Hospitality & Tourism Program

Hospitality & Tourism is a diverse, exciting global industry based on Leisure and Adventure

Informational Night
April 6, 2017
5:00 - 6:30 PM
St. John Street Education Center

Please Register by March 30th
(845) 295-4915

Stop by and learn more about the Hospitality & Tourism Program!

Do you like travel? Do you enjoy interacting with exciting new people? Do you want to work in a thriving service industry that offers ample career advancement opportunities?

If you see your future involved with lodging or restaurant operations, travel services, gaming and entertainment, special events planning or recreation management, then the Hospitality & Tourism Program may be for you.

Listed below are just a few job opportunities available in the Hospitality and Tourism Industry.

- General Managers
- Food Service, Waitress and Bartending
- Hotel & Lodging Management
- Travel Agent
- Amusement Park Workers
- Casino Gaming Workers
- Event Planners
- Recreation Workers and Directors
- Sports and Leisure Workers and Managers
- Travel Guides
- Security Guards
- Drivers and Chauffeurs
- Interpreters and Translators
- Meeting and Convention Planners
- Housekeeping Cleaners and Supervisors
- Hotel, Motel and Resort Clerks
- Kitchen Helpers
- Personal Trainers
- Beauty and Salon Related Careers
- Health Club Workers and Managers
- Public Relations Careers and more...
## Course Locations

All classes are held at SJSEC unless indicated otherwise.

**Monticello – SJSEC**
St. John Street Education Center  
22 St. John Street, Monticello

**Liberty – RPEC**
Rubin Pollack Education Center  
52 Ferndale-Loomis Road, Liberty  
Auto Body Shop  
Auto Technology Shop  
Culinary Kitchen  
Welding Shop

**CACHE – Liberty**
63 South Main Street, Liberty

**Daniel Pierce Library**
328 Main Street, Grahamsville

**Fallsburg Library**
12 Railroad Plaza, South Fallsburg

**Kauneonga Lake Fire Hall**
3574 State Route 55,  
Kauneonga Lake

**Liberty Public Library**
189 North Main Street, Liberty

**Livingston Manor Public Library**
92 Main Street, Livingston Manor

**Mamakating Library**
128 Sullivan Street, Wurtsboro

**WSPL - Western Sullivan Public Library**
19 Center Street, Jeffersonville  
45 Lower Main Street, Callicoon
Non-discrimination / Anti-harassment Policy

The Sullivan County BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term “sexual orientation” means heterosexuality, homosexuality, bisexuality or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding Sullivan BOCES’ non-discrimination policies should be directed to the U.S. Dept. of Education Office of Civil Rights or Sullivan BOCES, 6 Wierk Avenue, Liberty, NY 12754  attn:

Jennifer DeFrank
Compliance Officer-Employee Concerns
(845) 295-4057
jennifer.defrank@scboces.org

Donna Flynn-Brown
Compliance Officer-Student Concerns
(845) 295-4030
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Mission

Sullivan County BOCES Adult and Continuing Education Program provides high quality educational, technical and vocational services to returning adults, out of school youth and those whose primary language is other than English. Our support services empower families with life skills and citizenship training to forge life-long home, school and community involvement. Commitment to our mission enables our clients to keep pace in a fast-changing, competitive world.

Interim District Superintendent
Dr. Charles Khoury
Deputy Superintendent
Susan Schmidt
Director Adult & Continuing Education
Linda Blanton

Board of Education

Ms. Linda Berkowicz, President
Fallsburg Central School

Mr. Simmie Williams III
Vice President
(At-Large)

Ms. Carol Bliefernich
Eldred Central School

Ms. Anne Colman
Liberty Central School

Ms. Linda Fisk
Livingston Manor Central School

Ms. Susan Horton
Monticello Central School

Mr. Scott Mickelson
Tri-Valley Central School

Ms. Carol Park
Roscoe Central School

“We love the spring. It’s full of promises!” Charles Tritton

And oh those promises made…promises to get your High School Equivalency (finally!), to learn English, to get ready for college, to become a CNA, to get the know-how to fix the plumbing or plumb the wall, to perfect your baking, stop your dog from barking or just learn to relax. We have it all here at BOCES Adult Program, and we’d love to help you keep your promises. Please join us at one of our locations throughout the county or at the St. John Street Education Center to do all of the above and more! Our instruction is geared to individual levels, so whether you have been out of school a month or several years, we can help you with your skills, your dreams and….. your promises.
Success is within your reach at the Adult Education Program

New for 2017

Hospitality & Tourism (inside front cover)
Electronic Health Record Management (pg. 5)
Advanced Welding (pg. 8)
Basic MS Excel with MS Word Mail Merge (pg. 10)
20 Ways to Earn Residual Income (pg. 12)
How to Build a Fun and Profitable
   Home-based Business (pg. 13)
Medicare 101 (pg. 13)
Kids Baking with Puff Pastry (pg. 14)

Register Early!
Our classes run based on enrollment. Please register well in advance of the class start date!
Certified Nurse's Aide (CNA)

This program provides students with the necessary training to meet the requirements for the New York State Nurse's Assistant Certification. Upon successful completion of the required course hours and clinical experience and the passing of the NYS Department of Health Certificate Exam, students will be qualified to work in hospitals, nursing homes and residential health care facilities. Students will need a High School Equivalency Diploma to gain employment with this certification. If you do not have your High School Diploma, please tell the Adult Education Counselor so that we can better accommodate your career goals. All students will be tested and interviewed. A 7th grade reading level is required for admission. **The course consists of 100-hours lecture and 30-hours clinical.**

Prerequisites:
1. A HS Diploma/High School Equivalency (HSE) or actively working on HSE and have a 7th grade reading level.
2. An interview is required prior to the start of class.
3. A reading and math assessment is required prior to enrollment. The assessment will be scheduled by your Adult Education Counselor.

Course Number: CNA050-17WSJS
Day/Date: T/Th Feb. 28 – Jun. 16
Time: 5:00 PM – 9:00 PM

Course Number: CNA051-17WSJS
Day/Date: M/W/F Mar. 6 – May 19
Time: 1:00 PM – 5:00 PM

Tuition: $1,680 * State Test Fee: $115

* Tuition includes: Books, scrubs, CPR, physical exam, PPD, Proof of Immunity: titers (rubella/rubeola/mumps/varicella)

This class is NYSED ACCES approved for current HSE and ESOL students.

Dialysis Technician Program

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program.

Course Number: DLT011-17WSJS
Day/Date: M/W Mar. 13 – May 1
Time: 6:00 PM – 9:30 PM
Tuition: $999 (textbooks included)

EKG Technician Certification Program

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

Course Number: EKG011-17WSJS
Day/Date: M/W Mar. 13 – May 1
Time: 6:00 PM – 9:30 PM
Tuition: $999 + Certification Fee (textbooks included)
Phlebotomy Technician Certification Program with Clinical Externship
This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. This program includes a clinical externship rotation for all students. To be eligible for the 40-hour clinical rotation, students must successfully complete the 90-hour program, submit to a thorough background check, drug screening and meet other requirements. Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam. The course consists of 90-hours lecture and 40-hours clinical.

Course Number: PHLO08-17WSJS
Day/Date: T/Th Mar. 7 – Jun. 6
Time: 5:00 PM – 8:30 PM
Tuition: $1,599 + Certification Fee (textbooks included)

Pharmacy Technician Certification Program with Clinical Externship
This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, Total Parenteral Nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. In addition to classroom lecture and labs, this program includes a clinical externship through a local pharmacy. To be eligible for the 40-hour clinical externship, students must successfully complete the 140-hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. The course consists of 140-hours lecture and 160-hours clinical.

Course Number: CMA008-17WSJS
Day/Date: T/Th/Sat Mar. 14 – Jun. 15
Time: 6:00 PM – 9:30 PM & Sat. 9:00 AM – 4:30 PM
Tuition: $2,399 + Certification Fee (textbooks included)
Medical Administrative Assistant Program
This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

Course Number: MAA011-17WSJS
Day/Date: M/W Mar. 13 – May 1
Time: 6:00 PM – 9:30 PM
Tuition: $999 + Certification Fee (textbooks included)

Medical Billing & Coding Program
This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS). Note: After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

Course Number: MCC007-17WSJS
Day/Date: M/W Mar. 6 – May 24
Time: 6:00 PM – 9:30 PM
Tuition: $1,899 + Certification Fee (textbooks included)

Electronic Health Record Management Program
This 95-hour Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient’s medical history, surgeries, allergies to medicines, and recent doctor’s visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An electronic health record (EHR) includes computerized lifelong healthcare data from a variety of sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database. Note: After the successful completion of this program, students will be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Course Number: EHR002-17WSJS
Day/Date: T/Th Mar. 7 – May 11
Time: 6:00 PM – 9:30 PM
Tuition: $1,999 (textbooks included)
Medical Assistant Career Track with Clinical Externship

Today’s dynamic medical practice needs health care professionals who possess both administrative and clinical skills. Health care professionals who can process incoming patients, manage medical billing processes, code ongoing medical procedures for third party insurance reimbursement, draw blood and read EKG results are a diverse and invaluable resource to the medical practice. In response to the growing need for health care professionals with multiple skills, this course is designed to give students a full and comprehensive suite of administrative and clinical skills. The program includes the following:

**EKG Technician:**
50 hours

**Medical Assistant/Administrative Assistant:**
50 hours

**Medical Billing & Coding:**
50 hours

**Medical Terminology:**
20 hours

**Phlebotomy Technician:**
90 hours

After successful completion of the program, you will possess the skills required to perform multiple tasks in a complex and dynamic healthcare environment. The combined course provides the foundation for a highly marketable healthcare professional, and qualifies students to take multiple national certification exams including the National Healthcareer Association (NHA) Exam, and specific national certification exams related to the fields covered in this course, such as AAPC, CPC/CPC-H Apprentice, AHIMA, CCA, CMAA, and more.

**Total Career Track Contact Hours:** 260 hours + Clinical Externship: 80 Hours

Course Number: MAC004-17WSJS
Day/Date: T/Th/Sat. Mar. 7 – Oct. 3
Time: 6:00 PM – 9:30 PM
Sat. 9:00 am – 3:30 pm
Tuition: $5,299 (textbooks included)
Basic Construction Skills
This is a 240-hour course which covers the following areas of instruction. All of the components will build your entry level skills for jobs available today in Sullivan County.

- Safety
- OSHA 10-hour training
- Basic Residential Electrical
- Basic Plumbing & Soldering
- Basic HVAC
- Masonry
- Carpentry & Finishing
- Painting
- Landscaping & Grounds
- Solar panel installation

Funding is available for eligible participants.

This course allows new participants to enroll on Mondays. The course will continue until you have completed the 240-hours.

Course Number: BCS004-17ASJS
Day/Date: M-F
Time: 12:30 PM – 4:30 PM
Tuition: $2,350

OSHA 10-Hour General Industry Training
The OSHA 10 General Industry Course is an OSHA Authorized course providing training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers’ rights, employer responsibilities, and how to file a complaint. Through this program, workers will attend 10-hours of classes delivered by an OSHA-authorized trainer. When you successfully complete the OSHA 10 General Industry course, you will receive the OSHA 10 Card.

Course Number: OSH10007-17WSJS
Day/Date: M/T/Th Jan. 17 - Jan. 26

Course Number: OSH10008-17WSJS
Day/Date: M/T/Th May 8 – May 16

Time: 5:30 PM – 7:30 PM
Tuition: $75

OSHA 30-Hour General Industry Training
The OSHA 30-Hour Training provides safety and health information and education for general industry. It provides training for workers and employers on the recognition, avoidance abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers’ rights, employer responsibilities, and how to file a complaint.

Through this program, workers attend 30-hours of classes delivered by an OSHA-authorized trainer. The 30-hour class is more appropriate for supervisors or workers with some safety responsibility or who desire to be more fully informed concerning OSHA Standards for General Industry. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation’s productivity.

Course Number: OSH30004-17WSJS
Day/Date: M/T/Th Mar. 6 – Mar. 30
Time: 5:30 PM – 8:30 PM
Tuition: $195
CDL Class A & B Permit Preparation
Prepare for Class A & B CDL written test. This training will provide you with all relevant information including various endorsements. The course provides a review for the permit test. To obtain a NYS CDL you must meet certain requirements, including passing the USDOT medical exam.

Course Number: CDL020-17WSJS  
Day/Date: Sat  Jan. 21 & Jan. 28  
Time:  8:30 AM – 4:30 PM  
Tuition:  $190

Course Number: CDL021-17WSJS  
Day/Date: Sat  Apr. 22 & Apr. 29  
Time:  8:30 AM – 4:30 PM  
Tuition:  $190

Once you have your CDL permit, call us for driving training.

CDL Class A & B Air Brakes System
Learn the Federal DOT regulations covering commercial truck air brakes systems. The course covers the basics of system parts, function and detection of problems. This class will prepare you for the Air Brakes portion of the DMV written test for a learner’s permit.

Course Number: CAB015-17WSJS  
Day/Date: Sat  Jan. 21 & Jan. 28  
Time:  9:00 AM – 1:00 PM  
Tuition:  $110

Course Number: CAB016-17WSJS  
Day/Date: Sat  Apr. 22 & Apr. 29  
Time:  9:00 AM – 1:00 PM  
Tuition:  $110

Small Engine Maintenance
Regular maintenance and service are part of keeping a small engine in running condition. Master the tune-up procedures and schedules for small 2-stroke and 4-stroke engines. Change spark plugs, filters, and oil. Practice troubleshooting, maintenance, and repair of fuel and ignition systems. Learn skills you can utilize for years to come. It’s always rewarding to repair your own equipment. Bring your motorcycle, snowmobile, lawn mower, chain saw, or other small engine to this hands-on class, as well as your owner’s manual, tools, and eye protection.

Course Number: SEM014-17WRPC  
Day/Date: Sat.  Feb. 25 & Mar. 4  
Time:  8:30 AM – 5:00 PM  
Tuition:  $185  
Location:  RPEC Auto Tech Shop

Course Number: SEM015-17WRPC  
Day/Date: Sat.  May 6 & May 13  
Time:  8:30 AM – 5:00 PM  
Tuition:  $185

Small Engine Repair and Rebuilding
Beyond basic maintenance - Learn to troubleshoot and repair your small gasoline engines with hands-on exercises and tools. Disassemble and rebuild all types of small engines. Bring your two-stroke, four-stroke and/or riding mower engines to class, along with your owner's manual, tools and eye protection.

Course Number: SER012-17WRPC  
Day/Date: Sat.  Mar. 18 – Apr. 1  
Time:  8:30 am – 5:00 pm  
Tuition:  $250  
Location:  RPEC Auto Tech Shop

Course Number: SER013-17WRPC  
Day/Date: Sat.  Jun. 3 – Jun. 17  
Time:  8:30 AM – 5:00 PM  
Tuition:  $250

Advanced Welding
This in-depth program will provide both theory and hands-on training through the use of computer simulator and real world welding applications. Students will learn MIG, Stick and TIG welding processes on both steel and aluminum materials.

Prerequisite: Student’s should have taken basic welding and/or prior welding knowledge.

Course Number: WEA001-17WRPC  
Day/Date: T/Th  Apr. 4 – May 4  
Time:  5:00 PM – 8:00 PM  
Tuition:  $240 (includes supplies and materials)  
Location:  RPEC Welding Shop
8-Hour Pre-Assignment Security Guard Training
The first required course for you to become a Security Guard is an 8-Hour Pre-Assignment Training course. Upon successful completion of this general introductory course, you would be issued a training certificate. Once you have submitted your certificate and your security guard registration application to the Department of State, you would have 90 days to complete the 16-Hour OJT course.

Course Number: SGT035-17WSJS  
Day/Date: T/Th  Jan. 24 & Jan. 26  
Time: 5:30 PM – 9:30 PM

Course Number: SGT036-17WSJS  
Day/Date: Sat.  Feb. 4  
Time: 8:30 AM – 5:30 PM

Course Number: SGT037-17WSJS  
DDay/Date: T/Th  May 2 & May 4  
Time: 5:30 PM – 9:30 PM

Course Number: SGT038-17WSJS  
Day/Date: Sat.  May 13  
Time: 8:30 AM – 5:30 PM

Tuition: $90

16-Hour On-the-Job Security Guard Training
The second required course is the 16-Hour On-the-Job Training course (OJT). This training program is relevant to the guard’s duties, the work site requirements, and the employer’s needs.

Course Number: OJT017-17WSJS  
Day/Date: T/Th  Feb. 21 - Mar. 2  
Time: 5:30 PM – 9:30 PM

Course Number: OJT018-17WSJS  
Day/Date: Sat.  Jun. 3 & Jun 10  
Time: 8:30 AM – 5:30 PM

Tuition: $185

8-Hour Annual In-service Training
The third required training program is the 8-Hour Annual In-service course. This training must be completed each calendar year following completion of the 16-Hour OJT course. This program is designed to meet current training needs and refresh or update guards in changes in the security field. The guard must complete this course as a prerequisite for renewal of his or her guard registration.

Course Number: AIS009-17WSJS  
Day/Date: Sat.  Mar 11  
Time: 8:30 AM – 5:00 PM

Course Number: AIS010-17WSJS  
Day/Date: M/W  May 22 & May 24  
Time: 5:30 PM – 9:30 PM

Tuition: $90

Basic Business Office Skills / Career Readiness
This 100-hour class, offered every other month throughout the year, will orient students with little or no experience to a professional work environment. The class includes hands on computer skills along with work readiness skills. Students will learn the basics of keyboarding, word processing, using office equipment, communication at the workplace, and develop skills for situational judgment. Upon completion students may, at an additional cost, take the National Work Readiness Credential Test developed by the National Chamber of Commerce.

Course Number: BOS013-17WSJS  
Day/Date: M-Th  Mar. 6 – Apr. 25  
Time: 12:30 PM – 4:00 PM  
Tuition: $495 + The National Work Readiness Credential fee for one test and one retest is $100.

This class is NYSED ACCES approved for current HSE and ESOL students.

This course is approved by the Veterans Association for the GI Bill.
Office Procedures & Management (OPM)
This is a unique course that offers a mock office setting where the student can develop his or her computer and typing skills while interacting with other students. Student will have marketable skills at the end of the course along with a certificate of completion. Each module is self-paced with individualized teacher instruction. Choose one or a combination of modules to complete your own learning sequence.

Individual modules (42-hours in length) include:
- Typing
- Intro to Computer/Internet
- MS Publisher
- MS Powerpoint
- MS Outlook
- MS Excel
- MS Word
- Civil Service Prep
- Quickbooks: offered to qualified individuals.

Course Number: OPM038-17WSJS
Day/Date: M-W    Jan. 17 – Feb. 13

Course Number: OPM039-17WSJS
Day/Date: M-W    Feb. 27 – Mar. 22

Course Number: OPM040-17WSJS
Day/Date: M-W    Apr. 10 – May 3

Course Number: OPM041-17WSJS
Day/Date: M-W    May 22 – Jun. 19

Time:       12:30 PM - 4:00 PM
Tuition:   $ 546 per module

This class is NYSED ACCES approved for current HSE and ESOL students.

Pistol Permit Pre-Licensing Course
This 4-hour non-shooting course introduces the pistol permit applicant to the basic skills necessary for the safe storage and handling of firearms and ammunition. You will learn the basic rules of safe firearms handling, the primary causes of firearms accidents, basic firearms nomenclature, safe unloading and loading procedures, common ammunition types and components, basic care and cleaning, and ways to safely store firearms in the home. Gain advice on what to look for when purchasing a handgun. The course provides a brief overview of New York State laws that cover firearms and use of force. Upon completion of this course you will receive a certificate of training to present with your pistol permit application. The instructor for this course is a 22 year veteran of law enforcement a New York State Certified Firearms Instructor, FBI Certified Firearms Instructor, Police Academy Use of Force Instructor, NRA Certified Instructor, and retired United States Marine.

Course Number: HFS042-17WKLF
Day/Date: Sat.    Jan. 28

Course Number: HFS043-17WKLF
Day/Date: Sat.     Feb. 25

Course Number: HFS044-17WKLF
Day/Date: Sat.     Mar. 25

Course Number: HFS045-17WKLF
Day/Date: Sat.     Apr. 22

Course Number: HFS046-17WKLF
Day/Date: Sat.     May 20

Course Number: HFS047-17WKLF
Day/Date: Sat.     Jun. 24

Time:       9:30 AM – 1:30 PM
Tuition:   $85
Location:  Kauneonga Lake Fire Hall

You can have up to 256 columns and over 65,000 rows per spreadsheet. Use Excel for budgeting displays, checkbook registers, enrollment records, inventories, and much more. To better assist with small business demands, we include training in the MS Word Mail Merge feature.

Course Number: EXC003-17WSJS
Day/Date: T/Th    Mar. 7 – Apr. 6
Time:       5:30 PM – 7:30 PM
Tuition:   $ 200

Basic MS Excel with MS Word Mail Merge
Microsoft Excel is a member of the spreadsheet family of software. Spreadsheets allow you to keep track of data, create charges based from data and perform complex calculations. Just like a book ledger, spreadsheets store information in columns and rows.
Notary Public Prep
This fast-paced prep course includes notarial acts, professional ethics and conduct and principles of notarizing action, along with test-taking tips and handouts. An applicant for licensure must be at least 18 years of age and a U.S. citizen at the time of application. Licensing requires a State exam. Additional licensing fee of $15 payable by check or money order to the Department of State is required for admission to the exam.

Course Number: NPP007-17WSJS
Day/Date: W Feb. 8
Time: 5:30 PM – 9:30 PM

Course Number: NPP008-17WSJS
Day/Date: Th Apr. 20
Time: 5:30 PM – 9:30 PM

Course Number: NPP009-17WSJS
Day/Date: Sat Jun. 24
Time: 9:00 AM – 1:00 PM

Tuition: $75

Spanish for the Workplace
This must-have course is for business owners, supervisors, managers and staff of any industry including governmental, public, not-for-profit or private business. This course will teach the basics to communicate with your Spanish speaking clientele and co-workers. Learn the vocabulary and phrases you need most to converse with your customers and clients. Learning how to communicate in Spanish will increase your productivity, performance and profitability.

Course Number: SFW009-17WSJS
Day/Date: W Feb. 22 – Mar. 22
Time: 6:00 PM – 8:00 PM
Tuition: $100

Conversational Spanish
Learning a new language can be challenging, but also fun! Although this 10-hour workshop will not have you translating at the United Nations, you will know the tips and tricks to be able to converse with your clients or navigate the streets of Barcelona. Through games, videos and practice, you will learn the basics and have the resources to learn the Spanish language.

Course Number: CVS004-17WSJS
Day/Date: W Apr. 19 – May 17
Time: 6:00 PM – 8:00 PM
Tuition: $100

Welcome Wednesdays
Our door is open for walk-in inquirers on Wednesdays from 1:00 – 2:00 PM.

We invite you to visit us, enjoy refreshments, and discover what we offer in Adult & Continuing Education! Our knowledgeable staff will welcome you in Room 233 and help you visualize your path to self-betterment.

We are located at the St. John Street Education Center, 22 St. John Street, Monticello, New York. On Thursday, you will be glad you stopped in on Welcome Wednesday!
20 Ways to Earn Residual Income
Uncover over twenty specific ways to earn dependable, ongoing and reliable income from stocks, bonds, mutual funds, equity index annuities and insurance; taxes, retirement income and social security; your mortgage; self-publishing and on demand printing, residuals from showing appreciation, electricity and natural gas; network marketing; how to evaluate the merits of a home-based business; beach money, and so much more! Instructor: Jim Farnham, MBA, MS, has traveled the US and Canada as a professional speaker and author, and he has over 20 years experience in insurance and financial services.

Course Number: ERI001-17WSJS
Day/Date: Sat. May 13
Time: 12:00 PM – 3:00 PM
Tuition: $40

Creative Insights to Writing
Have you ever wanted to express your thoughts about food, sex, politics, mysticism, pain or simply the joy of living, but didn’t know where to begin? Have you ever thought about self-publishing your work? As a beginner or experienced writer, bring pen and paper and let Creative Insights to Writing encourage you to tap into your strengths, find your voice, and learn new techniques to express yourself through writing. Gain different ideas for getting published.

Course Number: CIW007-17WSJS
Day/Date: Th Mar. 2 – Mar. 30

Course Number: CIW008-17WSJS
Day/Date: Th May 18 – Jun. 15
Time: 6:00 PM – 8:00 PM
Tuition: $55

Computer Troubleshooting (English & Spanish)
The instructor for this class is a BOCES computer technician. Learn all you need to maintain and troubleshoot home or work computer. Subjects include: CPU, hard drive, memory and more, physical set-up, updates, restoring, creating accounts, web browser, open and organizing files, communications, maintenance, cleaning, troubleshooting and much more!

El instructor de esta clase es un técnico en computación BOCES. Aprenda todo lo que necesita para convertirse en un profesional o para mantener su propia computadora personal. Los temas incluyen: CPU, disco duro, memoria y más, instalación, actualizaciones, y como restaurarla en caso necesario, la creación de cuentas de usuario, uso del navegador web, crear y organizar archivos, comunicaciones, mantenimiento, limpieza, solución de problemas y mucho más!

Course Number: COB007-17WSJS
Day/Date: T Jan. 24 – Feb. 28
Time: 6:00 PM – 8:00 PM
Tuition: $125

Dog Obedience
Participants will work with their dogs in class and at home. Dogs must be over 4 months and have proof of rabies and canine distemper. The first session (6:00 PM – 8:00 PM) of class will include a demonstration (please do not bring your dog). After the first session, participants will be required to purchase a suitable training collar and leash appropriate for their individual dogs. Please list dog’s name, breed and age. **First class is 2 hours without dogs.**

Course Number: DOB014-17WRPC
Day/Date: T Apr. 18 – Jun. 20
Time: 6:00 PM – 7:00 PM
Tuition: $135
Location: RPEC Parking Lot

Beginner Drawing
Learn the fundamentals of drawing! You will draw from observation and learn how to produce a cohesive two dimensional drawing of a three dimensional space by incorporating shading and other elements & principles.

Course Number: DRB009-17WSJS
Day/Date: T Jan. 24 – Feb. 28
Time: 5:30 PM – 7:30 PM
Tuition: $95

Required supplies (purchased prior to class): 6b – 6h pencils, hard to soft charcoal pencils, one package of vine charcoal and 18”x 12” sketchpad.
Advanced Drawing
Students will take the fundamentals of drawing to the next
level. You will learn how to compose a visually engaging
drawing by combining ideas. You will learn about
composition, texture, shading and visually placing objects
on a two dimensional plane.

Course Number: DAD003-17WSJS
Day/Date: T Mar. 14 – Apr. 18
Time: 5:30 PM – 7:30 PM
Tuition: $95

How to Build a Fun and Profitable
Home-based Business
You’ve already decided which home-based business
to pursue. Now to build it! This class focuses on your
personal business activities: tangible things you can do
and measurable activities to increase your productivity,
grow your client base and earn more income. Gain access
to 70 different ways to market your products and services.
No hype, no fluff...just straight-up, practical information
on how to get the job done! Jim Farnham, MBA, MS, and
his wife have over twenty years experience in the home-
based industry.

Course Number: BHB001-17WSJS
Day/Date: M Jun. 5
Time: 6:00 PM – 8:00 PM
Tuition: $30

Medicare 101
Are you currently enrolled in Medicare?
Or are you soon to be eligible for Medicare?
Will you be turning 65 over the next year or
two? Learn about how and when to enroll, when you can
make changes, and the insurance options available to
you. Review and compare Medicare Parts A, B, C and
D. Explore and evaluate Original Medicare, Prescription
Drug Plans, Medicare Supplement Insurance and
Medicare Advantage Plans. Receive the most up-to-date
information and simplify the choices you need to make.
This program will help you become more well-informed
and confident about what Medicare means for you!
Instructor: Jim Farnham, MBA, MS, Licensed Agent

Course Number: MED001-17WSJS
Day/Date: Sat May 13
Time: 9:00 AM – 11:00 AM
Tuition: Free

Get our Mobile App!
Instant Closing & Emergency Notifications
Course Information & Updates
Resources for Parents & Educators
News & Social Media Feeds and more...

Available for download at: 

Adult Course Information & Updates are also available at www.scboces.org
Click on Adult Courses under the Site Shortcuts
Beginner Painting

Students will learn how to mix colors to create still life paintings, using a variety of paints including gouache, watercolor and acrylic paint.

Course Number: PAB009-17WSJS
Day/Date: Th Jan. 26 – Mar. 2
Time: 5:30 PM – 7:30 PM
Tuition: $95

Required supplies (purchased prior to class): a variety of brushes small to large, palette to put paint on, (3) 18” x 24” canvases, as well as the following Acrylics: Mars Black, Titanium White, Burnt Sienna, Raw Sienna, Burnt Umber, Red, Yellow, Blue and Purple. Also, beginner watercolor set of (12) small tubes (a variety of colors), watercolor pad, 15” x 11” textured (140 lb.).

Advanced Painting

Students will take the fundamentals of painting to the next level. Learn how to composite a variety of paintings including, but not limited to, Landscapes, Portraits, Abstracts and more. You will learn about composition, texture, shading and visual placement. Several Free Style techniques will be introduced. A Variety of paint mediums will be used.

Course Number: PAD003-17WSJS
Day/Date: Th Mar. 16 – Apr. 20
Time: 5:30 PM – 7:30 PM
Tuition: $95

The Power of Words

Do words have power? One might say that words have no power at all and they’re just words. If that is true, then why do people use words to manipulate, hurt, tear down, empower, express love or praise? The Power of Words is a course designed to encourage participants to engage in a group setting using words to find ways to respond in situations rather than react. Please anticipate intense topic discussions leading to your learning new ways to do an introspection of self-using words.

Course Number: PWD007-17WSJS
Day/Date: M Jan. 23 – Feb. 13
Course Number: PWD008-17WSJS
Day/Date: M Apr. 10 – May 1
Time: 6:30 PM – 8:00 PM
Tuition: $55

Hospitality & Tourism Information Night

Thursday, April 6th
5:00 -6:30 PM
For more information call (845) 295-4915 or adulteducation@scboces.org
Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Fitness & Dance Courses.

All of the cooking classes will be held at RPEC in the Culinary Arts Kitchen. Materials fee to be paid to instructor, Chef Kathy Poppo, at the start of class. Each class requires participants to bring their own apron, their hair must be kept back, and wear closed shoes. Please inform the instructor if you have any food allergies.

**Soups and Flatbreads**
Join Chef Kathy Poppo for a night of soups, flatbreads, and fun! Leave full, happy, and with some killer go-to recipes to use throughout the year.

Course Number: CCS003-17WRPEC
Day/Date: Th Feb. 16
Time: 6:00 PM – 9:00 PM
Tuition: $30
Materials Fee: $15 - Paid to instructor at start of class

**Taste of Italy**
Italian cooking has been one of America's favorite cuisines. In this class you will prepare traditional Italian dishes that would include a soup, a pasta with sauce, an entrée, and a dessert.

Course Number: CCI002-17WRPEC
Day/Date: Th Mar. 16
Time: 6:00 PM – 9:00 PM
Tuition: $30
Materials Fee: $18 - Paid to instructor at start of class

**Kids Baking with Puff Pastry**
Kids can create several sweet and savory delectables, based on their own tastes with the ingredients provided!

Course Number: CPP001-17WRPEC
Day/Date: M Mar. 6
Time: 6:00 PM – 8:00 PM
Tuition: $20
Materials Fee: $12 - Paid to instructor at start of class
For the last two years, the Adult Program of Sullivan County BOCES has hosted a Student Numeracy Adventures Day. In the following workshops, parents will have the opportunity to experience for themselves how Common Core math can be fun and doable!

Common Core Math Fairs for Parents:

**Problem Solving Skills**
The CCSS requires that students Make Sense of Problems and Persevere in Solving Them (MP1). This hands-on workshop will familiarize parents with problem solving skills and strategies that help students at all ability levels to develop algebraic thinking and solve algebra problems, even if they don’t think they know much about algebra.

Course Number: CMP002-17WSJS  
Day/ Date: W May 3  
Time: 5:30 PM – 8:30 PM  
Tuition: $30

**Fractions**
In this hands-on workshop, parents will explore how to use manipulatives and visual models to understand fractional relationships and solve addition, subtraction, multiplication, and division problems that contain fractions. Included in this module is a computer lab where parents can explore online tools that aid in the understanding of fractions.

Course Number: CMF002-17WSJS  
Day/ Date: W May 17  
Time: 5:30 PM – 8:30 PM  
Tuition: $30

**Patterns and Graphing Functions**
In this workshop, parents will explore a variety of visual models that represent functions. Participants will solve and share solutions to patterns, using manipulatives and other problem solving strategies, and will then graph the functions on the coordinate plane.

Course Number: CMG002-17WSJS  
Day/ Date: W May 31  
Time: 5:30 PM – 8:30 PM  
Tuition: $30
**Ballroom 101**  
If you are new to ballroom dancing, this 8-session course is for you. The curriculum will include a variety of Ballroom and Latin Dances. The instructional style allows for individual attention. If you have always wanted to learn how to dance, our very social, no pressure, have-fun-as-you-learn classes will lead you straight to the dance floor! Dance genres to choose from include Waltz, Fox Trot, East Coast Swing Salsa, Cha-Cha, Merengue, Rumba, Bachata, American Tango and Samba.

Course Number: DLS008-17WSJS  
Day/Date: T  
Apr. 25 - Jun. 13  
Time:  
6:00 PM – 7:15 PM  
Tuition:  
$140*  

*Dance classes make more sense when you have a partner!!  
Register two students for $250 and save $30 off the full tuition price. So kick up your heels and learn to dance!

**Ballroom 102**  
If you have previously participated in Ballroom 101 or have equivalent background and wish to take your experience to the next level, you will find satisfaction in this 8-session intermediate dance program. Professional instruction, with individual attention, will lead you toward mastery of the steps of a variety of Ballroom and Latin Dances. Register as an individual or with a partner, and let the band play on!

Course Number: BRD003-17WSJS  
Day/Date: T  
Apr. 25 – Jun. 13  
Time:  
7:15 PM – 8:30 PM  
Tuition:  
$140*  

*Tai Chi / Chi Kung*  
Tai Chi / Chi Kung has been recognized for thousands of years as both a method of self-cultivation and an unsurpassed form of self-defense. It is gentle and easy to do. It can help calm the emotions, focus the mind and strengthen the immune system.

Course Number: TCC014-17WSJS  
Day/Date: W  
Jan. 25 – Mar. 15  
Time:  
12:00 PM – 1:00 PM  
Tuition:  
$65  

Course Number: TCC015-17WSJS  
Day/Date: W  
Apr. 19 – Jun. 7  
Time:  
12:00 PM – 1:00 PM  
Tuition:  
$65  

**Yoga for You & Me**  
If you can breathe and own a body, then you can learn and practice basic Yoga postures. The beginner will enjoy the journey into the benefits of this discipline. Bring a mat and an open mind. No experience is necessary.

Course Number: YYM009-17WSJS  
Day/Date: M  
Apr. 17 – Jun. 12  
Time:  
6:00 PM – 7:00 PM  
Tuition:  
$65  

Senior Citizens & SC Chamber of Commerce members are eligible for a 10% discount on all Fitness & Dance Courses.

Register Early!  
Our classes run based on enrollment. Please register well in advance of the class start date!
English for Speakers of Other Languages (ESOL)
Beginner / Intermediate / Advanced / Civics & Citizenship

All students must PRE-REGISTER before attending classes!

Classes are offered in Monticello, Liberty and South Fallsburg
Call our Adult Education Counselors for an appointment (845) 295-4913

Classes at the SJSEC, 22 St. John Street, Monticello

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
<th>Level</th>
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<tbody>
<tr>
<td>M-Th</td>
<td>9:00 AM – 1:00 PM</td>
<td>Beginners</td>
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<tr>
<td>M-Th</td>
<td>9:00 AM – 12:00 PM</td>
<td>Intermediate/Advanced</td>
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<tr>
<td>M &amp; T</td>
<td>12:30 PM – 4:30 PM</td>
<td>Civics &amp; Citizenship</td>
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<tr>
<td>W &amp; Th</td>
<td>12:30 PM – 4:30 PM</td>
<td>Crossroads Café</td>
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<td>F</td>
<td>9:00 AM – 3:30 PM</td>
<td>(HSE) TASC™ in Spanish</td>
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<tr>
<td>W &amp; Th</td>
<td>5:30 PM – 8:30 PM</td>
<td>Beginner - Advanced</td>
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Classes at the CACHE Office, 63 South Main Street, Liberty

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<tr>
<th>Days</th>
<th>Times</th>
<th>Level</th>
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<tr>
<td>M-Th &amp; Sat</td>
<td>9:00 AM – 1:00 PM</td>
<td>Beginner - Advanced</td>
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<td>F</td>
<td>9:00 AM – 3:30 PM</td>
<td>Beginner - Advanced</td>
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<tr>
<td>T/Th</td>
<td>5:30 PM – 8:30 PM</td>
<td>Beginner - Advanced</td>
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Classes at the Fallsburg Library, 12 Railroad Plaza, S. Fallsburg

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<th>Days</th>
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<tbody>
<tr>
<td>M &amp; W</td>
<td>5:30 PM – 8:30 PM</td>
<td>Beginner - Advanced</td>
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Our FREE literacy classes can prepare you for obtaining the diploma and for your COLLEGE ADMISSIONS TESTS too!

Call our Adult Education Counselors at (845) 295-4913 to make an appointment and get started right away!
New York State has initiated a new pathway to earning your High School Equivalency Diploma (HSE). Our programs are designed to prepare you to take the New York State approved test - TASC™ (Test Assessing Secondary Completion). Having a New York State High School Equivalency Diploma is one of the most important steps in the pathway toward career, further education, lifelong well-being and success. To register for our classes, call (845) 295-4913 to schedule an intake appointment. After this orientation, we will schedule your assessment test and you will begin your preparation.

The best way to prepare for this HSE/TASC™ Exam is by taking HSE classes with the Adult & Continuing Education Program at Sullivan BOCES. Call our Adult Education Counselors at (845) 295-4906 or 295-4913 for the TASC™ Exam schedule or to make an appointment and get started right away!

St. John Street Education Center Classes
M - F 8:30 AM – 12:30 PM
M - Th 9:00 AM – 12:00 PM

Community Classes
Each of the following Library-based classes is a Distance Learning Home Study Program that includes a weekly/bi-weekly 3-hour tutoring session based on individual site needs.

Liberty Library
Th 4:00 PM – 7:00 PM
M 11:00 AM – 2:00 PM
Sun 10:00 AM – 1:00 PM
M 11:00 AM – 2:00 PM
T 4:00 PM – 7:00 PM
W 11:00 AM – 2:00 PM
2nd Sat of the mth 1:00 PM - 4:00 PM

Mamakating Library
Fallsburg Library
Livingston Manor Library
Daniel Pierce Library Grahamsville
Western Sullivan Public Library Jeffersonville Branch
Western Sullivan Public Library Delaware Free Branch (Caliicoon)

Do you have a Partial-Pass GED® Record?
Don’t Wait!

Grandfathering GED® test scores:
A candidate may use up to four (4) passing GED® sub-tests (score of 410 or above) taken between 2002-2013 to count towards earning a New York State High School Equivalency Diploma. Each TASC™ sub-test that the candidate passes will be posted on the candidate’s transcript. If the candidate does not pass the TASC™ sub-test but passed the same GED® sub-test, the GED® score will be accepted as a passing score. If a candidate has already passed all five (5) GED® sub-tests but did not attain the minimum total score of 2250, such candidate must pass at least one of the TASC™ sub-tests to obtain a New York State High School Equivalency Diploma.

Free 2-hour TASC™ Calculator Training
Improve your test score by learning how to properly use the TASC™ calculator.
Date: The class runs the first and third Wednesdays of every month
Time: 10:00 AM – 12:00 PM
Distance Learning Program - GRASP (Giving Ready Adults a Study Program)
The “at home study program” requires 7th grade math and reading levels. Students must be at least 21 years old to register. Call for Orientation/Intake appointment (845) 295-4913 or visit our Livingston Manor Library, Daniel Pierce Library (Grahamsville), Fallsburg Library, Western Sullivan Public Library (Jeffersonville or Callicoon) or Liberty Library class for more details.

Distance Learning/GRASP students attending any Sullivan BOCES Adult Education location will be expected to consistently drop off and pick up packets at least every two (2) weeks, schedule six (6) hours to work on homework each week and (optionally) attend the three (3) hour session as scheduled at your location, as discussed with your teacher.

High School Equivalency in Spanish

Do you need individualized Tutoring or Tutor Assistance?

The Sullivan County Literacy Volunteers offers programs to assist you.

Our partner in literacy improvement is the Literacy Volunteers of Sullivan County. Sometimes a student will benefit from having the one-on-one support of a volunteer and not want to attend classes. Sometimes a student can benefit from both! Literacy Volunteers of Sullivan County 501(c) (3) is a not-for-profit organization that provides a variety of free services to help people achieve personal goals through literacy. Through a trained corps of volunteer tutors, the mission is to foster and enhance family literacy, assist adults functioning at low levels of literacy and further proficiency in English as a second language. It is our shared goal to halt the rising tide of illiteracy in Sullivan County. The Literacy Volunteers of Sullivan County is located at 63 North Street, in Monticello.

TASC™ Examination Schedule

March 3 & 4
July 7 & 8
Sept. 15 & 16
Nov. 17 & 18

Applications for the TASC™ examination are processed through the Adult & Continuing Education Program.

Applications may be obtained at the St. John Street Education Center in Monticello. Public testing is held on scheduled Friday evenings and Saturdays. Candidates desiring a different arrangement due to religious observance, handicap, or disability may apply for a special modification of the exam.

Exams are given at Rubin Pollack Education Center, 52 Ferndale-Loomis Rd., Liberty

Call our Adult Education Counselors at (845) 295-4906 or 295-4913 to make an appointment and get started right away!

SULLIVAN BOCES IS AN APPROVED TESTING SITE FOR THE TASC™ EXAM.

The best way to prepare for this HSE/TASC™ Exam is by taking HSE classes with the Adult & Continuing Education Program at Sullivan BOCES.
Condensed Curriculum International
CCI is a nationally leading provider of allied healthcare training and education programs supported by:
- Enriching lesson presentations
- Simulated labs and student exercises
- Instructor mentoring and coaching
- Live discussions and chat with instructors and other students
Further, the online courses provide students with the following benefits:
- A robust eLearning experience developed by practicing medical professionals
- Leading instructors to guide you through your eLearning course
- Career guidance to assist you with your professional goals
- Courses are accessible anytime and anywhere, from home, the office or when out of town

For online registration: http://www.healthedtoday.com

Ed2go
Find hundreds of quality online courses through ed2go and its network of 2100+ college and university partners. Ed2go is the industry leader in online learning for adults with online continuing education courses that are affordable and easy to use. Most courses run for six weeks (with a ten-day grace period). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Categories include Accounting and Finance, Business, College Readiness, Computer Applications, Design and Composition, Health Care and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, Writing and Publishing.

For online registration: http://www.ed2go.com/scboces

Learning Resources Network (LERN)
UGotClass Online Courses and Certificates
This online program is provided by the Learning Resources Network (LERN). The online classes include accredited undergraduate and graduate academic courses and vocational certifications. The courses and certificates are provided by quality colleges and associations with expert instructors. Participate anytime day or evening, from any computer.

Get the skills you need for the 21st century with courses in the areas of Business, Business Communication, Career Skills, Health, Human Resources, Leadership, LEED Green Workplace, Management, New Media Marketing, Professional Development, Social Media for Business, Courses for Parents, Training and Education, Training for K12 Teachers.

For online registration:
http://www.lern.org/uncategorized/ugotclass/

From Sullivan County BOCES website:
ACCES-VR (Formerly VESID)
Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) assists individuals with disabilities to obtain vocational trainings and maintain employment. (845) 454-8388

CACHE
CACHE provides direct outreach support to individuals and families to assist them in their quest for self-sufficiency. Using the Family Development, strength based approach; FD workers will work to help in numerous areas including apartment/home search, employment search, money management, locating counseling and assisting families to access community resources to reach their goals. (845) 292-5821

Cornell Cooperative Extension
CCE Sullivan County serves both residents and visitors in Sullivan County by providing knowledge, life skills and experience to enhance the quality of one’s life. To achieve its goals, CCE Sullivan County is keen to employ the latest technology; research based education and highly trained professional staff. Many of the invaluable programs provided by CCE include 4-H Youth Development, Agriculture and Natural Resources, Eat Smart New York, Caregiver Resource Center and more. (845) 292-6180

CWD/Sullivan Works
Comprised of a variety of community partners, the primary mission of Sullivan County Workforce Development System is to support the growth of the local economy by meeting the employment needs of job seekers, current workers and employers. (845) 794-3340

Sullivan County Public Health

Latino Service Provider Coalition
The mission of the Latino Service Provider Coalition is to connect Latinos, as well as all communities in Sullivan County, with information and services to enhance people’s quality of life and to build their capacity to engage in the larger community. As part of Sullivan County Public Health, the focus of the Latino Service Provider Coalition is to promote health literacy in order to improve the health status of Sullivan County residents and help them access health care services. (845) 292-5910

Sullivan County Veterans Service Agency
Separate from the Department of Veterans Affairs, the Sullivan County Veterans Service Agency is a county agency devoted to serving veterans and their families by providing them with entitlement information and advocacy assistance. (845) 807-0233

SUNY ATTAIN Lab
The SUNY ATTAIN Lab is co-located at the St. John Street Education Center in Monticello with the BOCES Adult & Continuing Education programs. The ATTAIN Lab is an adult tuition-free educational facility that provides non-credit academic and vocational training opportunities to educationally and economically disadvantaged individuals and dislocated workers. The ATTAIN Lab provides instructional programs in technology training and Microsoft Certification, academic programs at all grade levels and a wide range of vocational training programs. (845) 295-4908

SUNY Sullivan
As part of the State University of New York system, Sullivan County Community College (SUNY Sullivan) is a two-year college accredited by the Middle States Commission on Higher Education. Its mission “is to provide programs and resources that educate, inspire and empower our students and the broader community.” (845) 434-5750

United Way of Sullivan County
Mission: To mobilize the caring power of our community through participation in fundraising, volunteerism, advocacy, education and partnerships for the purpose of improving lives and building a strong and vital Sullivan County. United Way of Sullivan depends on the kindness and generosity of local businesses and individuals to carry out its mission. Although United Way of Sullivan County is a member of United Way of America, we operate as a private not-for-profit agency and receive no financial support from our national organization or the government. The people who count on us are counting on you! (845) 794-1771

Public Library Partners
Daniel Pierce, Fallsburg, Liberty, Livingston Manor, Ethelbert B. Crawford, and Western Sullivan
Tuition Assistance
Tuition assistance and training opportunities may be available for individuals who qualify through the Center for Workforce Development. For more information, call (845) 794-3340.

Discounts
A 10% discount on specified online and/or regular classes may be available for BOCES employees, Chamber of Commerce members and senior citizens (55 years and older). **ONLY one (1) discount applies per class.**
*Note: Discounts only apply to Fitness, Professional Development, and Personal Enrichment classes.*

Refund Policy
In the event a student withdraws from a class, the following policy will be implemented:
1. Prior to the first day of class – 100% refund, minus $15 drop fee.
2. Prior to the second day of class – 50% refund, minus $15 drop fee.
3. Allow up to 30 days for processing of refunds.
4. Refunds are made by credit card or check depending on the form of payment used for registration.
5. Refunds or credit will not be given for one day classes which the registrant does not attend.

Textbooks and Course Materials
Besides course tuition, it may be necessary for students to purchase needed items such as textbooks or materials that may require additional fees.

Certificate of Completion
Upon successful completion of most courses, participants will receive a certificate of achievement or completion. Certificate of completion will be provided upon request for classes less than 100-hours.

Liability
Participation in Adult Program activities is at your own risk. If you are enrolling in physical fitness, sports, dance or other physical-activity courses, consult your physician beforehand to make certain that these courses are appropriate for you. SC BOCES and its Adult and Continuing Education will not be responsible for injuries, damages or losses.

Tobacco/Alcohol/Drug Free Zone
Pursuant to NYS Law, tobacco, alcohol and drug use is prohibited on all school grounds.

Cell Phones
All cell phones must be turned off or muted during class. If you must take an urgent call, please do so outside the classroom.

Course Gift Certificate
Treat a friend to a Course Gift Certificate which can be purchased in any denomination. They are available at the St. John Street Education Center.

Miscellaneous
Children and pets are not allowed in Adult Program classes unless indicated in the course description.

School Delays/Cancellations
BOCES reserves the right to cancel a class where enrollment is insufficient. In the event a course is cancelled due to insufficient enrollment, students will be notified by telephone within a reasonable time before the class start date and 100% refunds will be processed. Further, we may cancel classes due to bad weather, even when BOCES main campus in Liberty remains open. Make-up classes will be scheduled. School closings will be broadcasted on WVOS (95.9 FM, 1240 AM); WSUL (98.3 FM); WJFF (90.5, 94.5 FM); WDNB (Thunder 102.1 FM); and WRRV (92.7, 96.9 FM) radio. We will also post the information on our website, Facebook and Twitter.

You can now download the Free Sullivan BOCES App to get program updates and notices of Delays/Cancellations. Downloads are available on our website or at the App Store or Google Play Store.

Phone: (845) 295-4915
Web Site: www.scboces.org
Facebook: Sullivan County BOCES
Twitter: @SullivanCtyBOCES
Mail: Sullivan BOCES Adult & Continuing Education Program
       6 Wierk Avenue, Liberty, New York 12754-2117
**REGISTRATION**

TO REGISTER, COMPLETE THE REGISTRATION FORM BELOW AND MAIL IT WITH YOUR PAYMENT **WELL IN ADVANCE** OF THE START DATE OF THE COURSE(S).

**By Phone**  
Telephone registration available for Discover, MasterCard or VISA credit card holders.  
Call (845) 295-4915.

**By Mail**  
Complete the registration form and mail it with your check, money order or credit card number and expiration date to:  
Sullivan County BOCES Adult Program, 6 Wierk Avenue, Liberty, NY 12754.  
Make checks or money orders payable to: SULLIVAN COUNTY BOCES.

**By Fax**  
Fax the completed registration form with your credit card number and expiration date to (845) 791-4081.

**In Person**  
Register in person at the St. John Street Education Center, Suite 115,  
Monday through Thursday, 9:00 AM to 6:30 PM; Friday, 9:00 AM to 3:00 PM.  
You may pay by cash, check, money order or credit card (VISA/MasterCard/Discover only).

Today’s Date: ____________________________

Last Name: _____________________________  First Name: _____________________________  Middle Initial: ______

Mailing Address: _________________________  City: ___________________  State: _______  Zip Code: _______

(Area Code) Home Phone: ________________  (Area Code) Business Phone: ________________  
Check one:  
\[ \text{VISA} \]  \[ \text{MasterCard} \]

Credit Card Number: ______-____-____-____  Code: ______  Expiration Date: ______-

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<th>Course Title</th>
<th>Starting Date</th>
<th>Tuition/Fee</th>
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**Payment:**  
Check / Money Order ☑  
Credit Card ☑

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<th>Total Enclosed</th>
<th>Less Discount</th>
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**Refund Policy:**  
In the event a student withdraws from a class, the following policy will be implemented:  
1. Prior to the first day of class – 100% refund, minus $15 drop fee.  
2. Prior to the second day of class – 50% refund, minus $15 drop fee.  
3. Allow up to 30 days for processing of refunds.  
4. Refunds are made by credit card or check depending on the form of payment used for registration.  
5. Refunds or credit will not be given for one day classes which the registrant does not attend.
Please Join Us!

Welcome Wednesdays

Our door is open for walk-in inquirers on Wednesdays from 1:00 – 2:00 PM.

We invite you to visit us, enjoy refreshments, and discover what we offer in Adult & Continuing Education!

Our classes run based on enrollment. Please register well in advance of the class start date!

REGISTER TODAY! (845) 295-4915

Make the call and learn the skills to reach your dreams.