrs)**
Days: SAT 9:00AM – NOON **3/21/15**
Location: CTI **Instructor: Marquez**



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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 IMPROVEMENT

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-10D \$29 Sessions: 1 (2.5 Hrs)
Days: T 6:00 – 8:30 PM 3/17/15
Location: ALI Instructor: Staff

LA-10E \$29 Sessions: 1 (2.5 Hrs)
Days: M 6:00 – 8:30 PM 5/18/15
Location: ALI Instructor: Staff

Passport to Retirement

PTR will help you to overcome the roadblocks to a successful retirement. In three sessions, this comprehensive overview will serve as a passport to helping you make sound financial decisions. Define 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-07B \$49 + Sessions: 3 (7.5 Hrs)
Days: TH 7:00 – 9:30 PM 4/9/15 – 4/23/15
Location: CTI Instructor: James P. Agrawal, CFP

NEW!

Managing Professional & Personal Responsibilities by Mastering Your Workflow

Do you have professional and personal responsibilities that you are committed to follow through on and complete? Does it seem that there is not enough time to get it all done? Does this create stress? Then this is the course for you.

HW-14A \$45 Sessions: 5 (5 Hrs)
Days: W 3:15 – 4:15 PM 2/4/15 – 3/11/15
no class 2/25/15
Location: CTI Instructor: Timm

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-1B \$103 Sessions: 15 (15 Hrs)
Days: M & TH 5:15 – 6:15 PM 2/2/15 – 3/26/15
Location: BETA Instructor: Blauvelt

YF-1C \$75 Sessions: 11 (11 Hrs)
Days: M & TH 5:15 – 6:15 PM 4/13/15 – 5/18/15
Location: BETA Instructor: Blauvelt

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-01C \$35 Sessions: 1 (3 Hrs)
Days: SAT 9:00AM – NOON 2/21/15
Location: ALI Instructor: Werba

NP-01D \$35 Sessions: 1 (3 Hrs)
Days: T 5:30 – 8:30 PM 4/14/15
Location: ALI Instructor: Werba

Long-Term Planning for Independent Living

All are welcome to this informative program about services available for individuals who prefer to remain in their own homes rather than move to an assisted-living facility. 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!

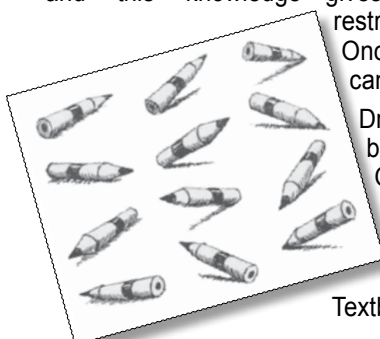
HC-25C \$12 Sessions: 1 (1 Hr)
Days: M 12:00 PM – 1:00 PM 2/23/15
Location: ALI Instructor: Peluse

HC-25D \$12 Sessions: 1 (1 Hr)
Days: M 12:00 PM – 1:00 PM 4/20/15
Location: ALI Instructor: Peluse

THE ARTS

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.



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: \$20 Supply Fee (supply fee due at time of registration with tuition) and \$15 Textbook Fee (payable to instructor 1st day of class)

AC-27C \$75+ **Sessions: 3 (9 Hrs)**
Days: SAT **9:00 – NOON** **3/7/15 – 3/21/15**
Location: ALI **Instructor: Ferrara**

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-01B \$45 **Session: 1 (3 Hrs)**
Days: T **5:30 – 8:30 PM** **2/3/15**
Location: ALI **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-02B \$45 **Session: 1 (3 Hrs)**
Days: T **5:30 – 8:30 PM** **2/17/15**
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 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-03B \$135 **Sessions: 3 (9 Hrs)**
Days: T **5:30 – 8:30 PM** **4/14/15 – 4/28/15**
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-01B \$90 **Sessions: 3 (9 Hrs)**
Days: TH **6:00 – 9:00 PM** **2/26/15 – 3/12/15**
Location: CTI **Instructor: Brendli**

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



Test Assessing Secondary Completion (TASC), is a national high school equivalency assessment to help individuals address their need for advancement.

TEST ASSESSING SECONDARY COMPLETION™

TASC assesses five subject areas including Reading, Writing, Mathematics, Science, and Social Studies. It measures examinees' levels of achievement relative to that of graduating high school seniors and readiness for college and the workforce, as outlined by the Common Core State Standards.

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

TASC TEST DATES

January 23 & 24, 2015
February 20 & 21, 2015
NO EXAM IN MARCH
April 17 & 18, 2015
May 15 & 16, 2015
June 5 & 6, 2015

July 17 & 18, 2015
August 14 & 15, 2015
September 18 & 19, 2015
October 16 & 17, 2015
November 13 & 14, 2015
December 11 & 12, 2015

January 30 & 31 – Spanish
March 13 & 14 – Spanish
May 8 & 9 – Spanish
July 24 & 25 - Spanish
September 11 & 12 - Spanish
November 20 & 21 - Spanish

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

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

Prepare for the TASC Test!



Class 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.

Studies show that training and development have a positive impact on employee retention and to your bottom line. Give your employees the training they deserve with Dutchess BOCES Adult & Continuing Education programs. We have high quality classes at reasonable rates!

Enroll your staff in any course listed in this catalog or contact Robert Butler, Program Developer, at 845.242.5482 or e-mail robert.butler@dcboces.org to plan a specific class to meet your needs.

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.

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 CTL. Please do not bring food or beverages to your class unless advised in the course descriptions.

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

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 7. Registration Fee \$10.

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".

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

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.

DUTCHESS COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Dutchess BOCES Board of Trustees

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Norah Merritt, *Executive Director of Human Resources*
William Ball, *Director of Educational Programs*

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@dcbores.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@dcbores.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@dcbores.org

Inquiries regarding discrimination on the bases listed above may also be made to the United States Department of Education, Office of Civil Rights, 320 Old Slip, 26th Floor, New York, NY 10005, (646) 428-3800, ocr.newyork@ed.gov.

REGISTRATION PROCESS



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.

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/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.

ed2go.com/dcboces 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*
Total payment needs to include tuition plus textbooks and supplies fee if listed in description.						Registration Fee:	\$10*
						Grand Total:	

DUTCHESS BOCES



* 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 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: July 2015



ALI Corporate Training

Corporate Training for the Workplace

Studies show that training and development have a positive impact on employee retention and to your bottom line.



Give your employees the training they deserve with Dutchess BOCES Adult & Continuing Education programs. We have high quality classes at reasonable rates!

Enroll your staff in any course listed in this catalog or contact:

Robert Butler, Program Developer
845.242.5482 robert.butler@dcboces.org

to plan a specific class to meet your needs.

Let Us Be Your Local Training Provider!

Where are we Located?

Adult Learning Institute (ALI)

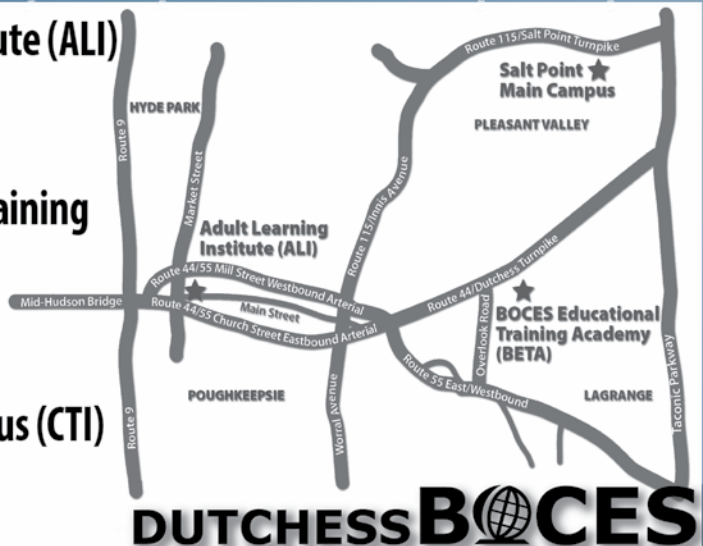
One Civic Center Plaza, Suite 300
Poughkeepsie, NY 12601

BOCES Educational Training Academy (BETA)

900 Dutchess Turnpike
Poughkeepsie, NY 12603

Salt Point Main Campus (CTI)

5 BOCES Road
Poughkeepsie, NY 12601



www.dcboces.org/adults

BOCES ADULTS LEARNING INSTITUTE

2015 Winter/Spring Course Catalog

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

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