

# Jefferson-Lewis BOCES

## Adult & Continuing Education

### FALL 2011



#### Jefferson-Lewis BOCES, Your Community Connection!

#### Contents

REGISTER **Early** for classes offered at the Watertown or Glenfield Centers.

**MAIL:** Bohlen Technical Center  
20104 State Route 3  
Watertown, New York 13601  
ATTN: Adult Education Office

**PHONE:** (315) 779-7220 or 1-800-356-4356

**FAX:** (315) 779-7209

**WALK-IN:** 8:00 a.m. - 4:00 p.m.

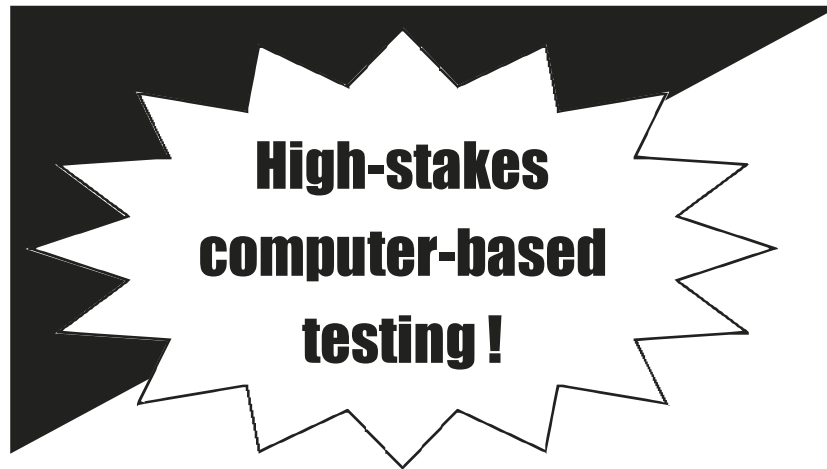
**PAYMENT:** Tuition is due at least one week prior to class start date to be considered enrolled in a class.

**Classes with low enrollment will be cancelled.**

- ◆ ACT Center/Kryterion/Pearson Vue/Prometric
- ◆ Career & Technical Education (Adult Day Programs)
- ◆ Center for Business & Industry (Adult Evening Programs)
- ◆ Class B Driving
- ◆ Coaching
- ◆ Computer Workshops
- ◆ Creative Arts
- ◆ English for Speakers of Other Languages (ESOL)
- ◆ GED
- ◆ On-line Courses
- ◆ Related Instruction
- ◆ Wellness
- ◆ Work Readiness
- ◆ Workshops



Jefferson-Lewis BOCES is an Authorized American College Testing (ACT™) Center and WorkKeys® Testing Site.



The Jefferson-Lewis BOCES American Testing Lab is committed to providing exceptional customer service in our convenient highly secure computer testing lab. We now offer certifications, licensures, and assessments through ACT, Kryterion, Prometric, and Pearson Vue.



**WorkKeys®** WorkKeys is an Equal Employment Opportunity Commission (EEOC) compliant tool which measures job specific skills and can be used in high stakes decision making. WorkKeys was developed by ACT, an international leader in educational testing development services for more than 40 years. The WorkKeys system has been implemented in high schools, community colleges, and adult education facilities across the country to help people become better prepared for the workforces. Upon successful completion, participants will earn an ACT NATIONAL CAREER READINESS CERTIFICATE: Testing includes foundational skill assessments in: reading for information, applied math, and locating information. Call anytime for an appointment: (315) 779-7260.

**INSTRUCTOR:** ACT Certified Proctor  
**TUITION:** \$100

**CERTIFICATE LEVELS**  
\* Platinum \* Gold \* Silver \* Bronze

**REGISTRATION DIRECTIONS:**

1. Determine the exam you need to take.
2. Go to the internet and type in the name of the exam.
3. Click on the exam test taker information.
4. Go to "Locate Test Center".
5. Type in "New York" or Watertown's zip code, "13601".
6. Choose the Jefferson-Lewis BOCES test center.
7. Select your exam date.
8. Call the testing lab at (315) 779-7260 if you have further questions or need other exam date options.

Jefferson-Lewis BOCES offers high-stakes testing on an individualized basis.  
For more information contact our ACT Certified Proctors (315) 779-7260.

## Adult Daytime Career & Technical Programs

Did you know the Career and Technical Education (CTE) division of the Jefferson-Lewis BOCES offers daytime programs to meet the career training needs of high-school students and adults in Jefferson County at the Bohlen Technical Center (BTC) and Lewis County at the Howard G. Sackett Technical Center (HGSTC)? Whether you are looking for employment or are college-bound, we have a variety of workforce preparation programs that may be of interest. All CTE programs offer nationally recognized industry certifications as well as opportunities for college credit. Our graduates are prepared to go directly into the world of work, union, apprenticeship programs or to further their education by attending post-secondary institutions. Classes start in September and end in June, Monday - Friday, 8:45 a.m. - 2:45 p.m. Acceptance into the program is based on available seating. Applications for adults are available May 1<sup>st</sup> for the September classes. Please call (315) 779-7200 (Jefferson) or (315) 337-7300 (Lewis) for more information. High School Students in grades 10-12 should refer to their school counselor for course listings.

### Daytime Adult Career and Technical Courses:

Architectural Drafting/CADD	BTC	Gas & Diesel Mechanics	HGSTC
Auto Body	BTC & HGSTC	Heavy Equipment	BTC
Automotive Technology	BTC & HGSTC	Nursing Assistant	BTC
Carpentry	BTC & HGSTC	Outdoor Power Equipment	BTC
Culinary Arts	BTC & HGSTC	Plumbing/Heating/Air Conditioning	BTC
Environmental Conservation/Forestry	HGSTC	Practical Nursing	BTC & HGSTC
		Small Animal Care	BTC & HGSTC

## Business and Industry Adult Evening Courses

### CERTIFIED NURSING ASSISTANT \*\*

This 216 hour C.N.A. course is designed to prepare you for employment in hospitals and nursing homes. Classroom work will take place at the Bohlen Technical Center followed by clinical experience in local nursing homes.

Students will be required to have an appropriate uniform and shoes for the clinical experience. A physical exam is required and must be completed before the course begins.

Certification exam costs, textbook, and uniform top are included in the tuition. Students must purchase their own white pants, white sneakers/shoes, and watch with a second hand. *This program is approved by the NYS Bureau of Veterans Education. Register for one of the following:*

#### Evening Course

Dates: 9/15/11 - 12/15/11  
 Theory: Tuesday & Thursday  
 Time: 4:30 - 8:30 p.m.  
 Clinical: Saturdays (9/24/11 - 12/10/11)  
 Time: 8:00 a.m. - 4:00 p.m.  
 Instructors: N. McBride, R. Murtha & L. Rigabar

#### Day Course

Dates: 9/19/11 - 11/8/11  
 Theory/Clinical: Monday - Friday (no class 10/10/11)  
 Time: 8:30 a.m. - 3:00 p.m.  
 Instructor: Patricia Howell

*(seating is limited for each class to the first 12 paid or sponsored students)*

Tuition for either class is \$1,200.00

Held at the Bohlen Technical Center



### HOME HEALTH AIDE

This course is designed to prepare students for employment at an in-home setting as a Home Health Aide. Classroom work (74 hours) will take place at the Bohlen Technical Center followed by 21 hours of in-home supervision with the local Public Health Agency. A physical exam must be completed before the course begins. A textbook and uniform top are included in the tuition. Students must purchase their own white pants, white sneakers/shoes, and watch with a second hand.

Dates: 9/13/11 - 11/15/11  
 Theory/Clinical: Tuesday & Thursday  
 Time: 4:30 - 8:30 p.m.  
 Instructor: Kathie Connor  
 Tuition: \$600

*(seating is limited to the first 12 paid or sponsored students)*

Held at the Bohlen Technical Center

Class Sizes are Limited! Register Early!

### PRACTICAL NURSING

This is a 1200-hour program. At completion, graduates are eligible to take the National NCLEX-PN examination.

Classes are held at the Bohlen Technical Center and the Howard G. Sackett Technical Center with clinical experience provided at local health care facilities.

An entrance exam is administered in October, November, and in May & June of each year. Call today (315) 779-7200 for an application or more information.

Held at the Bohlen Technical Center  
&  
Howard G. Sackett Technical Center

*Federal Student Aid and Federal Direct Loans are available to qualifying students. This program is approved by the NYS Bureau of Veteran's Education. Financial assistance available (see page 12).*

### TABE \*\*

\*\* The New York State Education Department (SED) requires individuals who wish to enroll in SED approved Career & Technical Training programs to take the Test of Adult Basic Education (TABE).

A non-refundable \$10.00 testing fee is required prior to registering for the following classes:  
 Certified Nursing Assistant, Cosmetology & Electrical

TESTING FEE PAYABLE WITH  
CASH OR CHECK ONLY!!!

**Business and Industry Adult Evening Courses**

**COSMETOLOGY \*\***

The Adult Cosmetology program is a competency-based, 10 month/1000 hour program of theory and hands on instruction held at the Bohlen Technical Center, Cosmetology Lab. It is intended to prepare students for the New York State Cosmetology License Examination. Instruction includes professional hair care, manicures, pedicures and facials. *Tuition includes a cosmetology kit, textbooks, and the NYS Board Examination fee for students who successfully complete course requirements. This program is approved by the NYS Bureau of Veterans Education.*

**Note: If you have been out of cosmetology school for a year or more and have less than 500 hours you will be required to restart the program.**

**Evening Course:**

**Dates:** 9/6/11 - 6/30/12  
**Days:** Monday - Friday  
**Time:** 3:30 p.m. - 9:30 p.m.  
**Instructor:** Melinda Inglehart  
**Tuition:** \$6,300

*To ensure your enrollment, a deposit of 1/2 of the tuition or proof of scholarship and/or loan must be established by September 1, 2011*

**Class size is limited**



**\*\* TABE required by SED**

**Held at the Bohlen Technical Center**

**ELECTRICAL \*\***

Electricity, in particular the electrical trade, pervades the industries of construction, maintenance, sales, telecommunications, and other emerging technologies. The demand for quality electricians is constantly increasing. This course provides the student with the skills, training and technical understanding necessary for entry-level employment in this field. Safety glasses are provided; however, those who wear glasses might consider purchasing prescription safety glasses for work in this trade. *This program is approved by the NYS Bureau of Veterans Education.*

**Electrical I - 84 Hour Course:** Opportunity to earn the National Center for Construction Education & Research (NCCER) Core, Level I & OSHA card.

**Dates:** 9/7/11 - 12/5/11  
**Days:** Mondays & Wednesdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Mark Borreggine  
**Tuition:** \$1,350 (Includes textbook)

**Electrical II - 102 Hours Course:** Opportunity to earn the National Center for Construction Education & Research (NCCER) Level II & OSHA card (pre-requisite: Level I).

**Date:** 9/7/11 - 12/21/11  
**Days:** Mondays & Wednesdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Jason Ashlaw  
**Tuition:** \$1,850 (Includes textbook)

**Certification Opportunity:** National Center for Construction Education & Research (NCCER) Core and Level I or II in Electrical Wiring, as per curriculum

**Compliance:** New York State Department of Labor Apprentice Training

**Instructor Qualifications:** Electrical Trade Certification; Journeyman Wireman Certification; National Center for Construction Education & Research (NCCER) Certified

**Held at the Bohlen Technical Center**

**SECURITY GUARD**

By Jeff Scofield

*Call for class dates (315) 779-7220*

**New York State 8 Hour Pre-Assignment Security Guard Training**

This course meets the requirements of the New York State Security Guard Training Act. Learn the role of a Security Guard, legal powers, emergency procedures, public relations, access control and ethics. This course culminates with a written exam.

**Tuition:** \$100

**New York State 16 Hour On-the-Job Security Guard Training**

Following successful completion of the above 8 hours of training, and within 90 days of employment, a 16-hour on-the-job training course must be completed. This course culminates with a written exam.

**Tuition:** \$225

**New York State 8 Hour Annual In-Service Training for Security Guard**

New York Law requires Security Guards to receive annual in-service training of at least eight hours. This 8-hour course covers the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, report writing, ethics and conduct. ***This training is a must for all currently employed security guards who have completed the 8-Hour-Pre-Assignment & the 16-Hour On-the-Job training courses.***

**Tuition:** \$100

**Held at the Bohlen Technical Center**

**ASE ELECTRICAL CERTIFICATION**

**60 Hour Course:** The course is geared toward the individual who wants to become ASE certified in Electrical/Electronic Systems. Class will also interest the hobbyist who wants to have a better understanding of automotive electrical diagnosis and repair. Systems to be studied will include: Electrical Automotive Components, Reading & Testing Electrical Circuits, Automotive Batteries, Starting, Charging, Lighting, and Safety Systems. Classes will be both lecture and hands on training (live vehicles) as well as our state-of-the-art A-tech training lab which meets Industry & NATEF standards. Upon completion of the course, students will be prepared to complete the ASE Electrical/Electrical Systems exam. To be eligible for ASE certification, students must have 2 years of automotive repair experience. Tuition does **not** include ASE Exam fee.

**Dates:** 9/13/11 - 11/17/11  
**Days:** Tuesdays & Thursdays  
**(Time:** 6:00 - 9:00 p.m.  
**Instructor:** Randy Fulkerson  
**Tuition:** \$895 (Includes textbook)

**Instructor Qualifications:** ASE certified in Brakes, Steering & Suspension, Engine Performance, Electrical/Electronic Systems, and NYS Motor Vehicle Inspector.

**Held at the Bohlen Technical Center**

**WELDING**

Welding is the critical technique that joins materials in all manufacturing industries (no other technique is so widely used to join metals and alloys). The ability to create welds has produced the most common and most complex objects of our modern society. The potential for a career in welding is ever expanding due to advancements in technology. This course provides the student with the skills, training and technical understanding necessary for entry-level positions in this field. Students are required to wear 10' leather safety toe boots and long sleeve welding gloves. *This program is approved by the NYS Bureau of Veterans Education.*

**Session I - 36 Hour Course:** Content focuses on welding safety, oxyfuel cutting, base metal preparation, and weld quality.

**Dates:** 9/13/11 - 10/27/11  
**Days:** Tuesday & Thursdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Don Snyder  
**Tuition:** \$775 (Includes welding I & II textbook)

**Compliance:** New York State Department of Labor Apprentice Training.

**Instructor Qualifications:** Welding Trade Certification to Teach Precision Metals; American Welding Society.

**Welding - (continued)**

**Session II - 42 Hour Course:** Content focuses on SMAW equipment and setup, SMAW electrodes and selection, SMAW beads and fillet welds, SMAW groove welds with backing, and SMAW open v-groove welds.

**Dates:** 11/1/11 - 12/20/11  
**Days:** Tuesday & Thursdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Don Snyder  
**Tuition:** \$810

**Session III - 36 Hour Course:** Content focuses on reading welding detail drawings, plasma arc cutting (PAC), GMAW and FCAW - equipment and filler metals, GMAW and FCAW - plate, GTAW - equipment and filler metals, GTAW - plate, and GTAW - aluminum plate.

**Dates:** 1/3/12 - 2/9/12  
**Days:** Tuesday & Thursdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Don Snyder  
**Tuition:** \$825 (Includes textbook)

**Certification Opportunity:** American Welding Society (AWS), National Center for Construction Education and Research (NCCER) Core and Level I in Welding.

**Held at the Bohlen Technical Center**

Jefferson-Lewis Hamilton-Herkimer-Oneida BOCES - Coaching Classes

**FALL 2011**

**Philosophy, Principles and Organization of Athletics in Education, Instructor: Brian Oaks**

Mondays and Wednesdays, 6:30-9:30 p.m.  
September 12, 14, 19, 21, 26, 28, October 3, 5, 12, 17, 19, 24, 26, November 2, 7, 2011  
Makeup date: Wednesday, November 9, 2011 and Monday, November 14, 2011

**Health Sciences Applied to Coaching, Instructor: Mark Streiff**

Mondays and Wednesdays, 5:30-9:00 p.m.  
September 12, 14, 19, 21, 26, 28, October 3, 5, 12, 17, 19, 24, 26, 2011  
Makeup date: Wednesday, November 2, 2011

**WINTER 2012**

**Theory and Techniques of Coaching, Instructor: Mark Streiff**

Mondays and Wednesdays, 5:30-9:15 p.m.  
January 4, 9, 11, 18, 23, 25, 30, February 1, 2012  
Makeup date: Monday, February 6, 2012

**Philosophy, Principles and Organization of Athletics in Education, Instructor: Mark Streiff**

Mondays and Wednesdays, 5:30-9:00 p.m.  
February 13, 15, 27, 29, March 5, 7, 12, 14, 19, 21, 26, 28, April 2, 2012  
Makeup date: Wednesday, April 4, 2012

**SPRING 2012**

**Theory and Techniques of Coaching, Instructor: Mark Streiff**

Mondays and Wednesdays, 5:30-9:15 p.m.  
April 30, May 2, 7, 9, 14, 16, 21, 23, 2012  
Makeup date: Wednesday, May 30, 2012

# Coaching Classes

Available through  
Distance Learning

To register for classes, please  
contact: Darcy Peterson at  
(315) 779-7015

**NEW!**

**Summer 2012**

**Nail Specialty**

250-Hour Course

Call to reserve your seat!

**\$2,000**

**TABE \*\***

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Certified Nursing Assistant, Cosmetology & Electrical

**TESTING FEE PAYABLE WITH CASH OR CHECK ONLY!!!**

**Spring 2012**

**ASE Engine Performance**



### COMMERCIAL DRIVER LICENSE CLASS B DRIVER TRAINING

Gain intensive theory and road practice in preparation for your NYS CDL Class B license test. Participants will receive 12 hours of individualized instruction that is scheduled with the instructor and 5 hours on our new state-of-the-art truck simulator.

**Requirements:** 1) NYS Class B learner permit with air brake endorsement and 2) mandated drug test.

**Instructor:** Steve Martin

**Tuition:** \$1,550.00

(Tuition includes drug test fee, 12 hours of drive time, 5 hours on the truck simulator, a copy of Transportation Safety Training Newsletter and use of truck for road test).

As needed  
hourly rate  
**\$100**

**You will be charged a minimum of \$100 if you do not show for your scheduled appointment. A 24-hour cancellation is required.**



# English for Speakers of Other Languages

## ESOL

- ◆ Bohlen Technical Center, 20104 State Route 3 ,Watertown
- ◆ Army Community Service Center, Conway Road, Fort Drum
- ◆ Flower Memorial Library, 229 Washington Street, Watertown



### Day Classes

#### Semesters

**FALL:** SEPTEMBER 2011 - DECEMBER 2011

**SPRING:** JANUARY 2012 - JUNE 2012

#### Orientation

Participants must register by calling (315) 779-7220

For more information on the ESOL Program e-mail the instructor at: [jhulbert@boces.com](mailto:jhulbert@boces.com)

We specialize  
in  
ESOL Civics  
Curriculum

*Do you need to earn your U.S. citizenship? Register Today!*



### CUSTOMIZED TRAINING

How can the Center for Business & Industry better serve your needs? Call us for a private consultation to develop the training program that will distinguish and separate your employees - your business. We are at your service. Call today: (315) 779-7220.

*The Center for Business & Industry has been designed to be the leading provider for workforce and business development training. It is our goal to provide customized training programs for clerical staff, middle management, executives, educators, and entrepreneurs in the areas of healthcare administration and business administration.*

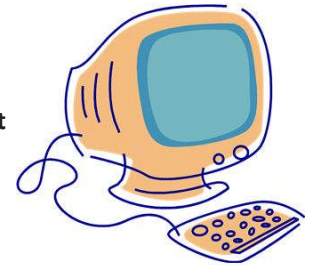
## Learn It Online

Online courses are perfect for those students unable to attend class in a traditional classroom setting or for those wanting an alternative to the classroom. Online learning gives you control to determine how and when you want to learn.

Go to:

[www.boces.com/Departments/Adult Education/Learn It Online](http://www.boces.com/Departments/Adult Education/Learn It Online)

- Desktop Applications
- Web Design and Media
- Network and Operating Systems
- Programming and Web Development
- Project Management
- Work Place Safety
- Business Management
- And many more ...



### JEFFERSON COUNTY - ATTAIN LAB FLOWER MEMORIAL LIBRARY

Offers a variety of occupational, academic and personal development software.

ALL SERVICES ARE FREE

Call (315) 785-7112

# General Education Diploma (GED Prep Classes)

**Distance Learning Available**

**Learn How to Take the GED Test and Pass the First Time!**  
All new participants must attend GED Orientation.  
(Orientation is held each month)  
Register by emailing [lcumolet@boces.com](mailto:lcumolet@boces.com)

**Flexible Schedules**

## CLASSROOM LOCATIONS:

### WATERTOWN

Bohlen Technical Center, 20104 State Route 3, Watertown  
Day & Evening Classes Available

### Glenfield

Howard G. Sackett Technical Center, 5836 State Route 12, Glenfield  
Evening Classes Available

### Fort Drum

Education Center, Conway Road, Fort Drum  
Day Classes Available

## All Literacy Classes are FREE

### HOW MONEY WORKS

Learn the three root causes of financial problems along with an overview of the Rule of 72, the D's of successful investing, credit card traps, debt payoff, life insurance and much more. Understanding these concepts can have an incredible impact on your personal finances. Here is where you can learn and take control. *(Choose one of the following options)*

Instructor: Mike Rienhardt  
Date: October 6, 2011  
Time: 1:00 - 3:00 p.m. or 6:00 - 8:00 p.m.  
Location: Bohlen Technical Center  
Date: October 20, 2011  
Time: 6:00 - 8:00 p.m.  
Location: Howard G. Sackett Technical Center

**Free Seminars!!!**



### BUILD YOUR FINANCIAL HOUSE

Is it time to put your financial house in order? Learn how to set goals to achieve your dreams. You'll understand key concepts to plan for retirement, pay off credit card or loan debts efficiently, build savings for education, protect your income and much more. *(Choose one of the following options)*

Instructor: Mike Rienhardt  
Date: November 3, 2011  
Time: 1:00 - 3:00 p.m. or 6:00 - 8:00 p.m.  
Location: Bohlen Technical Center  
Date: November 17, 2011  
Time: 6:00 - 8:00 p.m.  
Location: Howard G. Sackett Technical Center

**Call (315) 779-7220 to register  
or email Liz at  
[lcumolet@boces.com](mailto:lcumolet@boces.com)**



Center for Energy Efficiency and Building Science  
(CEEBS)

Courses: Building Analyst & Envelope Professional

For more information call (315) 386-7928 or  
email [garnoa@canton.edu](mailto:garnoa@canton.edu)



## Workshops

### USING GOOGLE APPLICATIONS

Learn how to use Google Applications such as Blogs, Books, Sites, Calendar, Docs, Reader and much more. These free application tools will help you organize, communicate, learn and share your documents, presentations, photos, etc., with others.

Date: November 28, 2011  
Day: Monday  
Time: 6:00 - 9:00 p.m.  
Instructor: Tina Groff  
Tuition: \$40

### GETTING THE MOST OUT OF WINDOWS 7

Learn how to effectively share files and printers, and how to use jump lists to quickly view photos, songs, and websites. Also, learn how to use new features such as snap, windows live, and windows search to find items on your computer, and how to set up your windows taskbar and much more!

Date: November 8, 2011  
Day: Tuesday  
Time: 6:00 - 9:00 p.m.  
Instructor: Tina Groff  
Tuition: \$40

### Protecting & Maintaining Your Computer

Learn how to protect your computer with free antivirus and antispymware utilities. Learn how to clean up your computer using free downloadable utilities. This session will include setting up a maintenance schedule to download updates, clean-up and rid your computer of viruses, spyware, cookies and temporary files.

Date: November 15, 2011  
Day: Tuesday  
Time: 6:00 - 9:00 p.m.  
Instructor: Tina Groff  
Tuition: \$40

### New Training on Smartboards

FOR UPCOMING CLASS DATES CONTACT:  
(315) 779-7220

### CREATING WEBSITES USING GOOGLE SITES

Learn how to use Google sites to create your own interactive webpages. Learn how to design your website, how to add webpages, and how to add content (photos, videos, calendars, etc.). With this free easy to use tool, you will have your website up and running in minutes.

Date: November 10, 2011  
Day: Thursday  
Time: 6:00 - 9:00 p.m.  
Instructor: Tina Groff  
Tuition: \$40

### FILE MANAGEMENT

Learn how to create folders and subfolders. Learn how to copy, paste, and move files from one folder to another. This class will show you how to effectively set up your computer for more than one user and how to arrange your documents.

Date: November 22, 2011  
Day: Tuesday  
Time: 6:00 - 9:00 p.m.  
Instructor: Tina Groff  
Tuition: \$40

### USING MICROSOFT PICTURE MANAGER

With Microsoft Office Picture Manager you can manage, edit, share and view your pictures from where you store them on your computer. The Locate Pictures feature helps you find your pictures with a powerful search, and when you find them, Picture Manager can correct your pictures, if needed. Use the picture editing tools to crop, expand, or copy and paste. Sharing pictures is easier with Picture Manager: send pictures in e-mail messages or create a picture library.

Date: November 17, 2011  
Day: Thursday  
Time: 6:00 - 9:00 p.m.  
Instructor: Tina Groff  
Tuition: \$40

*Are you looking for other course options? Please call and let us know.*

(315) 779-7220

All Workshops will be held at the Bohlen Technical Center



**Basic Auto Care/Advanced Auto Care/Electrical for the Hobbyist**

**BASIC AUTO CARE**

Auto Upkeep: Basic Car Care, Maintenance, and Repair - This class will cover basic car upkeep and save you money on basic auto repairs. Learn this from an ASE Certified Auto Technician.

- Safe lifting/jacking of your vehicle
- Basic hand tools and hand tool safety
- How to change a tire
- How to change oil and filter
- Changing interior/exterior light bulbs
- Changing wipers and filters
- Protecting your vehicle from the environment; washing, waxing & detailing

**Date:** 9/14/11 - 10/5/11  
**Day:** Wednesdays (4 weeks)  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Randy Fulkerson  
**Tuition:** \$125 (Includes textbook to cover all 3 classes)

**ADVANCED AUTO CARE - I**

Save money by doing your own car repairs. Basic Brake/Steering & Suspension taught by an ASE certified Auto Technician. (pre-requisite completion of first class Basic Auto Care)

- How to test/inspect your braking system
- How to test/inspect your suspension
- Replacing/repairing your brakes
- Replacing/repairing suspension components

**Date:** 10/12/11 - 11/2/11  
**Day:** Wednesdays (4 weeks)  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Randy Fulkerson  
**Tuition:** \$55

**ADVANCED AUTO CARE - II**

(pre-requisite completion of Basic Auto Care and Advanced Auto Care I)

- Learn how to diagnose and repair the cause of your check engine light. Taught by an ASE certified Technician.
- Learn the causes of the check engine light
- Learn how to connect your scan tool/code reader to your vehicle
- Learn where to find the diagnostic information needed to diagnose the cause of your check engine light
- ABS Light Diagnostics - learn the most common ABS problems technicians encounter

**Date:** 11/30 - 12/21/11  
**Day:** Wednesdays (4 weeks)  
**Time:** 6:00 - 8:00 p.m.  
**Instructor:** Randy Fulkerson  
**Tuition:** \$55

Held at the Bohlen Technical Center



**ELECTRICAL FOR THE HOBBYIST**

Learn practical electrical skills in this 12-hour workshop.

**Date:** 9/21, 9/26, 9/28 & 10/3/11  
**Day:** Mon. & Wed.  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Mark Borreggine  
**Tuition:** \$225



Held at the Bohlen Technical Center



*Jefferson Community College's Continuing Education Division offers a variety of educational non-credit workshops for both children and adults to attend. Workshops are for personal enrichment or professional growth.*

LEARN MORE AT [SUNJEFFERSON.EDU](http://SUNJEFFERSON.EDU)

JCC Continuing Education: 315.786.2233

**SPANISH FOR FUN**

12 hour class  
 Contact (315) 779-7220  
 for class dates!



Held at the Bohlen Technical Center & Howard G. Sackett Technical Center



**Related Instruction**

**CALL FOR OTHER RELATED INSTRUCTION COURSES**

- NCCER Core
- CPR/First Aid
- OSHA 30 Hour General Industry Certification
- OSHA 8 & 40 Hour HAZWOPER
- Labor History & Industrial Relations
- Sexual Harassment In The Work Place
- Identification & Reporting of Child Abuse & Maltreatment
- School Violence Intervention & Prevention

**OSHA 10-Hour Construction Theory Online Course  
 Tuition \$25**

This is a web-based program, and you can earn your OSHA 10-hour certificate from the luxury of your own computer. You will take 22 interactive modules discussing various safety tips and procedures. Each module contains a brief assessment, which must be successfully completed within 3 attempts with a score of 70% or higher. Once all modules and the comprehensive exam have been passed, you will receive your OSHA 10-Hour Construction Industry wallet card by mail in 2-3 weeks.

Call (315) 779-7220 to register!!!

**Basic Prep Classes/Computer Studies**

**BASIC MATH AND READING CLASS**

This program is excellent for students looking to take the certified Nursing Assistant (CNA) Program or any course requiring TABE testing or for those who would like to brush up on basic math and reading skills. The TABE will be given as part of this class.

**Date:** 10/4/11 - 10/26/11  
**Days:** Tuesdays & Wednesdays  
**Time:** 4:00 - 7:00 p.m.  
**Instructor:** Shawna Spencer  
**Tuition:** \$100



Held at the Bohlen Technical Center

**COMPUTER CONCEPTS AND WINDOWS XP/7**

Computer Concepts and Windows XP/7 provide students with a basic understanding of computer components and their functions and then familiarizes students with the Windows Desktop and file management. Highlights include: Multitasking, Basic Computer Concepts, Computer Software, Program Window Control, File Management and Healthy Work Habits with Computers. *(Pre-requisite: A basic understanding of computers).*

**Date:** 10/26/11 - 11/16/11  
**Days:** Wednesdays  
**Time:** 4:30 - 6:30 p.m.  
**Instructor:** Laura Schneider  
**Tuition:** \$70

Held at the Bohlen Technical Center

**INTRODUCTION TO COMPUTER USE**

Participants will learn Windows Basics such as logging on, hardware and software, operating systems, using a word processor, working files, i.e., saving, printing, opening documents, browsing and navigating the Internet. This class is for those with little or no computer experience.

**Date:** 9/14/11 - 10/19/11  
**Days:** Wednesdays  
**Time:** (BTC) 4:30 - 6:30 p.m.  
 (HGSTC) 6:00 - 9:00 p.m.  
**Instructor:** Laura Schneider & Tina Groff  
**Tuition:** \$70

Held at the Bohlen Technical Center & Howard G. Sackett Technical Center

**LICENSED PRACTICAL NURSE (LPN) PREP COURSE - MATH**

Are you interested in taking the LPN Entrance Exam? This course is an excellent prep class for the Practical Nursing Entrance Exam. The course will review foundational math techniques required to pass the exam. An American College Testing (ACT) WorkKeys® Assessment in math will be administered as the culminating activity (at the Bohlen Technical Center only).

**Dates:** 9/13, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/1, & 11/3/11  
**Days:** Tuesdays and/or Thursdays  
**Time:** 4:00 - 6:00 p.m.  
**Instructor:** Tara Pawlowski  
**Tuition:** \$110

Held at the Bohlen Technical Center

**MICROSOFT EXCEL INTRO**

**Introduction to Microsoft Excel 2010** - Learn how to create a worksheet, to embed charts, and to work with formulas, functions, formats, web queries, and what-if analyses. Use the Web feature for creating static and dynamic web pages.

**Date:** 9/26/11 - 10/24/11  
**Days:** Mondays (No class 10/10/11)  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Tina Groff  
**Tuition:** \$70

Held at the Bohlen Technical Center

**MICROSOFT ACCESS INTRO**

**Introduction to Microsoft ACCESS 2010** - Learn how to create a database using design and datasheet views, query a database using the select query window and maintain a database using the design and update features. Use the Access Web Feature for publishing to the internet using data access pages.

**Date:** 9/8/11 - 9/29/11  
**Days:** Thursdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Tina Groff  
**Tuition:** \$70

Held at the Bohlen Technical Center

**LICENSED PRACTICAL NURSE (LPN) PREP COURSE - READING**

Are you interested in taking the LPN entrance exam? This course is an excellent prep class for the Practical nursing Entrance Exam. The course will review foundational reading skills required to pass the exam. An American College Testing (ACT) WorkKeys® Assessment in reading and locating information will be administered as the culminating activity.

**Date:** 9/14/11 - 11/2/11  
**Days:** Wednesdays (No class 10/5/11)  
**Time:** 4:00 - 6:00 p.m.  
**Instructor:** Maria Mesires  
**Tuition:** \$110



Held at the Bohlen Technical Center

**MICROSOFT EXCEL ADVANCED**

**Advanced Microsoft Excel 2010** - Learn financial functions, data tables, amortization schedules, and hyperlinks. Create, sort and query a worksheet database. Create templates and work with multiple worksheets and workbooks. Use the Integration Features for linking an Excel worksheet to a Word document and web discussions. *(Pre-requisite: Introduction to Excel).*

**Date:** 10/31/11 - 11/21/11  
**Days:** Mondays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Tina Groff  
**Tuition:** \$75 (Includes Flash Drive)

Held at the Bohlen Technical Center

**MICROSOFT ACCESS ADVANCED**

**Advanced Microsoft ACCESS 2010** - Learn how to create reports, forms, and combo boxes, and to enhance forms with OLE fields, hyperlinks, and sub forms. Create an application system using macros, wizards, and the switchboard manager. Use the Integration Feature for sharing data among applications. *(Pre-requisite: Introduction to Access).*

**Date:** 10/6/11 - 10/27/11  
**Days:** Thursdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Tina Groff  
**Tuition:** \$75 (Includes Flash Drive)

Held at the Bohlen Technical Center

**MICROSOFT WORD**

Word 2010 is a full-featured word processing program that enables users to create professional-quality documents, such as letters, brochures, newsletters and web pages. Learn to create, open, format, and save documents in this basic word processing class. You will learn to use the spelling and grammar feature, create bulleted and numbered lists, cut/copy selected text and graphics, and change text formats, margins, and page orientation.

**Date:** 9/13/11 - 10/11/11  
**Days:** Tuesdays (No Class 9/27/11)  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Tina Groff  
**Tuition:** \$65

Held at the Bohlen Technical Center

**MICROSOFT POWERPOINT 2010**

Welcome to the world of computerized desktop presentation. Microsoft PowerPoint is a feature-rich, easy-to-use program that enables you to create presentation slides that combine text, clip art, drawings, tables, charts and graphs. In this course you will learn how to create, modify, and run a basic PowerPoint presentation.

**Date:** 11/30/11 - 12/21/11  
**Days:** Wednesdays  
**Time:** 6:00 - 9:00 p.m.  
**Instructor:** Tina Groff  
**Tuition:** \$65

Held at the Bohlen Technical Center

**TABE \*\***

**\*\* The New York State Education Department (SED) requires individuals who wish to enroll in SED approved Career & Technical Training programs to take the Test of Adult Basic Education (TABE).**

A non-refundable \$10.00 testing fee is required prior to registering for the following classes:  
 Certified Nursing Assistant, Cosmetology & Electrical

**TESTING FEE PAYABLE WITH CASH OR CHECK ONLY!!!**

**Wellness**

**REIKI**

Reiki is a Japanese technique for relaxation that also promotes healing using light touch. Reiki is effectively used in combination with conventional and alternative therapies. Techniques in Reiki engage the mind to relax, lower fear, reduce anxiety, and assist in the release of tension. Reiki brings a person into a peaceful state of harmony that facilitates the body's natural healing process.

**UNDERSTANDING REIKI ENERGY**

Date: 9/22/11  
 Day: Thursday  
 Time: 6:00 - 9:00 p.m.  
 Instructor: Cherie Schneckenburger  
 Tuition: \$40



**THE HISTORY OF REIKI**

Date: 9/29/11  
 Day: Thursday  
 Time: 6:00 - 9:00 p.m.  
 Instructor: Cherie Schneckenburger  
 Tuition: \$40

**PREPARING FOR SECOND DEGREE REIKI (PRE-REQUISITE:**

**UNDERSTANDING REIKI & THE HISTORY OF REIKI)**

Date: 10/27/11  
 Day: Thursday  
 Time: 6:00 - 9:00 p.m.  
 Instructor: Cherie Schneckenburger  
 Tuition: \$40

Held at the Bohlen Technical Center

**INTRODUCTION TO USING CRYSTALS**



Rocks, crystals and stones have spiritual and healing properties, which we can assess in a variety of ways. This class will show you how to select and use a variety of different stones and crystals and the healing property that they contain.

Date: 10/4, 10/11, 10/18 & 10/25/11  
 Days: Tuesday (4 weeks)  
 Time: 7:00 - 9:00 p.m.  
 Instructor: Shelly Boyer  
 Tuition: \$45

Bring your crystals to class if you have some!

Held at the Bohlen Technical Center



\*\*\*\*\*  
 You must be 21 years of age or older to attend either of the Wellness classes.  
 \*\*\*\*\*



**Creative Arts**

**DIGITAL PORTRAITURE PHOTOGRAPHY**



Learn how to use your digital SLR camera and some typical house lamps to create simple portraits. Professional photographers are not the only ones who can take stunning portraits. If you learn how to control light instead of feeling controlled by the light around you, not only can you make awesome portraits, but also this knowledge will help you to become a stronger photographer. Please bring your digital SLR camera, manual and tripod. (No class pre-requisite; but working knowledge of personal DSLR is extremely helpful)

Date: 11/29/11 - 12/20/11 (4 weeks)  
 Day: Tuesday  
 Time: 6:30 - 8:30 PM  
 Instructor: Amanda Morrison  
 Tuition: \$65

Held at the Bohlen Technical Center

**BASIC DIGITAL PHOTOGRAPHY**

Digital SLR cameras can be a great way to take pictures. However, new cameras can have so many buttons and knobs that it becomes confusing to use them effectively. Come learn how to use your digital camera and some basic photography concepts so that you can do more than just point your camera at something and click a button. Please bring your digital SLR camera and manual.

Date: 10/4/11 - 10/25/11 (4 weeks)  
 Day: Tuesday  
 Time: 6:30 - 8:30 PM  
 Instructor: Amanda Morrison  
 Tuition: \$65

Held at the Bohlen Technical Center



Are you interested in learning Black & White Photo Lab Techniques???

Contact: (315) 779-7220 for more information!

**SILK PAINTING TECHNIQUES**

Learn how to create a sun catcher and silk scarf using silk painting techniques. You will walk away with two finished projects and the opportunity to create more. (Student will need to purchase a scarf approx. \$4.00)

Dates: 9/13, 9/15 & 9/20/11 (3 classes)  
 Days: Tuesday & Thursday  
 Time: 6:00 - 9:00 p.m.  
 Instructor: Cynthia Brownell  
 Tuition: \$65 (Includes Materials for the Sun Catcher)

**BASIC BUSINESS FOR ARTS AND CRAFTS**

This class will give you a basic outline for promoting yourself as an artist. We will be discussing how to market your art by creating a promotional packet, using the web and different marketing tools now available to artists. You will also look at different issues such as pricing your work, contracts, copyright issues, taxes, and protecting yourself. (A one inch binder is required for class)

Dates: 10/12/11 & 10/13/11 (2 classes)  
 Days: Wednesday & Thursday  
 Time: 6:00 - 9:00 p.m.  
 Instructor: Cynthia Brownell  
 Tuition: \$45 (Includes Flash Drive)

**PUBLISH YOUR OWN PICTURE/PHOTO BOOK**

Create your own personalized picture or storybook just in time for the holidays! You will learn how to upload the images (photos or drawings) and format your own text. A fun and unique gift! You will walk away with either a hard copy or soft copy of a bound book that is uniquely yours. (A one inch binder is required for class, also pictures/drawings should be brought to class on a flash drive).

Dates: 11/1/11, 11/2/11 & 11/3/11 (3 classes)  
 Day: Tuesday, Wednesday & Thursday  
 Time: 6:00 - 9:00 p.m.  
 Instructor: Cynthia Brownell  
 Tuition: \$45

(Additional Fee to Purchase the Printed Book Approx. \$20)

Held at the Howard G. Sackett Technical Center



# Fall 2011

## COURSE INFORMATION



**CANCELLED CLASSES:** We make every effort to run each class listed in the course catalog. There are times when classes have to be cancelled. A minimum number of enrolled students is required in order to conduct the class. If minimum enrollment is not reached at least five business days prior to the start of class, it may be necessary to cancel the class. You will be notified by telephone. You may transfer to another class or receive a full refund.

**CERTIFICATES:** All students will receive a certificate of successful completion based on attendance. Successful completion will be determined by each instructor.

**CLASS INFORMATION:** Any information you need about your class is available by calling (315) 779-7220 or (800) 356-4356. Call if you need information on location, parking, course materials.

**CONFIRMATION:** You are enrolled as soon as your registration and payment are received. We will contact you if there are any changes; otherwise, please plan on attending your first class at the scheduled time, date and location.

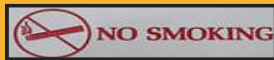
**FINANCIAL ASSISTANCE:** Financial assistance for programs that cost \$625 or more may be available to those who qualify. If you would like more information call the BOCES Financial Aid Office at (315) 779-7237.

**GI BILL EDUCATION BENEFITS:** A copy of your Certificate of Eligibility must be included with your registration. Students who qualify for GI benefits and are not covered under Chapter 33 (Post 911 bill) are responsible for making tuition payments when tuition payments are due. No Exceptions. Please call (315) 779-7237 if you have questions.

**MATURE LEARNER DISCOUNTS:** For individuals age 62 and over, take 40% off the listed tuition for any 10 or 12 week course. Proof of age must accompany the registration form. *Excludes Center for Business & Industry Courses.*

**SMOKING:** State and Federal Laws prohibit smoking anywhere on BOCES and public school grounds. If not compliant, you may be asked to withdraw from your class. A refund will not be given.

**NO CHILDREN:** Children may not accompany their parents to class unless indicated in course description.



## REGISTRATION INFORMATION



**MAIL:** Bohlen Technical Center  
20104 State Route 3  
Watertown, NY 13601  
Attn: Adult Education Office

**PHONE:** (315) 779-7220 or 1-800-356-4356

**FAX:** (315) 779-7209

**WALK IN:** Hours - 8:00 a.m. - 4:00 p.m.

**RECEIPTS** - A receipt will not be mailed unless requested.

### REFUND POLICY

- If a five business day notification is received prior to the first class, a full refund is given.
- If less than five business day notification is received prior to the first class, no refund is given. (Classes are determined to run per class registration and must be determined no later than 5 business days prior to the first class).
- Refunds are processed through the business office and may take 4 weeks. All refunds will be in check form.
- Unusual circumstances regarding refunds may be considered at the discretion of the Adult Education Department.

### NOTICE OF NONDISCRIMINATION

The Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services does not discriminate on the basis of race, color, age, sex, marital status, sexual orientation, religion, military or veterans status, or handicapping condition in the educational programs or activities which it operates.

## LOOKING FOR NEW INSTRUCTORS



HAVE AN IDEA FOR A NEW COURSE THAT YOU WOULD LIKE TO TEACH?

If you have an idea for a class, send a course outline and your resume to the Adult Education Office for consideration.

## Registration Form

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_ Class Held: M T W T H S

Tuition: \_\_\_\_\_ Center: \_\_\_\_\_



**Check or Money Order Payable to: Jefferson-Lewis BOCES**

- # \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- # \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Cash** \_\_\_\_\_
- Check** \_\_\_\_\_
- Money Order** Amount Enclosed: \_\_\_\_\_

Name of CREDIT CARD HOLDER if not registrant \_\_\_\_\_

Address of CREDIT CARD HOLDER if different than above \_\_\_\_\_

**Refunds must be requested five business days prior to the start of first class.**

For Office Use:  
RECEIPT # \_\_\_\_\_