



**ROCKLAND BOCES**  
ROOTED IN THE COMMUNITY

# Adult Education COURSES

Spring-Summer 2015



[www.rocklandboces.org](http://www.rocklandboces.org) | (845) 348-3500

**RCC** | Rockland  
Community  
College

STATE UNIVERSITY OF NEW YORK



Classes offered through **RCC**, a **ROCKLAND BOCES** partner

# ROCKLAND BOCES

Adult Education and Business Services

## Mission Statement

To assure that Rockland County adult learners acquire the skills, knowledge and abilities necessary to become productive workers, effective parents and contributing members of their communities through up-to-date education programs and relevant and effective post-secondary programs of occupational education.

## BOCES Administration

**Mary Jean Marsico, Ed.D.**

District Superintendent/CEO

**Catherine O'Brien**

Assistant Superintendent of Career and Administrative Services

**Charlene Jordan, Ed.D.**

Assistant Superintendent for Instructional Services  
and Professional Development

**Amy Albers, Ed.D.**

Assistant Superintendent for Student Services

**Ana Reluzco**

Executive Director of Human Resources

**David Gleason**

Executive Director of Business and Operations

## Adult Education & Business Services

**Albert Moschetti**

Supervisor

**Katherine Mistele**

Program Administrator

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**Peggy Zugibe**, Vice-President

**Robert Davis**

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**Ronald Hansen**

**Joe Malgieri**

**Michael Mark**

**Rosemary Pitruzzella**

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131 Midland Avenue North, Nyack, NY 10960 | (845) 348-3500

**PUBLIC NOTIFICATION OF NON-DISCRIMINATION**

BOCES does not discriminate on the basis of race, color, national origin, disability, sex, or age, or under the Boy Scouts Act, in its programs and activities. This requirement not to discriminate extends to employment and admission as applicable. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the person(s) designated to coordinate the BOCES’s efforts to comply with all aspects of regulations prohibiting discrimination, or to OCR. Inquiries regarding this policy may be directed to:

TITLE IX COMPLIANCE OFFICER  
 SECTION 504 COORDINATOR  
 DASA COORDINATOR  
 Rockland BOCES  
 Ana Reluzco, Executive Director of Human Resources  
 65 Parrott Road, West Nyack, NY 10994 • (845) 627-4712

# ADULT CAREER AND TECHNICAL EDUCATION CENTER

The Rockland BOCES Adult Career and Technical Education programs offer adults exciting full-time training opportunities designed to meet the changing needs of today's job market. Job placement assistance is included.

ADULT CAREER AND TECHNICAL EDUCATION PROGRAMS INCLUDE:	
Practical Nursing*	Carpentry
Automotive Technology	Electrical Trades
Automotive Collision Repair	Cosmetology
Digital Design and Marketing	Culinary Arts
TV/Media Production	Medical Assisting

Eligible students may receive Federal Financial Aid for approved\* programs. Classes are also approved by the Veterans Administration (VA) and Workforce Investment Act (WIA) funding. 0% interest tuition payment plans also available.

### ■ ADMISSIONS PROCEDURES

Any adult, 18 years or older may apply for admission.

- Attend an orientation. Please call (845) 348-3500 for orientation dates and times
- Complete application package and entrance assessment
- Attend an admissions interview
- Apply for financial assistance, if applicable
- GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

Tuition is subject to change.

### ■ REFUND PROCEDURES FOR ADULT CAREER AND TECHNICAL EDUCATION PROGRAMS

- Refunds, when due, are made without requiring a request from the student
- Refunds, when due, are made within 45 days of the last day of attendance
- For Federal Student Aid recipients, Title IV-Return of Funds Policy and Procedures will be followed as mandated by Federal Law
- Amount of refunds are determined based on the amount of the class completed:

% COMPLETION	% REFUND
0% completion	100% refund of tuition
10% or less	75% refund of tuition
60% or less	20% refund tuition
Over 60%	0% refund of tuition

**For all other courses, refund policy can be found on page 30.**

### ■ TRANSFERS

Students **may not** transfer between programs. No credit is given for prior attendance in a similar program at another institution.

**AUTOMOTIVE TECHNOLOGY**

★ **Automotive Collision Repair – TAUTO0116F**

Tuition: \$5,138 + cost for books/uniforms/exams (approx. \$250)

Learn to repair, refinish, detail, and paint damaged vehicles using hand and power tools and other materials standard to the industry. While preparing for ASE Certification and I-CAR exams, gain hands-on experience through work in our commercially equipped automotive collision repair shop. Work with technicians at local collision repair facilities and detail shops. *Prerequisites: NYS High School Diploma/Equivalency or 7.0 on Reading Assessment\**

★ **Automotive Technology – TAUTO0216F**  
Tuition: \$5138 + \$250

Learn the skills necessary to troubleshoot and repair the complex systems of today's high-tech automobiles. Prepare for the ASE Certification exam while you gain practical experience working on vehicles provided by the school and the community. This program is certified by the National Automotive Technicians Education Foundation Automotive Service Excellence. *Prerequisites: NYS High School Diploma/Equivalency or 7.0 on Reading Assessment\**



**COMMUNICATIONS**

★ **Digital Design and Marketing – TGRAPH0116F** Tuition: \$5,138

Students learn to design brochures, packaging, advertisements, and web sites on Mac computers with software such as InDesign, Illustrator, Photoshop, Dreamweaver, and much more. Keep up-to-date with trends in commercial art including design, pre-press, and production. *Prerequisites: NYS High School Diploma/Equivalency or 7.0 on Reading Assessment\**

★ **TV/Video Production – TVIDMM0116F**  
Tuition: \$5,138

Use state of the art digital production equipment to shoot video, edit, and add special effects in the fully-equipped Mac computer lab. Use programs such as Final Cut Pro and iMovie to create sports productions, music and event videos, commercials, and webcasts. Live broadcasts are simulated in our lab. *Prerequisites: NYS High School Diploma/Equivalency or 7.0 on Reading Assessment\**

**COSMETOLOGY**

★ **Cosmetology – TCOSMET0116F**

Tuition: \$5,138 per year + cost for supplies/exams (approx. \$625)

★ Learn the most current styles in hair, nails, skin, and make-up using professional equipment in our modern, professional shop. Gain the skills you need to earn your New York State Cosmetology License. *Note: This course requires 1000 hours of training over 2 years. Prerequisites: NYS High School Diploma/Equivalency or 7.0 on Reading Assessment\**

*\* Students with 2 years of full-time work experience or training the field may be able to have the prerequisites waived. Please speak with an admissions counselor.*

★ Veterans Affairs Approved Classes

## Career Training

### CONSTRUCTION TRADES TECHNOLOGY

★ **Carpentry – CARP0116F**  
Tuition: \$5,138 + cost for books/  
uniforms/tools (approx. \$250)

Learn the technical skills necessary for new construction and renovation work, including layout and design, framing, sheetrocking, trimming, and roofing. Organizational skills, estimating procedures, reading blueprints, and green construction techniques are also emphasized. Gain hands-on experience renovating and constructing buildings.

*Prerequisites: NYS High School Diploma/  
Equivalency or 7.0 on Reading Assessment\**



★ **Electrical Trades – TWIRE0116F**  
Tuition: \$5,037 + cost for books/  
uniforms/tools (approx. \$250)

Learn residential and commercial electricity, plus communication and data wiring. Work with wire switches, lights, receptacles, and appliances. New technologies in green and smart house wiring are emphasized. Prepare for your National Electric Code License Exam.

*Prerequisites: NYS High School Diploma/  
Equivalency or 7.0 on Reading Assessment\**

### CULINARY ARTS

★ **Culinary Arts – TCULIN0116F**  
Tuition: \$5,138 + cost for books/  
supplies/uniforms (approx. \$475)

Using professional equipment, learn how to prepare basic and gourmet food. Students are introduced to all aspects of the restaurant industry while working in our fully-equipped kitchen. Instruction prepares students for the American Culinary Federation (ACF) Certification exam.

*Prerequisites: NYS High School Diploma/  
Equivalency or 7.0 on Reading Assessment\**



### HEALTH CAREERS

★ **Medical Assisting – CARNMA16F**  
*NCCT Certification Course*  
Tuition: \$5,138 + cost for books/supplies/  
exams (approx. \$250)

Train for a challenging and rewarding career in one of the fastest growing occupations in the medical field. This comprehensive training program prepares students to become professional medical assistants, trained and certified in Medical Assisting, Phlebotomy, EKG, and Basic Life Support/CPR. Through hands on instruction, students acquire both the administrative and clinical skills needed to multi-task and assist medical professionals in doctors' offices, labs, hospitals and other health care facilities. Eligible students who have demonstrated mastery in the program also gain valuable experience in the field through participation in an externship. Test fees additional. A high school diploma or equivalent is strongly recommended. *Minimum reading level of 8.0 on reading assessment required.*

*\* Students with 2 years of full-time work experience or training the field may be able to have the prerequisites waived. Please speak with an admissions counselor.*

★ Veterans Affairs Approved Classes

## PRACTICAL NURSING PROGRAM

### Registration begins January for the Fall 2015 class



The program is a 1,080-hour course of instruction in the biological, physical, and behavioral sciences with correlated clinical learning experiences. Admission is competitive. Applicants must have a high school diploma and either US citizenship or legal INS status. Consideration is given to entrance exam results; interview; education and work history. Apply early: classes fill quickly.

Successful graduates are eligible to sit for the Practical Nursing Licensure Examination given by the New York State Board of Nursing.

Career opportunities include work in hospitals, nursing homes, clinics, physicians' offices, home health agencies, and private homes. College credits for this program are possible through the National League for Nursing Challenge exams.

Financial aid is available. **If you have questions, please call 845-627-4830.**

#### ■ INFO-SESSIONS FOR FEBRUARY THRU MAY 2015 (West Nyack campus):

DATE	TIME	LOCATION
Fri., Feb. 27	Noon to 2pm	Building 3
Thurs., Mar. 12	5pm to 7pm	Building 3
Thurs., Apr. 30	5pm to 7pm	Building 3
Fri., May 15	Noon to 2pm	Building 3
Mon., Jun. 15	Noon to 2pm	Building 3

**Please call Evelyn Torres, Financial/Admissions Counselor at 845-627-4830 to reserve a seat.**

#### PROGRAM OPTIONS

- A one-year, full-time day program, September to June: 8:30am to 3pm, Monday through Friday. **Tuition: \$11,800** (subject to increase)
- A two-year, half-time day program, September to June; 8:30-11:00am (first year); 12:00 noon to 3:00pm (second year). **Tuition: \$6,000** (subject to increase)
- One clinical day per week 7:30am – 2:00pm both years

Books, instructional materials and non-refundable fees are not included.

Please see (<http://www.rocklandboces.org/AdultEdBusiness/PN.cfm>) for detailed information.

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

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

Phone: \_\_\_\_\_

LPN Class interested in:  Full-time Day  Half-time Day

**For information, mail to:** BOCES Career Education Center, 65 Parrott Road, West Nyack, NY 10994

A passing score on the entrance test is required to be considered for admission. Students may only take the entrance test once per year. Preparation classes are available to assist students with preparing for the exam. See page 10 or call 845-348-3500 for information.

★ Veterans Affairs Approved Classes

### VOCATIONAL AND TECHNICAL SHORT COURSES

These career-related, part-time courses are offered during evening and weekend hours to offer individuals a convenient way to upgrade their skills.

#### CAD/ARCHITECTURAL & INDUSTRIAL DRAWING (BEGINNER LEVEL)

**VCADB15S/15SUM** 18 hours

6-9pm Tuesdays, Mar 17 - May 5  
Nyack/\$185

6-9pm Tuesdays, Jul 14 - Aug 18  
Nyack/\$185

Learn the exciting use of a computer-aided design and drawing program with AutoCAD LT. 2008 for Windows. No previous experience necessary. This course is designed for the beginner interested in learning how to make technical drawings for architecture, interior design, landscaping, construction, manufacturing, furniture, or fashion design, with a computer.

#### CAD/ARCHITECTURAL & INDUSTRIAL DRAWING (INTERMEDIATE LEVEL)

**VCADI15S** 18 hours

6-9pm Tuesdays, May 19 - Jun 23  
Nyack/\$185

Learn the exciting use of a computer-aided design and drawing program with AutoCAD LT. The skills you learn can be transferred to other CAD programs running in Windows or Mac systems. This course is designed for students with AutoCAD experience who are looking to expand their technical knowledge. If you make technical drawings for architecture, interior design, landscaping, construction, manufacturing, furniture, or fashion design: do it with a computer.

#### MOTORCYCLE MAINTENANCE & REPAIR

**VMOCY15S** 30 hours

7-10pm Tuesdays & Wednesdays  
Apr 14 - May 13  
West Nyack, Building #1/\$325

Get ready for the road! This 30-hour class is designed for the motorcycle owner who would like to learn elementary motorcycle maintenance and the skills necessary to perform basic oil changes, tune-ups, maintenance of fuel systems, steering, suspension, fabrication, electrical systems and accessory installation. *Call 845-348-3500 x3500 for information about required tools.*

#### INTRODUCTION TO AUTO BODY REFINISHING AND REPAIR

**VAUTOBODY15S** 30 hours

6-9pm Wednesdays, Mar 18 - May 27  
West Nyack, Building #2/\$290

This introductory course includes the fundamentals of repairing and refinishing an automobile using the tools, products and materials found in today's auto body shops. Students learn body filler application, the use of compressed air systems, and processes of painting and refinishing using primers, base coats and finish coats.

#### AUTO MECHANICS 1

**VAUTO115S** 30 hours

7-10pm Mondays & Wednesdays  
Apr 13 - May 13  
West Nyack, Building #1/\$325

This introductory course includes the basic theory and operation of automotive gas engines. Students will learn about engine specifications, fluids, oil and coolants. Electrical and brake systems will be covered as well. Students will be taught how to service transmissions, and perform basic tune-ups and brake replacement. Finally, students will learn shop safety and how to use appropriate tools. *Additional cost for textbook: \$68.*

#### AUTO MECHANICS 2

**VAUTO215S** 30 hours

7-10pm Mondays & Wednesdays  
Apr 13 - May 13  
West Nyack, Building #1/\$325

This course will focus on the electrical system, battery, fuses, relays and computer controlled systems. Students will learn how to use multi-meter and test lights for work on electrical systems. Other topics that will be covered include emissions control, ignition systems and fuel injection. Finally, students will learn how to use appropriate tools and shop safety. *Additional cost for textbook: \$68.*

#### AUTO MECHANICS 3

**VAUTO315S** 30 hours

7-10pm Mondays & Wednesdays  
May 18 - Jun 24  
West Nyack, Building #1/\$325

For the experienced student interested in steering systems, wheel alignment, axle and drivelines. In addition, component ID and testing will be covered. Students will learn about the differences of front, rear and four-wheel drive and air ride systems. *Additional cost for textbook: \$68.*



**INTRODUCTION TO WELDING**

**VINTRWELD01/0215S** **30 HOURS**

6-9pm Mondays, Mar 16 - Jun 8  
West Nyack, Building #2/\$390

6-9pm Tuesdays, Mar 17 - Jun 2  
West Nyack, Building #2/\$390

Learn to weld! This class will teach students to weld metals incorporating different joint designs using the gas metal arc welding process. Students will also learn to weld carbon steel material utilizing the flux-cored welding process. The class will cover the differences between gas and metal arc and flux-cored welding, the operation and settings of these power supplies, and the latest technologies in automobile welding. Lectures will incorporate joint designs and when to use the different processes. *Students are welcome to bring in their own projects.*

**INTRODUCTION TO TIG WELDING**

**VTIGWELD15S** **32 hours**

6-10pm Thursdays, Mar 19 - May 14  
West Nyack, Building #2/\$390

TIG Welding (Tungsten Inert Gas Welding, also known as gas tungsten arc welding or GTAW) is the process of joining metals using a tungsten electrode. It can produce versatile, high quality welds with aesthetically smooth surfaces. During this hands-on course students will learn TIG welding techniques as well as safe use of TIG Welding equipment. Prerequisite: Introduction to Welding or equivalent experience. *Students are encouraged to bring welding masks, gloves, jacket and work boots and a wire brush*

**MIG WELDING**

**VMIGWELD15S** **40 hours**

6-10pm Wednesdays, Mar 18- May 27  
West Nyack, Building #2/\$390

MIG Welding refers to welding using metal inert gas (MIG) welder. This course will focus on MIG welding frequently used in automobile applications. Participants will learn different types of welds, inspection of welds for defects, and about destructive weld testing. This is a rigorous class requiring students to perform industry standard welds using proper welding technique. Class size is limited to 10 students. Prerequisite: Introduction to Welding or equivalent experience. *Students are encouraged to bring welding masks, gloves, jacket, work boots, and a wire brush.*

**BASIC WOODWORKING 1**

**VWOOD115S** **15 hours**

7-10pm Mondays, Apr 20 - May 18  
West Nyack, Building #2/\$145

Enjoy using machines and tools to make useful products from wood in a beginner's course. Learn how to buy and use power tools and lumber, as well as how to read production drawings. Practice constructing various woodwork joints, gluing and clamping as you make a take-home product in our carpentry shop.

**HOME MAINTENANCE & REPAIR 1**

**VHOM115S** **25 hours**

7-9:30pm Wednesdays, Mar 25 - Jun 3  
West Nyack, Building #2/\$280

This course is designed for the homeowner who wants to make basic home repairs in plumbing, painting, windows, and electrical systems. In addition, students will learn to lay out ceramic tile and to repair ceramic wall and floor tiles. Installation of vinyl floor tiles and moldings will also be covered.

**BASIC HOUSE PLUMBING**

**VPLUM15S** **30 hours**

7-10pm Thursdays, Mar 26 - Jun 4  
West Nyack, Building #2/\$290

Introduces principles of plumbing systems in the home by providing hands-on experience in diagnosing problems and making minor plumbing repairs. Basic plumbing tools, including tubing cutters, pipe wrenches, and Prestolite torch, are used for soldering copper pipes, swedging, and flaring. *Students are required to bring their own basic tools.*

**INTERMEDIATE & ADVANCED PLUMBING**

These classes teach bathroom plumbing repair, hot water heater installation, the design and installation of full bathrooms and kitchen sinks, and heating maintenance. *Call 845-348-3500 for information.*

**BASIC ELECTRICAL HOUSE WIRING**

**VELEC15S** **30 hours**

7-10pm Tuesdays, Apr 14 - Jun 16  
West Nyack, Building #2/\$290

This popular course prepares the student for the basics of residential wiring: installation techniques, tools, electrical boxes, cables, switches and receptacles. Use actual materials and tools to set up and test typical circuits, and apply theory and provisions of the National Electrical Code. *There is an additional \$10 supply fee.*

## Professional and Continuing Education

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### AIR CONDITIONING & REFRIGERATION 1

VAIRC115S 30 hours

7–10pm Mondays & Wednesdays  
Mar 23 - May 4  
West Nyack, Building #2/\$325

This course covers pressure-temperature relationships, theory of refrigeration cycle, various types of compressors, evaporators, condensers, water/air cooled, accessories, principles of thermodynamics and cycle controls. *Textbook additional.*

### AIR CONDITIONING & REFRIGERATION 2

VAIRC215S 30 hours

7–10pm Mondays & Wednesdays  
May 11 - Jun 17  
West Nyack, Building #2/\$325

This course reviews refrigeration cycles and then goes on to teach servicing, refrigerants, system operation, leak detection, system evaluation and charging, and component replacement. *Textbook additional.*

### AIR CONDITIONING & REFRIGERATION 3

VAIRC315S 30 hours

7–10pm Mondays & Wednesdays  
Mar 23 - May 4  
West Nyack, Building #2/\$325

Highlights advanced troubleshooting and repair techniques with concentration on control systems and diagnosis of malfunction through interpretation of test data.

*Prerequisite: Air Conditioning & Refrigeration 2 or equivalent experience. For further information, call 845-348-3500.*

### ENERGY BASICS

VENGB15S 20 hours

7–9:30pm Mondays & Wednesdays  
Apr 20 - May 13  
West Nyack, Building #2/\$195

This course will provide an overview of home energy principles. Topics include energy types and units, thermodynamics related to the building structure; building types; HVAC systems; air distribution systems; building heat loss and gain; and home energy performance testing.

### CARPENTRY 1

VCARP115S 30 hours

7–10pm Tuesdays & Thursdays  
Mar 17 - Apr 28  
West Nyack, Building #2/\$290

This project-based, hands-on course provides basic knowledge of construction for the individual interested in doing his/her own carpentry work at home. Emphasis is on safe use of hand and power tools, lumber types and grades, hardware and architectural blueprint reading. Topics covered include the layout and construction of foundations, floors, walls, partitions, ceilings, roofs, windows, and doors. Exterior trim and interior moldings are also covered. Bring your questions about your home projects. *Class size is limited. Register early.*

### CARPENTRY 2

VCARP215S 30 hours

7–10pm Tuesdays & Thursdays  
May 5 - Jun 4  
West Nyack, Building #2/\$290

Provides for the utilization of theory related to construction with emphasis on actual building projects and how to plan them. A class project will be selected that will allow for the participation of all students.

### CARPENTRY 3: HOME REMODELING WORKSHOP

VCARP315S 30 hours

7–10pm Tuesdays, Mar 17 - Jun 2  
West Nyack, Building #2/\$290

This hands-on course focuses on the techniques of remodeling the most popular rooms: kitchen, bath, and basement. Emphasis is on basic wall framing, adding and removing walls, drywall taping and application of taping compound, patching drywall, prepping for paint, priming, paint application, hanging cabinets, application of ceramic tile, and shower/tub repairs.

## Interested in learning green construction trades?

Read about daytime and evening classes in Wind Energy, Geothermal HVAC, and Solar Panel installation in our Construction Trades Courses (page 4 and page 9).

**BUILDING ANALYST CERTIFICATION TESTING**

VBLDGAN16F

30 hours

6–9pm Monday through Thursday, October 19-29  
West Nyack, Building #3 /\$1,250



Rockland BOCES' Building Performance Institute (BPI) Building Analyst course will help prepare students for the Building Performance Institute's Building Analyst online and field tests. The course will teach how to assess energy efficiency in a home while also monitoring conditions that have a direct impact on human health and safety. Students learn to use diagnostic equipment, such as the blower door and the combustion analyzer, to ensure systems are functioning together correctly to maximize home performance, comfort, energy efficiency, safety, and durability. *Please note: This class is scheduled one time per year, in the fall. Tuition includes course materials. Certification exams additional.*

**Training topics**

- Health and safety
- Fundamentals of building science
- Identifying building performance problems
- Energy consumption analysis
- Blower door technology and other diagnostic equipment
- Building Airflow Standard (BAS)
- Combustion safety
- Mechanical and distribution system assessment
- Heat loss calculations
- Air leakage assessments

**Preparatory Field Review Class**

One session (3 hours) West Nyack, Building #2/\$225

This training/review session helps prepare students for the Building Performance Institute's Building Analyst field test. Participants receive one-on-one, hands-on training with an approved instructor. The training covers the proper use of equipment utilized in the completion of home energy efficiency assessments. Classes are offered year-round. Additional hours of training can be purchased at an hourly rate. **Call to schedule class (845) 348-3500 ext. 3500**

**Building Analyst Certification Exams**

Call to schedule exams: (845) 348-3500 ext. 3500/Online exam: \$300/Field Exam: \$450

**GREENING YOUR HOME OR BUSINESS**

VGREEN15S

16 HOURS

7-9pm Mondays, Apr 13 - Jun 8 / West Nyack, Building #3 / **FREE TUITION**

This series of workshops, hosted by Ed Gray, Director of Facilities at Rockland BOCES will feature a different guest speaker every week. Please call (845) 348-3500 ext. 3500 to register.

**Apr 13** "Introduction to Sustainability: Basics of Home/Business 'Green Tech' concepts"  
*Guest Speaker: Michael Shilale, AIA, LEED, Michael Shilale Architects, LLP*

**Apr 20** "Save Energy and Save Money: Rebates for Electric Customers/Home/Business"  
*Guest Speaker: Charmagne Cigliano, Orange and Rockland Utilities*

**Apr 27** "Waste Not, Want Not" – Solid Waste Reduction: Initiatives in Composting and Recycling.  
*Guest Speaker: Keri Scales, Rockland County Solid Waste Management Authority*

**May 4** "Water Conservation: Status of Water supplies and Xeriscape Drought Resistant Plantings"

**May 11** "Solar Power: Cleaner, Greener and Lower Cost" An introduction to Solar types and opportunities for 'No Out-of-Pocket' projects.  
*Guest Speaker: Neil Weiss, On Force Solar*

**May 18** NYSERDA – Incentives to Green your Home or Office: Information on current New York State programs available for Green Tech rebates.  
*Guest Speaker: Jeffrey Domanski, Courtney Strong, Inc, NYSERDA Consultant*

**Jun 1** Make your Home or Building More Efficient

**Jun 8** "Sustainability: See it in action". Guided Tour of Rockland BOCES' installations of Green Technology including the B2 Solar Array, Windmill, and CTEC Student House.

**NEW**

### CERTIFICATION AND LICENSING PREP COURSES

#### NEW YORK STATE TEACHER ASSISTANT EXAM PREPARATION

**PTEACH155** 12 hours

9:00am–1:00pm Saturdays  
Mar 14 - Mar 28  
Nyack/\$115

Start your career in education as a New York State Certified Teaching Assistant. This 12-hour preparation class will help you prepare for the NYS Assessment of Teaching Assistant Skills (ATAS). The class focuses on test content and format in the following areas: reading, writing, mathematics, and instructional support. *Information will also be provided about test dates and registration procedures.*

#### NEW YORK STATE CERTIFIED NURSE AIDE REVIEW CLASS

**PCNAREV01155** 12 hours

5:30–9:30pm Tuesday–Thursday  
May 5 - May 7  
Nyack/\$179

This intense review class is for CNA's who would like to update their skills or prepare to retake the New York State (NYS) Certified Nurse Aide examination. Students that successfully complete the class may take the NYS certification examination at Rockland BOCES. Class size is limited to five students. *Tuition does not include examination fee.*

#### NOTARY PUBLIC WORKSHOP

**PNOTARY155** 4 hours

6–10pm Monday, Apr 20  
Nyack/\$50

This class will help you prepare for the written examination and appointment as a Notary Public in New York State. Topics include principles of notarization, duties and functions, notarial acts, performing notarization and terminology review.

### HEALTHCARE CONTINUING EDUCATION

#### ADVANCED MEDICAL BILLING & CODING

**VADMBC155** 56 hours

5:30–9:30pm Tuesdays & Thursdays  
Mar 17 - May 12  
Nyack/\$495

This course will cover advanced CPT, ICD and HCPCS coding rules, along with an understanding of the Correct Coding Initiative (CCI), compliance and reimbursement issues, E&M guidelines and the proper use of modifiers. Real life examples of common billing problems and tips to prevent them will be provided to ensure that the most in-depth knowledge is acquired to create a smoother billing process. *As a pre-requisite to this program, students must have a basic understanding of CPT, ICD-9 and HCPCS coding principles and familiarity with a medical practice or medical billing environment.*

#### PRACTICAL NURSING PREPARATION

**PLPNI55** 54 hours

12:30–3:30pm Tuesdays & Thursdays  
Mar 24 - Jun 2  
Nyack/\$375

This class is offered to assist students with attaining the required scores on the Practical Nursing (PN) entrance exam (Accuplacer), and to strengthen their skills to be successful in the PN program. It covers math, reading, writing, critical thinking, and test taking skills. Students are given the opportunity to take a practice Accuplacer as part of the course. In order to qualify for an interview for entrance into the PN program, students must meet minimum required scores on the exam. Students may only sit for the entrance exam once a year. *Textbooks additional.*

#### EKG SKILLS

**VEKG155** 57 hours

9am–3:30pm Fridays, May 1 – July 17  
Nyack/\$650

For the Healthcare practitioner who would like to learn how to perform an EKG, this course will cover the techniques and operation of accurate EKG recording. Students will learn how to attach electrodes and record the electrical impulses transmitted by the heart using a 12 lead EKG machine. The course also covers medical terminology and anatomy related to electrocardiography and basic wave interpretation.

**TAKE 2 CLASSES AND TAKE ADVANTAGE OF THE 15% MULTIPLE CLASS DISCOUNT**

ONLINE REGISTRATION AVAILABLE NOW. [HTTP://REGISTRATION.XENEGRADE.COM/ROCKLANDBOCES/](http://REGISTRATION.XENEGRADE.COM/ROCKLANDBOCES/)

**THE LOGICAL SEQUENCE OF COMPUTER COURSES FOR BEGINNING STUDENTS IS:**

- |  |  |   |
|--|--|---|
| 1. Computers for Beginners                                     | 3. Introduction to the Internet, Email | 6. Excel (for spreadsheet needs)        |
| 2. Computer Keyboarding (for those with minimal typing skills) | 4. Microsoft Office Overview           | 7. Access (for database needs)          |
|  | 5. Word (for word processing needs)    | 8. PowerPoint (to create presentations) |

**COMPUTER COURSES**

**TRANSITIONING WINDOWS OPERATING SYSTEMS**

**COMWINDOWS155** **15 hours**  
 7-10pm Wednesdays, Mar 18 - Apr 22  
 Nyack/\$139

A must for understanding what’s happening with your home and office computer upgrades! Get the basics on Windows software changes, hardware upgrades (smartphones, tablets, CPU’s) and cloud technology and its impact on home and business life. *Prerequisite: mouse and keyboard proficiency.*

**COMPUTERS CAN BE FRIENDLY**

**COMFRIEN155** **1.5 hours**  
 7–8:30pm Monday, Mar 9  
 West Nyack, Building #3/FREE

Don’t be afraid of computers. They’re here to stay, they’re fun to use, and they don’t need to be intimidating. Join us for a free 90-minute overview of the land of computers. This session will help you decide which computer courses are right for you. Please call (845) 348-3500 to indicate your plans to attend. There is no charge, but it is helpful for us to know how many people to expect.

**COMPUTERS FOR BEGINNERS**

**COMBEG155/15SUM** **21 hours**  
 7–10pm Mondays, Mar 16 – May 11  
 West Nyack, Building #3/\$189  
 7–10pm Mondays & Wednesdays  
 Jul 13 – Aug 3  
 Nyack/\$189

Take the mystery out of computers! Learn to use the keyboard and the mouse, and then learn to create and save basic documents on a windows operating system using Microsoft Word. No experience necessary! *Additional cost for textbook: \$30.*

**INTERNET AND E-MAIL FOR BEGINNERS**

**COMNETMAIL155** **9 hours**  
 7–10pm Mondays, Jun 1 – Jun 15  
 West Nyack, Building #3/\$87

Learn to use the internet to go to websites and perform searches. Then learn how to create an email account, send email, and attach pictures and files to your emails. *Prerequisite: Computers for Beginners or equivalent experience.*

**COMPUTER KEYBOARDING**

**COMKEY155** **10 hours**  
 10am–12pm Saturdays, Apr 18 - May 30  
 Nyack/\$99

Learn to type on a computer keyboard by touch and with more accuracy and speed. In this class you will practice with self-paced exercises, classroom instruction, timed drills and tests, and individual support.

**COMPUTERS FOR SENIORS**

**COMSR5155** **15 hours**  
 9am–12pm Saturdays, Mar 14 - Apr 18  
 Nyack/\$100

You can become computer literate in this five-session class. Learn all of the computer basics, from hardware and software to Windows, at your own pace with lots of reinforcement and support. *Additional cost for textbook: \$30. Non-seniors may take this class for the regular price of \$139.*

**MICROSOFT ACCESS**

**COMACCESS155** **10 hours**  
 7–9:30pm Wednesdays, May 6 - May 27  
 West Nyack, Building #3/\$90

Learn the most powerful – and user-friendly – database program available today. Students will learn how to: design and create databases; how to add, edit, and save data; ways to manipulate fields; how to run queries, use forms; and, create reports. *Prerequisite: Windows experience. Additional cost for textbook \$27.*

## Professional and Continuing Education

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### **MICROSOFT COMBO: WORD, PPT PUBLISHER**

**COMCOMBO155** **15 hours**  
7–9:30pm Wednesdays, Apr 22 - May 27  
Nyack/\$158

Learn the basics of Microsoft Word, PowerPoint and Publisher. Create business and personal documents, basic powerpoint presentations, and professional-looking publications. *Prerequisites: Windows and mouse experience.*

### **SOCIAL MEDIA FOR BEGINNERS**

**COMSOC155** **2.5 hours**  
7–9:30pm Monday, May 4  
West Nyack, Building#3/\$30

Have you been hearing about threads... posts... tweets... hashtags... blogs... instagrams...? Do you want to know more about it, but not too much all at once? Learn enough to find out if you want to learn more! Students will have priority registration for additional social media classes coming soon.

### **INTRODUCTION TO QUICKBOOKS 2013**

**COMQUICK155** **18 hours**  
7–10pm Tuesdays, Apr 14 - May 19  
Nyack/\$185

Learn how to invoice, bill, process receivables and payables; track inventories; create purchase orders; and, process payroll in minutes. *Additional cost for textbook \$27.*

### **MICROSOFT EXCEL**

**COMEXCEL155** **22 hours**  
7–9:45pm Thursdays, Apr 16 –Jun 4  
West Nyack, Building #3/\$195

Learn to use a popular spreadsheet application. Topics include the creating, editing and formatting of worksheets. Students will learn to write formulas, filter and sort lists, and to create and modify charts to illustrate their data. Emphasis will be given to enhancing the worksheet with fonts, borders, color and graphics. *Prerequisite: Windows experience. Additional cost for textbook \$27.*

### **MICROSOFT OFFICE SUITE OVERVIEW**

**COMOFOV155** **24 hours**  
9am–3:30pm Saturdays, Jul 11 - Aug 1  
Nyack

Learn one component of the Microsoft Office Suite each Saturday for four weeks. Take the first three classes in the series, and receive a **50% discount** on the last class! Discounts can not be combined. Prices include books.

Microsoft PowerPoint	Jul 11/\$95
Microsoft Word	Jul 18/\$95
Microsoft Excel	Jul 25/\$95
Microsoft Access	Aug 1/\$95

### **ADOBE PHOTOSHOP**

**COMADOB155** **15 hours**  
7–10pm Tuesdays, Apr 14 - May 12  
West Nyack, Building #3/\$135

Adobe Photoshop is a widely used graphics editor used to edit and manipulate images on a computer. During this five session course, students will learn how to use Photoshop to crop, edit, filter and save data to print or as .gifs and .jpgs for the internet.

### **WORD: BEYOND THE BASICS**

**COMSWORDB155** **6.5 hours**  
9am - 4pm Saturday, Jun 13  
Nyack/\$59

Learn how to enhance your documents by inserting Tables, Charts, Headers and Footers, Illustrations, Links, Pages and more! Create and format Charts and Tables. This course is for experienced Word users who wish to add to their skills.

## SATURDAY COMPUTER SHORT COURSES

Short on time? These classes meet for 2-3 hours on Saturdays in Nyack. Please register at least one week before class start date.

**E-MAIL****COMEMAIL15S** 6 hours

9am–12pm Saturdays, May 30 - Jun 6  
Nyack/\$50

Learn how to establish an e-mail account accessible from any online computer and send and receive messages. Create and organize an e-mail address book, learn how to file messages, and work with attachments.

Note: Participants do not need to have a computer at home to use the e-mail accounts we will establish. Any computer with an internet connection can be used.

**INTRODUCTION TO EXCEL****COMSINEX15S** 3 hours

12:30–3:30pm Saturday, Mar 21  
Nyack/\$40

Have fun learning Excel basics in just three hours. Create a working spreadsheet with formulas and take away skills to use at home. *Prerequisite: Mouse and Windows experience.*

**EXCEL REVIEW****COMSITEX15S** 3 hours

12:30–3:30pm Saturday, Apr 18  
Nyack/\$40

This course is for experienced Excel users who wish to brush up on their skills. Skills reviewed will include formatting, filtering and sorting, formula construction, and basic charts.

**MICROSOFT WORD****COMSWORD15S** 3 hours

12:30–3:30pm Saturday, Apr 11  
Nyack/\$40

Learn the basics of word processing. Topics include creating a document, basic formatting, save, move, copy and print. *Prerequisites: Windows and mouse experience.*

**INTRODUCTION TO THE INTERNET****COMSINET15S** 6 hours

9am–12pm Saturdays, May 2 - May 9  
Nyack/\$50

Learn the language of the Internet. Topics will include: Internet concepts and terms; accessing the Internet; the Internet Explorer screen; website addresses; search engines; cookies; bookmarks; and favorites.

**INTRODUCTION TO POWERPOINT****COMSPOW15S** 3 hours

12:30–3:30pm Saturday, Mar 28  
Nyack/\$40

Impress them at your next business meeting. Wow them at your next committee meeting. Have fun learning to create a PowerPoint presentation in two hours. Learn slide layout and enhancement, how to arrange your slides and more. *Prerequisite: Windows and mouse experience.*

PART-TIME VOCATIONAL COURSES

The following classes require that students attend an orientation and pass an entrance test prior to registration. Classes begin in March or April unless otherwise specified. REGISTER EARLY! CLASS SIZES ARE LIMITED.

**ORIENTATION DATES: Call 348-3500 ext. 3500 to reserve a seat**

Mar. 10th @ 1:00pm  
Mar. 12th @ 6:00pm

Mar. 17th @ 1:00pm  
Mar. 24th @ 1:00pm

Mar. 26th @ 6:00pm  
Mar. 31st @ 1:00pm

- Part-time day and evening classes
  - VA approved classes
- GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

**Additional orientation dates may be scheduled. Call 348-3500 ext. 3500 for more information.**

**MEDICAL ASSISTANT SKILLS**

★ CARMED155 288 hours  
Nyack/Tuition \$3,195

Students will learn select clinical and administrative components of working in physicians' offices, clinics, and other health related facilities, including HIPAA, electronic health records, medical office procedures, health insurance, appointment scheduling and medical reception. Clinical coursework includes infection control, vital signs, assisting with the physical exam, medical office laboratory testing, anatomy, physiology, medical terminology, and Basic Life Support/CPR. Additionally, students are introduced to medical billing, including ICD and CPT coding, EKG and Phlebotomy. The minimum reading level necessary to enroll in this course is an 8.0. Students will need to purchase a textbook, stethoscope and blood pressure monitor. *Tuition payment plan available.* **For information on our comprehensive Medical Assisting career training course, please see page 4.**

**PHLEBOTOMY**

(NCCT and NHA Certification course)

★ CARPHLE155 75 hours plus  
Nyack/Tuition \$1,200 internship

Students will learn the practice and skill of drawing blood. Topics include: universal precautions; venipuncture and capillary puncture techniques; specimen collection and transport; and, legal issues such as patient confidentiality and informed consent. Students will also learn to prepare for and perform an electrocardiogram using standard 12-lead EKG equipment. Live venipunctures are a component of this course. Students will need to complete additional internship hours in order to sit for certification exams.

Internships are scheduled during the day and may require travel. Proof of immunizations and a minimum reading level of 7.0 are required. *Textbook and lab coat are additional. Tuition payment plan available.*

**ADMINISTRATIVE MEDICAL OFFICE SKILLS**

(NCCT Certification course)

★ CARAMOS155 150 hours  
Nyack/Tuition \$1,499

In this comprehensive course, students will learn to perform specialized medical office duties necessary for employment in private office practices, billing agencies, and health care institutions. Students will understand ICD-9 coding, CPT coding, HCPCS coding, billing, health insurance and the use of the HCFA 1500 form, and managed care issues. Students will understand medical terminology, patient scheduling, contents of the medical record, patient communication strategies, filing, and receive an introduction to computerized medical office management software. *The minimum reading level necessary to enroll in this course is 7.0. Textbook additional. Tuition payment plan available.*

**NURSE ASSISTING**

★ CARCNA155 136 hours  
Nyack/Tuition \$1,399

Students train to work as nurse aides in hospitals, nursing homes, and other health related facilities. The state-mandated curriculum consists of both classroom and clinical training. All students who pass the course are eligible to take the New York State Nurse Aide certification exam. *The minimum reading level necessary to enroll in this course is 7.0. Textbook and exam fee are additional. Scholarship funds for this class are available to eligible students through a special grant program. Please call (845) 348-3500 ext. 3583 or attend an orientation for more information.*



**COMPUTER AND ADMINISTRATIVE ESSENTIALS FOR THE OFFICE PROFESSIONAL**

★ **CARCOM155** 190 hours  
Nyack/Tuition \$1,850

This course is designed for students with little or no computer experience who would like to acquire the knowledge and technical skills necessary to meet the employment challenges of today's world. Students will be trained in keyboarding, Microsoft Word, Microsoft Excel, e-mail and internet research. They will also learn common office procedures such as filing, letter composition, proofreading, copying, and faxing. *The minimum reading level to enroll in this class is a 7.0. Textbook fees are additional. Tuition payment plan available.*

★ **BOOKKEEPING**  
★ **CARBOOK155** 106 hours  
Nyack/Tuition \$920

Learn the fundamentals of bookkeeping: recording and posting entries, preparing a trial balance sheet, adjusting entries, worksheets, balance sheets and income statements. This course covers accounts payable, accounts receivable, purchasing, financial statements, online banking, inventory control, and an introduction to payroll. In addition, you will be introduced to two computer programs widely used in bookkeeping: QuickBooks and Microsoft Excel. *Basic knowledge of computers and minimum reading and math levels of 7.0 are necessary to enroll in this program. Textbooks additional. Tuition payment plan available.*

★ **TEACHER ASSISTING**  
★ **CARTEA155** 65 hours  
Nyack/Tuition \$649

Prepare to become a New York State Certified Teacher Assistant. Get ready for the certification exam, take the required workshops, receive guidance through the fingerprinting and application process, and receive real classroom experience. Tuition does not include the cost of textbook (\$22), workshops (\$60), certification exam (\$35), fingerprinting or application expenses. *A high school diploma and a minimum reading level of 7.0 is required to enroll in this class. Tuition payment plan available.*

**PHARMACY TECHNICIAN**

★ **CARPHAR155** 84 hours plus  
Nyack/Tuition \$1,299 150 hour  
internship

Pharmacy technicians work alongside pharmacists in multiple healthcare settings, such as hospital pharmacies, community pharmacies, infusion pharmacies, and long-term care pharmacies. This course will prepare students to enter the pharmacy field and to take the Pharmacy Certification Exam through the National Pharmacy Certification Board (PTCB). Medical terminology related to pharmacy, dosage calculations, IV admixture preparation basics, dispensing of prescriptions, introduction to pharmacy rules and regulations (e.g. HIPAA, state laws on duties of a pharmacy technician), and communication skills are among many topics covered. The internship hours of the course provide hands-on training in the wide variety of duties that pharmacy technicians perform in different sites. Students who successfully complete the course and certification will be prepared for Pharmacy Technician positions in hospital, retail, and other healthcare settings. *A high school diploma or equivalent and a minimum reading level of 8.0 is required to enroll in this course. Students must pass a criminal background check. Textbook and certification fees additional. Tuition payment plan available.*

★ **CULINARY ARTS**  
★ **CARCUL155** 175 hours  
West Nyack/Tuition \$1,925

Under the instruction of a professional chef, students in this class will prepare for work as a cook in a variety of food service settings. Students will learn to identify varieties and grades of food, use of kitchen equipment, food handling, preparation and presentation, and techniques and methods of cooking. Successful students will earn ServSafe® Food Handler Certification and American Culinary Federation (ACF) Certification. *Cooking components include: introduction to cooking techniques; garde manger; sauces, soups, and stocks; elements of entrée production; desserts; and, catering. The minimum reading level necessary to enroll in this training course is 6.0. Textbook, supply costs and certification examination fees additional. Tuition payment plan available.*

## Professional and Continuing Education

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### CERTIFIED WELDING

★ **CARWELD155** 350 hours  
Nyack/Tuition \$3,900

Welding is a high-tech skill that involves joining materials to each other through the use of heat and pressure. New technologies are being developed to also bond plastics, composites and new alloys. Welding technologies are used in all areas of construction and manufacturing. This course is designed to prepare students to take the American Welding Society Entry Level Welder Exam upon program completion. A minimum reading level of 7.0 is required to enroll in this class. *Students must wear steel-toed boots and provide their own safety glasses.*

### CONSTRUCTION TRADES

★ **CARCON155** 225 hours  
West Nyack/Tuition \$2,395

Students who complete this course satisfactorily will be prepared to accept positions as maintenance technicians, carpenters' helpers, plumbers' helpers, electricians' helpers, custodians and general repair workers in a wide variety of construction trade locations and settings. Students will learn the proper use of power and hand tools, shop safety, and light electrical plumbing, carpentry and masonry work. *Students will receive the OSHA 10-hour Construction Safety and Health Certificate and card. Instruction includes training in green construction techniques. The minimum reading level necessary to enroll in this training course is 6.0. Tuition payment plan available.*

### INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

★ **CARATECH155** 175 hours  
West Nyack/Tuition \$1,599

Learn the basic systems and move on to automotive troubleshooting, repair and maintenance. You will practice your skills in our professional automotive shop under the supervision of a professional mechanic/ instructor. Shop safety, using lifts, diagnostics, writing service orders, preparing estimates and bills will all be covered. *The minimum reading level necessary to enroll in this course is 7.0. Textbook additional.*

### AUTOMOTIVE SERVICE EXCELLENCE (ASE) STEERING AND SUSPENSION

★ **CARASTEER155** 160 hours  
West Nyack/Tuition \$1,599

This hand-on course will prepare students for the ASE examination in Steering and Suspension ASE (A4). Topics include: diagnosis and repair of steering systems, suspension systems, and related suspension and steering service; wheel alignment diagnosis, adjustment and repair; and, wheel and tire diagnosis and service. *Textbooks additional. Students should have an excellent command of the English language and previous auto technology education or experience. Internships are available to eligible students. Minimum reading level required for this class is 8.0. Tuition payment plan available.*

### AUTOMOTIVE SERVICE EXCELLENCE (ASE) BRAKES

★ **CARABRAKE155** 160 hours  
West Nyack/Tuition \$1,599

This hands-on course will prepare students for the ASE examination in Brakes (A5). Topics include: diagnosis and repair of hydraulic Systems, including master cylinder, lines and hoses, valves and switches, bleeding, flushing and leak testing; diagnosis and repair of drum brakes; diagnosis and repair of disc brakes; diagnosis and repair of power assist units; diagnosis and repair of related systems – pedal linkage, wheel bearings, parking brakes, etc.; and, diagnosis and repair of electronic brake control systems - antilock brake systems, traction control systems, and electronic stability control systems. *Textbooks additional. Students should have an excellent command of the English language and previous auto technology education or experience. Internships are available to eligible students. Minimum reading level required for this class is 8.0. Tuition payment plan available.*

## BUSINESS AND INDUSTRY SERVICES COURSES

### EMPLOYERS: MAKE YOUR WORKPLACE A WORKFORCE

#### BUSINESS AND INDUSTRY SERVICES

- Experts will help you upgrade your employees' skills.
- Customized courses that meet your goals, timetable, and budget
- Management training/supervisory skills
- Commercial Driver's License preparation
- Business writing and math skills
- Computer technology
- Healthcare training
- AutoCAD
- English as a Second Language

#### QUALITY PROGRAMS AT COMPETITIVE COSTS

Rockland BOCES Adult Education and Business Services can help you prepare your employees for the challenges ahead by offering customized instruction in a wide variety of subjects. We can design a class for your company that meets your goals, your timetable, and your budget.

#### REASONABLE RATES, ADJUSTABLE SCHEDULES

We bring a customized program to your facility, including all books and materials. And, we can accommodate your shift schedule by offering classes at any time of the day or night. Reserve our 16-station computer lab at that same hourly rate for personalized training. Benefit from instruction tailored to the tasks that matter most.

Are you eligible for training grants? We can find that out for you, too.

#### PROFESSIONAL INSTRUCTORS, PROVEN TRACK RECORD

Rockland BOCES instructors are experienced, business-savvy specialists in their fields who know how to teach adults. You can feel confident that the instructor and the instruction are appropriate for your class, your industry, and your corporate environment.

#### NO-COST CONSULTATION, HIGH RETURN

Discover for yourself what other corporate clients in Rockland County already know—that Rockland BOCES Adult Education and Business Services can help create a high-performance workplace.

## WORK READINESS

### WORK READINESS ASSISTANCE PROGRAM

VWKREAD155

32 sessions

9am–12noon Mon, Wed, Fri, Mar 23 - Jun 15

Nyack/\$2,500 tuition includes books, and

National Work Readiness Credential exam fee

The Work Readiness Assistance Program will assist students in developing skills to move to employment, vocational education and training, or higher education. Individuals participating in the program will develop their own personal career plans and strategies to achieve their goals. An emphasis is placed on skill development in a supportive environment. Work experiences are developed to meet students' goals and interests. Topics of instruction include: workplace reading, math, active listening, and situational judgment; self-advocacy, resume preparation, interviewing skills and job search training. Class size limited to 10 students. Students must be between the ages of 18 and 25 and must successfully complete a suitability interview. *Call (845) 348-3500 for information about scholarships.*

### INSTRUCTOR-FACILITATED ONLINE COURSES

#### Learn from the comfort of home

Our instructor-facilitated, online courses are informative, fun, convenient, and highly interactive.

Our instructors are known for their ability to create warm and supportive learning communities. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office—any time of the day or night.

#### Online classes begin on the third Wednesday of each month.

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**March 18**

**April 15**

**May 13**

**June 17**

**July 15**

**August 12**

Visit our Online Instruction Center today at [www.ed2go.com/rcboces](http://www.ed2go.com/rcboces). Or, call 845-348-3500.

#### Courses start as low as: \$104

**Discounts not available for these classes.**

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#### REQUIREMENTS:

*All courses require internet access, e-mail, and Mozilla Firefox, Safari or Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information: [www.ed2go.com/rcboces](http://www.ed2go.com/rcboces).*

#### Learn More...

- Expert instructors
  - 24-hour access
  - Online discussion areas
  - 6 weeks of instruction
- 

#### HOW TO GET STARTED:

1. Visit our Online Instruction Center:  
**[www.ed2go.com/rcboces](http://www.ed2go.com/rcboces)**
2. Click the Courses link, choose the department and course title you are interested in, and click the Enroll Now button. Follow the instructions to enroll and pay for your course. Then, enter your e-mail and choose a password that will grant you access to the classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log-in with your e-mail and the password you selected during enrollment.

**Many more classes available at:**  
[www.ed2go.com/rcboces](http://www.ed2go.com/rcboces)

## MOST POPULAR ONLINE CLASSES

### **INTRODUCTION TO MICROSOFT EXCEL 2010**

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

### **ACCOUNTING FUNDAMENTALS**

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

### **CREATING WEB PAGES**

Learn the basics of HTML so you can design, create, and post your very own website.

### **A TO Z GRANTWRITING**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### **SPEED SPANISH**

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

### **INTRODUCTION TO SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language.

### **GRAMMAR REFRESHER**

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### **PROJECT MANAGEMENT FUNDAMENTALS**

Gain the skills you'll need to succeed in the fast-growing field of project management.

### **INTRODUCTION TO PHOTOSHOP CS5**

Learn how to use Adobe Photoshop CS5, the world's best graphics program, to edit and process photos and create original images.

### **SECRETS OF BETTER PHOTOGRAPHY**

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

## SEE OUR ONLINE PROGRAMS FOR HEALTH CARE PROFESSIONALS

### **MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH**

This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

### **INTRODUCTION TO NATURAL HEALTH AND HEALING**

Learn how to promote wellness, balance, and health in all aspects of your daily life.

### **CERTIFICATE IN COMPLEMENTARY AND ALTERNATIVE MEDICINE**

Enhance your professional marketability by gaining a broad understanding of alternative health care options.

### **CERTIFICATE IN SPIRITUALITY, HEALTH, AND HEALING**

Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

### **HUMAN ANATOMY AND PHYSIOLOGY**

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

### **CERTIFICATE IN GERONTOLOGY**

Earn a certificate proving that you have the skills required to meet the healthcare needs of a rapidly aging population.

### **CERTIFICATE IN INTEGRATIVE HEALTH**

Explore the exciting, growing field of integrative health in this comprehensive certificate program designed for medical providers and consumers.

WELLNESS AND LIFESTYLE

**Outdoor Fitness Conditioning**

**PFIT155** **5 HOURS**

6:45-7:45pm      Thursdays, Apr 30 - May 28  
West Nyack, Building 3  
Tuition \$59

Burn calories, build strength, and enhance your aerobic fitness in this outdoor conditioning class. This small group cardio/strength circuit class will give you a complete full body workout using a TRX suspension trainer, Kettlebells, resistance bands, dumbbells, your own body weight and a jump rope. Kettlebells will be provided but quantity is limited. Bring a mat, kettlebell recommended, light dumbbells, resistance band and a jump rope. All are welcome, but the class is designed for those at Intermediate or Advanced Fitness Levels. Always check with your doctor before beginning any exercise program. *Class size limited to 8 students.*

**NEW**

**PILATES (ALL LEVELS)**

**PALLPILAT155** **12 hours**

7-8pm      Thursdays, Mar 12 - Jun 11  
West Nyack, Building #9/\$105

Each week during this multi-level class, instruction will be adapted and modified to the individual needs of the students in attendance. Individuals of all fitness and experience levels welcome! *Bring your own mat.*

**BEGINNER PILATES**

**PBPILAT155** **12 hours**

7-8pm      Tuesdays, Mar 10 - Jun 23  
West Nyack, Building #9/\$105

Pilates is the single most comprehensive approach to total body conditioning and fitness. This class combines movements from yoga, calisthenics, and classical dance at a beginner level. The hour-long routine will focus on the “center” of your body and help build strength throughout your arms, abdominals, buttocks, inner and outer thighs, and hips. Learn the techniques in a low-key atmosphere with plenty of help and encouragement from a certified instructor. The exercises are performed on a mat and can be done by people of all ages and fitness levels. *Bring your own mat to each class.*

**INTERMEDIATE PILATES**

**PIPILAT155** **12 hours**

5:45-6:45pm      Tuesdays, Mar 10 - Jun 23  
West Nyack, Building #9/\$105

For the intermediate-level Pilates individual, this program will expand on the Pilates mat work principles and exercises taught in the beginner program. The course will focus on working deep muscles with control, allowing for body redefinition, alignment, strength and core stabilization. Classes will incorporate the use of exercise bands and balls to enhance the workout. *Bring your own mat.*

**YOGA FOR PREGNANT WOMEN**

**PYOGAPREG155** **10 hours**

7-8pm      Tuesdays, Mar 17 - Jun 16  
West Nyack, Building #3/\$94

Great class for the mother-to-be to keep fit and learn relaxation! Hatha asanas (postures) will be appropriate for the mother-to-be and her condition. Breathing and gentle stretching will be stressed. Always check with your doctor to make sure gentle exercise is right for you. Class is taught by an experienced and certified, yoga teacher (E-RYT). *Bring water, a towel, and a yoga mat. Namaste.*

**YOGALATES**

**PYOGALAT155** **12 hours**

7-8pm      Wednesdays, Mar 11 - Jun 10  
West Nyack, Building #9/\$105

A fusion of yoga and Pilates, designed to sculpt and tone the core, legs, and arms. Spinal alignment and posture are also enhanced. Course begins with slow and basic postures, developing into more strenuous and flowing movements. *Bring a mat to the class.*

**YOGA FOR SENIORS**

**PYOGASR155** **12.5 hours**

5-6:15pm      Mondays, Mar 16 - Jun 15  
West Nyack, Building #9/\$100

This new and exciting yoga class has been designed just for seniors. The yoga postures, breathing, and stretching are designed to enhance fitness, yet are moderate. Come join us as we do traditional Hatha postures and learn yoga in the chair. Taught by an experienced, multi-certified (E-RYT) yoga instructor. *Dress comfortably and bring your own mat.*

**YOGA**

**PYOGA155** 12.5 hours  
 4:15-5:30pm Tuesdays, Mar 17 – Jun 16  
 West Nyack, Building #3/\$110

Perfect Class for the end of your work day! This Yoga class will get you moving, stretching, and breathing with yoga asanas. You will find it will provide a wonderful balance to your other activities/exercise. It will help you stay in shape and burn calories. In addition this Hatha Yoga class will introduce you to practices that will help you to de-stress and relax which are so vital in any well rounded health regimen. Class is taught by a multi-certified RYT-E yoga instructor. *Come join us on your way home, bring a mat and water. Namaaste.*

**MODERATE YOGA**

**PYOGAMOD155** 12.5 hours  
 7 –8:15pm Mondays, Mar 16 – Jun 15  
 West Nyack, Building #9/\$110

Energize and move with Classic Hatha Yoga. Learn to stretch and perform Yoga postures and discover your Breath. Movement and relaxation will be fundamental parts of this class. Meditation will be introduced. This course is excellent for all wishing to unwind in today’s world. It is a calm and friendly place to learn and expand your knowledge of Yoga. Taught by an experienced/multi-certified Yoga instructor. *Bring your own mat.*

**QI GONG**

**PQIGONG155** 12 hours  
 5:45–6:45pm Thursdays, Mar 12 - Jun 11  
 West Nyack, Building #9/\$105

Qi Gong has been practiced in China for thousands of years, “Qi” means vital energy and “Gong” means to work or exercise. Qi Gong nurtures and develops your internal energy. We’ll explore different types of Qi Gong training including static (standing, sitting and lying down meditation) and dynamic Qi Gong (simple repetitive motions). Qi Gong is effective in improving sleep quality, arthritis pain, stress reduction, balance, flexibility and the body’s Immunity. Suitable for all levels. *Please bring a mat.*

**TAI CHI**

**PTAICHI155** 12 hours  
 5:45–6:45pm Wednesdays, Mar 11 - Jun 10  
 West Nyack, Building #9/\$105

Tai Chi is an ancient Chinese art form that incorporates controlled body movements performed slowly, softly, and gracefully with smooth and even transitions between moves. Many of these movements are originally derived from the natural movement of animals and birds. This gentle form of exercise promotes health and vitality, while improving balance, coordination, circulation, flexibility, and strength.

**A HOLISTIC APPROACH TO MEDITATION 2**

**PMED2T1155** 16 hours  
 7–9pm Tuesdays, Mar 17 - May 19  
 West Nyack, Building #3/\$89

Learn deep meditation in a group setting for stress reduction and inner peace. This is your opportunity to slow down and exercise your inner body/mind/spirit connection. Each week the group will be led through a guided meditation for practice and or stress reduction and inner peace. The course will discuss New Age collective works of Guided meditations in a group setting Neale Donald Walsch (CwG), Helen Shucman (ACIM), Edgar Cayce (SFG), Eckhart Tolle (NOW), Rhonda Byrne (Secret), Deepak Chopra, Wayne Dyer and Caroline Myss. The class will be lead through a guided meditation for practice and peace of mind. Also included will be a labyrinth walking meditation on-site (weather permitting). This is your opportunity to slow down and exercise your inner body/mind/spirit connection. *No physical exercise or yoga mats needed. No prior experience with meditation needed. Each class is ‘stand alone’ and not sequential with course 1.*

**DANCE**

**BALLROOM DANCING**

**PBALL155** 12 hours  
 7:30–9:30pm Wednesdays, Apr 15 - May 20  
 Nyack/\$192\*

Shall we dance? Learn the basics of ballroom dancing—the Waltz, Swing, Foxtrot, and more. Wear comfortable clothing and sneakers, and prepare to move to the music. *\*Important: tuition is per couple.*

[Dance continued on page 22](#)

## Personal Enrichment

Dance continued from page 21

### **SIZZLING SALSA FOR BEGINNERS**

**PSALSA155** 5 hours

1:30–2:30pm Saturdays, Apr 11 - May 9  
Nyack/\$60

Join the Salsa-mania and move to the Latin beat. This dance looks great on the dance floor and the basic steps are easy to learn. Have FUN, meet new friends, and get a workout all at the same time. You needn't even bring a partner, so what are you waiting for? *Wear comfortable shoes (not sneakers) and bring water.*

### **ADVANCED BEGINNER SALSA (ON 2/NEW YORK CLUB STYLE)**

**PSALSA215S** 5 hours

3:00–4:00pm Saturdays, Apr 11 - May 9  
Nyack/\$60

Are you ready to take your Latin dance skills to the next level? Learn how to take basic steps and turn them into intricate dance moves that impress and show off your talents. Perfect your steps, turns, lead/follow, and overall technique. For singles, couples or groups. *Wear comfortable shoes (not sneakers), bring water, and get ready to have fun.*

## LEGAL COURSES

The following courses represent a collaboration between Rockland BOCES Adult Education and Business Services and the Rockland County Bar Association.

### **ESTATE PLANNING**

**PESPLAN15S** 3 hours

7–10pm Wednesday, Apr 29  
West Nyack, Building #3/\$45

This course will explain the different estate planning tools, including wills, living trusts, living wills, healthcare proxies, advanced medical directives and Powers of Attorney—and when to use each. You will learn how to plan for your family's needs, save taxes, and preserve your assets. Special focus will be put on integrating your retirement accounts, such as IRAs and 401(k)s, and life insurance into your estate plan. Handouts provided. Course instructed by Charles G. Davis, JD, CELA, Certified Elder Law Attorney.

### **ELDER LAW**

**PEDLAW15S** 3 hours

7–10pm Wednesday, May 6  
West Nyack, Building #3/\$40

This course is designed for senior adults and those concerned with their welfare. Topics include: asset protection planning, Medicaid planning, gifting strategies including Life Estates, and long term care Insurance. Special attention will be given to the differences between planning for couples and individuals. Learn what housing options are available and how to pay for them. Course instructed by Charles G. Davis, JD, CELA, Certified Elder Law Attorney.

## REAL ESTATE

### **GETTING GREAT REAL ESTATE DEALS WHEN BUYING OR SELLING IN DIFFICULT TIMES**

**PBUYRE15S** 2 hours

8–10pm Thursday, Mar 19  
West Nyack, Building #3/\$50

Because of difficult times in the economy there are some excellent deals in real estate. Learn how to find these great deals. Topics include the pros and cons of foreclosures, short sales, rent with option to buy, owner financing and buying with no money down. After this class, you will also know how to research property at the Tax Assessors Office, the County Clerk's Office and various websites. The instructor has been buying and selling real estate for the past 24 years and has taught this seminar in New York, New Jersey, Pennsylvania, Delaware and Connecticut for the past 20 years. *Optional materials fee: \$20.*

## FINANCE AND MONEY MATTERS

### **SECRETS THAT YOU SHOULD KNOW WHEN INVESTING YOUR MONEY**

**PSECINV15S** 2 hours

6–8pm Thursday, Mar 19  
West Nyack, Building #3/\$50

Have you just come into some money or have some money to invest? This lively, fact-packed seminar is a must for those who want to learn strictly from the point of view of a consumer advocate. You will learn what to watch for when buying or leasing cars, buying insurance, investing (either with or without a financial planner), and when investing in mutual funds on your own. You will learn how to confidently interview financial planners so that you can find those who are truly working for you. Learn how to stretch and save your hard earned money. *Optional materials fee \$20.00.*



SOMETHING FOR EVERYONE

Concept/Ratio Cooking Part 1

PCKRATIO115S 15 hours

6:30–9:30pm Wednesdays, Apr 15 - May 13  
West Nyack, Building 9/\$89

Take the mystery out of cooking like a chef! This class will teach the cooking techniques of a chef without the research and requirements of a recipe. The instructor will show students how to take typical entrée items from their favorite marketplace and marry these ingredients together in different ways to create a variety of delicious meals. The concept is based on using regional (North American & European) flavor charts and several key cooking fundamentals. Let the chef show you how it's done! Bring wholesome cooking home again and avoid all those processed foods. Your family will be rewarded with healthy and natural flavors from around the world. *Tuition includes the cost of supplies.*

NEW

DIGITAL PHOTOGRAPHY I: INTRODUCTION TO THE DIGITAL DARKROOM

PDIGITAL115S 18 hours

7–10pm Tuesdays, Apr 14 - May 19  
West Nyack, Building #3/\$179

Learn about your digital camera, its capabilities, and what to do with your pictures after you've taken them. Learn the basic use of publishing software, and an introduction to desktop publishing, including editing, cropping, and output using Adobe Photoshop. Transmit your transformed pictures over the internet. Taught by an award-winning, published, local photographer. *Bring your digital camera and its instructions.*

GETTING PAID TO TALK: AN INTRODUCTION TO PROFESSIONAL VOICE ACTING

PVOICE15S 2.5 hours

6:30–9pm Monday, May 18  
West Nyack, Building #3/\$40

The field of professional voice work can be exciting, fun, and lucrative. This introductory class will explore the basics of voice acting for commercials, animation, books on tape, documentaries, and more. Participants will learn about recording studios, how the recording process works, and how to prepare the all-important demo tape. All students will hear recorded samples of professional voice actors and have the opportunity to record a script under the direction of a producer for playback and critique at the end of the class.

INTRODUCTION TO SIGN LANGUAGE

PBSIGN15S 12 hours

7–8:30pm Tuesdays, Apr 28 - Jun 16  
West Nyack, Building #3/\$85

Learn the basics of American Sign Language in order to be able to begin to interact with the deaf. This class will teach students basic vocabulary, conversational skills, and how to fingerspell the alphabet. This course requires a textbook, *The Joy of Signing*, by Lottie L. Riekehof, not included.

CONVERSATIONAL SPANISH I

PSPANI15S 15 hours

7–10pm Tuesdays, Mar 10 -Apr 21  
West Nyack, Building #3/\$135

Introduces students to the basics of the Spanish language, including conversation, reading, writing, and some elements of the culture.

CONVERSATIONAL SPANISH II

PSPANII15S 15 hours

7–10pm Tuesdays, May 5 - Jun 2  
West Nyack, Building #3/\$135

Expand upon the four skill areas of listening, speaking, reading, and writing Spanish within the context of the contemporary Spanish-speaking world and its culture. *Prerequisite is Conversational Spanish or prior knowledge of the Spanish language.*

## ONLINE REGISTRATION available now

<http://registration.xenegrade.com/rocklandboces/>

### DRIVING COURSES

Approved by the Department of Motor Vehicles and the National Safety Council, the Defensive Driving six-hour classroom course offers a new approach to learning accident prevention skills. You'll receive a course guide to use in class and to keep for future reference.

#### Insurance Discount

Complete the Defensive Driving Course (DDC) and become eligible for the following motor vehicle insurance discounts each year for 3 YEARS.

- A 10% discount on collision premiums
- A 10% discount on liability premiums

Your 3-year discount will apply to premiums for automobiles only.

Students must be in attendance at the start of each session.

#### Point Reduction

After completing the Defensive Driving Course, up to four points will automatically be reduced from your active point total. Point reduction applies only to points assessed for violations that occurred within the 18 months immediately before course completion. Points may be reduced only once in an 18 month period.

**FEE:** \$40. Senior citizens must pay full fee for this course.

### DEFENSIVE DRIVING SCHEDULE SPRING 2015

All courses are held in Nyack

COURSE	DATE	DAY	TIME
DEF0001	Apr 11	Sat	9am-4pm
DEF0002	May 16	Sat	9am-4pm
DEF0003	Jun 6	Sat	9am-4pm

#### ONLINE DEFENSIVE DRIVING COURSES

The New York State (NYS) DMV has approved online defensive driving courses for point and insurance reduction. The course can be completed entirely online at your own pace.

#### HOW DO YOU GET YOUR INSURANCE DISCOUNT OR POINT REDUCTION?

Upon completion, NSC will mail a Certificate of Completion to the address you provide and will electronically notify the NYS DMV.

If you are eligible, the DMV will automatically apply the point reduction to your driving record.

You are responsible for submitting the Certificate of Completion to your insurance company, who will automatically apply the discount to your policy.

To learn more or to enroll in DDC-6-NY online, go to [www.nsc.org/safety\\_road/InsuranceStateReductionPrgm/Pages/NewYork.aspx](http://www.nsc.org/safety_road/InsuranceStateReductionPrgm/Pages/NewYork.aspx) or call (800) 962-3434. Enter Referral CODE 820.

## COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING CLASS B

Our CDL program will prepare you for a career driving buses or other commercial Class B size vehicles. Course I is intended for students who need to pass the written test to obtain the CDL learner's permit. Course II is for students who already have a class B CDL permit who wish to train on the road with a professional, licensed driver and take the DMV road test.

### COURSE I: CDL PERMIT PREPARATION FOR CLASS B CDL WITH "P" "S" AND AIR BRAKE ENDORSEMENTS

VCDLPMIT01/0215S 12 hours

6–8pm M&W, Mar 9 - Mar 25  
West Nyack, Building 5/\$115  
T&Th, Mar 10 - Mar 26  
West Nyack, Building 5/\$115

This course will prepare students to take the New York State Department of Motor Vehicles written exam necessary to obtain a CDL Class B License with "P" and "S" endorsements on vehicles with air brakes. Topics will cover driving safely, transporting cargo, transporting passengers, air brakes, and special rules for driving school buses. Eligible students need to be at least 18 years old, possess a valid NYS Driver's License, reside in New York, have basic English proficiency, and have the ability to pass a D.O.T (Department of Transportation) physical exam.

**Please obtain a copy of the CDL manual from the Department of Motor Vehicles and bring it to class on the first day. Copy can be downloaded from: <http://www.dmv.ny.gov/broch/cdlmanual.htm>**

### COURSE II: CDL B BEHIND THE WHEEL DRIVER TRAINING

VCDLDRTR01/0215S 30 hours

5-7:30pm M&W, Apr 13 - May 20  
West Nyack, Building 5/\$1,499  
5-7:30pm T&Th, Apr 14 - May 21  
West Nyack, Building 5/\$1,499

This 35-hour, hands-on program is designed to prepare students to pass the New York State Department of Motor Vehicles road test for a Class B Commercial Driver's License. This license allows the driver to operate school buses, small and large trucks and various other specialty vehicles. On a full-size bus, students will learn safe operations, pre-trip inspections, parallel parking, straight line backing and other driving maneuvers as they drive on the road with a professional licensed driver. Successful students will then be afforded the opportunity to use a school bus and instructor for the DMV CDL-B license road test. Eligible students must be 18 years old, possess a current driver's license, a Class B permit with "P", "S" and air brake endorsements, and must have passed a DOT physical within the past 6 months. *Tuition does not include the cost of the road test (\$40).*

### CDL A TO B TRANSITION COURSE

CDLTRANS15S 8 hours plus road test

Schedules arranged individually  
continuous enrollment: West Nyack/\$825

**Prerequisites:** Must have a New York State Commercial Driver's License - CDL A - and must have passed the written tests for School Bus, Passenger Transport and Air Brakes.

**Description:** For those who have a CDL A license, but would like to get the CDL B and experience driving a school bus. The instructor will review pre-trip/post-trip inspections, brake tests, mirror usage and adjustment, interstate highway driving techniques, speed and space management, upgrades/downgrades, straight-line backing, parallel parking, defensive driving, school bus operation and more.

# English for Speakers of Other Languages (ESOL)

## ESOL

Anyone who is 21 years old or older and does not possess a United States high school diploma is eligible to enroll in a Rockland BOCES beginner ESOL program. There is no fee except for textbooks.

Rockland Community College (RCC) has joined with Rockland BOCES to provide ESOL classes for advanced ESOL students. Students who are registered for RCC at Rockland BOCES will continue their ESOL studies at BOCES and be registered as RCC-Continuing Education students. *This requires that students in these RCC classes pay a \$10 tuition fee for each semester in addition to the cost of textbooks.*

### ESOL REGISTRATION AND PLACEMENT TESTING

#### BOCES Educational Resource Center (Nyack)

Monday - Thursday 8:00am – 12 noon  
Monday & Tuesday 6:00pm – 9:00pm

#### United Church of Spring Valley (Spring Valley)

Monday & Tuesday 9:00am – 11:00am

#### Spring Valley High School

Monday & Tuesday 5:30pm – 8:30pm

### ESOL CLASSES

#### BOCES Educational Resource Center (Nyack)

Monday - Friday 8:30am – 12:30pm  
Monday & Wednesday 6:30pm – 9:30pm  
Tuesday & Thursday 6:30pm – 9:30pm  
Saturday 8:30am – 3:00pm

#### Rockland Community College (Haverstraw)

Monday & Wednesday 6:30pm – 9:30pm

### ESOL CLASSES (CONTINUED)

#### United Church of Spring Valley (Spring Valley)

Monday - Thursday 8:30am – 12:30pm

#### Rockland Community College (Suffern)

Saturday 9:00am – 3:30pm

#### Spring Valley High School

Monday & Wednesday 6:30pm – 9:30pm  
Tuesday & Thursday 6:30pm – 9:30pm

### TOEFL

**PTOEFL15S** **25 Hours**

7–9:30pm Tuesdays, Mar 17 - Jun 2  
Nyack/\$215

Prepare to take the Test of English as a Foreign Language. You will learn and reinforce the skills necessary for preparing to take the test. Each class consists of study and practice for all of the components of the test: listening comprehension, structure and written expressions, reading comprehension and vocabulary.

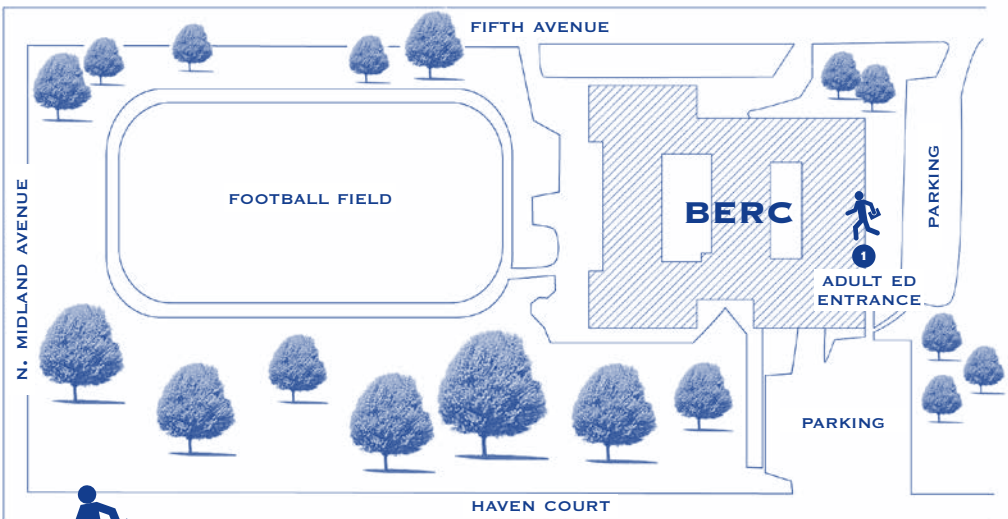
### PRONUNCIATION OF AMERICAN ENGLISH FOR THE FOREIGN BORN

**PROENG115S** **32 hours**

7-9pm Mondays, Mar 16 - Jul 27  
Nyack/\$298

Master standard American pronunciation by focusing on the 17 sounds of the five vowels. Overcome pronunciation problems caused by consonant combinations, odd spellings and silent letters. Students must know basic English grammar and vocabulary. Additional cost for *required textbook with CD*.

## BERC CAMPUS MAP: 131 Midland Avenue North, Nyack, NY



\*Adult Education program and class locations

## TEST ASSESSING SECONDARY COMPLETION/TASC

The New York State Education Department requires that adult students interested in receiving their High School Equivalency Diploma be prepared to take the Test Assessing Secondary Completion. Passing this test will earn a student her/his high school equivalency diploma issued by the University of the State of New York Education Department.

### TASC ASSESSMENT WILL:

- Measure reading/language arts, writing, mathematics, social studies and science knowledge
- Be aligned to the Common Core State Standards, Next Generation Science Standards, and social studies national frameworks
- Provide high school equivalency scores and assess college and career readiness

## NYS HIGH SCHOOL EQUIVALENCY DIPLOMA/TEST ASSESSING SECONDARY COMPLETION/TASC

The **Test Assessing Secondary Completion/TASC** will be used by New York State Education Department to issue the same high school equivalency diploma that had been issued to those students who passed the GED test. The **GED test is no longer available** in New York State as a pathway to a high school equivalency diploma. **The TASC will be offered at no charge to students.**

Rockland Community College and Rockland BOCES will prepare new students for the TASC. Anyone who is 18 years or older and does not possess a United States high school diploma is eligible to enroll and attend these academic preparation classes at a nominal tuition of \$10 per semester. Students must purchase the necessary textbooks before starting class. Interested candidates are encouraged to attend a TASC orientation at Rockland BOCES' Nyack Adult Education campus. **Please call 845-348-3500 extension 3500 for TASC Orientation Dates/Times.**

### TASC: Why is the Test Assessing Secondary Completion/TASC preparation right for you?

The New York State (NYS) Test Assessing Secondary Completion (TASC) is designed for adult learners interested in obtaining their NYS high school equivalency diploma so that they are better prepared for college and the world of work. You should think about TASC if you are interested in:

- Attending college or a BOCES career training program
- Increasing your opportunities for advancement and career promotion
- Accomplishing an important milestone in your life

**Academic instruction** includes classroom instruction and computer-based learning in the following curriculum areas:

- Language Arts: Writing
- Language Arts: Reading
- Science
- Social Studies
- Mathematics

*Practice tests with follow-up consultation and academic counseling will be offered.*

### TASC PLACEMENT TEST

**You must attend a TASC orientation before taking the TASC placement test.** The placement test will be offered only to those students who have attended an orientation. The placement test is offered at **BOCES Educational Resource Center (BERC)/Nyack** on Tuesdays at 5:30pm and Thursdays at 9:00am.

### TASC CLASSES

#### BOCES Educational Resource Center (Nyack)

Monday–Friday	8:30am – 12:30pm
Monday & Wednesday	6:30pm – 9:30pm
Tuesday & Thursday	6:30pm – 9:30pm
Monday – Friday	9:00am – 12:00pm

#### Spring Valley High School

Monday & Wednesday	6:30pm – 9:30pm
Tuesday & Thursday	6:30pm – 9:30pm

### YOUTH CONNECTIONS PROGRAM

#### WHO IS ELIGIBLE?

Students 19-21 years old who are interested in getting vocational training, in earning their High School Equivalency Diploma, in going to college, getting a great job - or who are interested in all of the above! Eligibility is also determined based on income and other federal guidelines.

#### WHAT IS INCLUDED?

Students who would like to earn a High School Equivalency Diploma study to pass the TASC

exam. A menu of other services including career counseling, vocational training, tutoring, job/college placement assistance, mentoring and other services is also available. Vocational training, career counseling, and job/college placement assistance is also available.

#### WHAT DOES IT COST?

Students enrolled in this program do not pay a fee.

### CAREER AND ASSESSMENT SERVICES

#### NO-COST CAREER COUNSELING

Free career counseling is offered as a service to adult students completing a Career and Technical Education course.

#### Our specialists can help you:

- Write an effective cover letter and resume
- Develop an effective job search strategy
- Improve your interviewing skills
- Learn about postsecondary educational opportunities
- Develop strategies to overcome any barriers to employment that you might have
- Use employment networks

#### VOCATIONAL ASSESSMENT

- Diagnostic vocational evaluations and interest surveys
- Academic and aptitude testing
- Career and educational counseling services
- Complete assessment
- Customized testing available

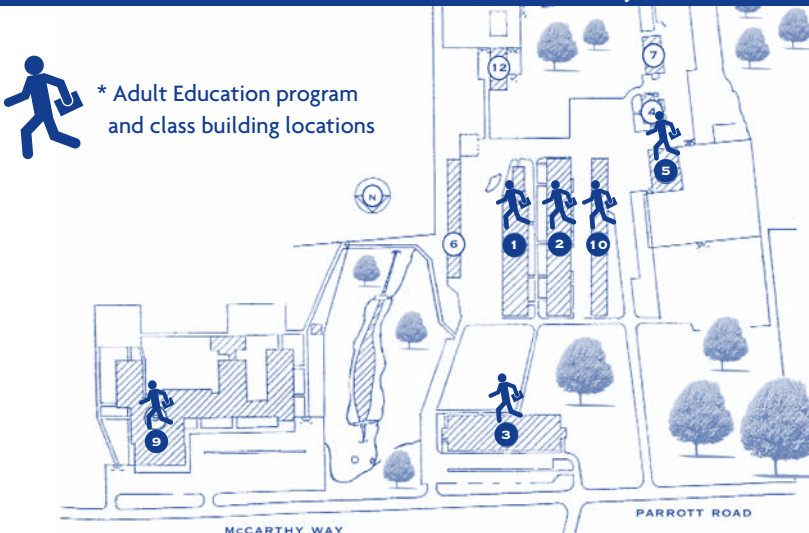
Designed for anyone planning to enter the work force, explore career goals or upgrade skills. **For more information and prices call 845-348-3500.**

### SNAP PROGRAM

#### ATTENTION FOOD STAMP RECIPIENTS!

If you are receiving Food Stamps but no other “cash” assistance, you may be eligible to receive vocational training or other services at Rockland BOCES through the SNAP grant program. Services include assistance creating a career plan, job placement assistance, educational and assessment services. **For more information, please call Jennifer Zuppe at 348-3500 ext. 3583.**

### WEST NYACK CAMPUS MAP: 65 Parrott Road, West Nyack, NY



The courses offered provide you, the adult learner, with a broad range of educational opportunities to meet both your personal and vocational interests. Registration begins February 2015. Tuition includes \$1 insurance fee. Some classes require additional fees for books/materials.

### Rockland BOCES sites

**West Nyack** — Main Campus, 65 Parrott Road, West Nyack

**Nyack** — BOCES Educational Resource Center (Old Nyack High School)  
131 Midland Avenue North, Nyack, NY 10960

**Classes begin:** March 9

**Classes will not be held on:** March 30, 31; April 1-7, May 23, 25, July 3, 4

Evening sessions are canceled automatically whenever BOCES is closed during the day due to inclement weather, holidays, etc. Local radio stations will broadcast before 6:00pm. WHUD (100.7 FM, 1420 AM), WFAS (1230 AM) and WRRC (1300 AM) will broadcast evening cancellations due to inclement weather or other emergencies. You can also log-on to [www.rocklandboces.org](http://www.rocklandboces.org) for up-to-date information on cancellations.

### Directions to BOCES Locations

#### **BOCES Educational Resource Center – 131 Midland Avenue North, Nyack, NY**

**From NYS Thruway Southbound:** Exit at Exit 11. Turn left on Route 59 East. At next traffic light, turn left on Route 9W North (Highland Avenue). Proceed to Fifth Avenue (just after Nyack Hospital) and turn right onto Fifth Avenue. Go 1 1/2 blocks to school entrance at the back of the building.

**From Route 9W South (From Haverstraw):** Continue on 9W past Rockland Lake State Park and over the mountain. Continue straight through to Fifth Avenue (on left just before Nyack Hospital). Turn left on Fifth Avenue. Go 1 1/2 blocks to school entrance.

#### **BOCES Career Education Center – 65 Parrott Road, West Nyack, NY**

**From NYS Thruway or Palisades Parkway:** NYS Thruway to Exit 13 (Palisades Parkway North). Take Palisades Parkway North to Exit 10 (New City), make right at exit onto Germonds Road, and travel to Route 304 (next traffic light). Cross over Route 304 and continue straight. Germonds Road now becomes Parrott Road. Continue on Parrott Road for about a half mile until you see the BOCES sign on your right. Go past main driveway to the next driveway. Make a right into parking area for Building #3. Enter building at back entrance marked "Adult Education." Buildings #1 and #2 are behind Building #3. For Building #9, follow Parrott Road to the next BOCES entrance at the Jesse J. Kaplan School.

**Parking:** Parking at the BOCES Educational Resource Center in Nyack is subject to local municipal ordinances. (On-street parking during daytime hours. In the evening, students may park in the Haven Court or Fifth Avenue staff parking lots behind the school.) Parking at the West Nyack campus is available in designated areas.

### Senior Citizen Policy

A 25% tuition discount will be given to the first three senior citizens (age 62 or older) who register for a class that is 15-30 hours long. Discounts can not be combined with any other discounts.

- There will be no discount of any supply fee.
- No discount is allowed for Defensive Driving or any other class less than 15 hours long.
- Registrations must be accompanied by proof of age.
- Any open seats on the START DATE of 15 to 30 hour courses may be claimed on that day by senior citizens without charge (registration with proof of age must be made directly with the BOCES Adult Education Office, 845-348-3500). Senior students receiving free tuition are responsible for book fees or any other special class fees at the time of registration. No refunds will be issued on prior paid registrations.

## General Information

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### **Workforce Investment Act Training Vouchers**

If you are unemployed, a dislocated or displaced worker, you may be eligible to receive money to cover the costs of select courses and certificate programs. As an eligible training provider under the Workforce Investment Act, Rockland BOCES can offer courses and certificate programs that are fully covered by special training vouchers. For more information call Tomorrow's Workplace at (845) 356-5100 or BOCES at (845) 348-3500.

### **Veteran Affairs**

The Division of Veteran Affairs has approved certain Adult Vocational Training Programs for veterans and other eligible persons. For further information please call 348-3500 or e-mail kmistele@rboces.org. You may also call the Department of Veteran's Affairs at 1-888-442-4551.

### **Multiple Class Discounts**

Students who take 2 or more classes during one session are eligible for a 15% discount off of the tuition of the lowest price class. Discounts may not be combined. Discounts are applied when the second class runs. Does not apply to Daytime Career and Technical Courses, Defensive Driving or online courses.

### **Cancellations**

Ten (10) students are required for most classes. BOCES Adult Education Division will cancel a class if enrollment is insufficient. In such cases, registrants will be notified and tuition will be refunded in full. Notification is made by telephone, so please make sure that you include your home/work telephone number on your registration.

### **Refunds**

**Please see page 2 for the Career Training refund policy.**

**The following refund policy applies to all other courses:**

If written notification is received 24 hours BEFORE the first day of class, tuition and fees will be refunded. A \$10.00 processing fee will be deducted from all refunds. No refunds are available after this time.

Refunds will be made by credit card or check, depending on the form of payment used for registration. Check refunds are issued by the BOCES Business Office and may take up to 45 days to process.

### **Damage to or Loss of Personal Property**

BOCES assumes no responsibility, either real or implied, for personal property of any adult student. Students should review their own insurance coverage.

### **Student Grievance Procedure**

Students are encouraged to inform Adult Education staff of any difficulties they may encounter in any BOCES program. Students should call the BOCES Educational Resource Center (845-348-3500) and request to speak with the supervisor in charge. If the issue remains unresolved, the student should contact the BOCES Assistant Superintendent for Instructional Services and Professional Development at 845-627-4725.

### **Textbooks**

There is an additional fee for textbooks.

### **Certificates**

Students with a minimum of 85% attendance will receive a certificate of completion for classes that are 15-30 hours in length.

**Visit [www.rocklandboces.org](http://www.rocklandboces.org) or see page 31 of this catalog for the Adult Education Registration Form**



**Rockland BOCES ONLINE REGISTRATION available now**

<http://registration.xenegrade.com/rocklandboces/>

**Can't register online? Use registration form below**

Course Number \_\_\_\_\_ Day & Time \_\_\_\_\_

Course Title \_\_\_\_\_

Start Date \_\_\_\_\_ Tuition Enclosed \$ \_\_\_\_\_

Course Location:  Nyack (BERC)  West Nyack

**Please assume you have been accepted unless notified to the contrary.  
No receipts are mailed. Please report on the first scheduled class night.**

Last Name (Print) \_\_\_\_\_ First Name \_\_\_\_\_

Street Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

DOB mm/dd/yyyy \_\_\_\_\_

**Credit Card: VISA/Master Card:**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Same person as registrant?  Yes  No

**Please circle the appropriate number.**

- |                                  |                                      |             |
|----------------------------------|--------------------------------------|-------------|
| 1. White, not of Hispanic Origin | 2. Black                             | 3. Hispanic |
| 4. Asian or Pacific Islander     | 5. American Indian or Alaskan Native |             |
| 6. Non-resident Alien            | 7. Afro-Caribbean                    | 8. Other    |

Sex:  Male  Female

U.S. High School Diploma or Equivalent:  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

**Make money order payable to ROCKLAND BOCES ADULT EDUCATION**

Fax and phone registrations must be paid by MasterCard/Visa. No personal checks please.

**\*\*Tuition includes all insurance fees. Textbooks are not included. See Page 30 for refund policy.**

**\*\*There is a \$10 administrative fee charged for the processing of requested refunds.**

DO NOT WRITE BELOW THIS LINE

Amount Received \_\_\_\_\_

Money Order Number \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Receipt Number \_\_\_\_\_

Mail or Fax to: Adult Education Supervisor  
FAX (845) 348-3559  
BOCES Educational Resource Center  
131 Midland Avenue North, Nyack, NY 10960

# RCC | Rockland Community College

## STATE UNIVERSITY OF NEW YORK

Continuing Education at Rockland Community College prepares individuals to acquire new skills, change careers, advance professional credentials, and maintain licensing requirements for personal and professional development.

*For information, or to register for a class, email: [conted@sunyrockland.edu](mailto:conted@sunyrockland.edu) or call 845-574-4151*

### PROFESSIONAL & CONTINUING EDUCATION

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#### **Certified Public Accountants Continuing License Requirement**

Seminars offered at RCC satisfy the New York and New Jersey professional education requirements for licensees in the practice of public accounting.

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#### **Real Estate – Pre-Licensing**

RCC offer pre-licensing online courses for real estate sales associates and brokers. The pre-license courses are New York State approved and will qualify individuals for the state exam, meeting the 75 hour requirement.

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#### **Real Estate – Continuing Education for NYS Realtors and Brokers**

Continuing education classes are offered online for sales associates and brokers to maintain licensing requirements. Special pricing is available for continuing education packages of 22.5 credits.

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#### **Property and Casualty Insurance – Pre-Licensing Course**

Rockland Community College is certified by New York State to offer the Property and Casualty Insurance course for licensing of agents and brokers. This course qualifies you to take the state exam.

- *NYS Law & Insurance regulations*
  - *Role of the Agent/Broker*
  - *Operations of an Agency*
  - *Homeowners, Renters, Condominiums, Fair Planes, Flood, Auto and Livery Coverage*
- 

#### **CPT – Certified Production Technician for Advanced Manufacturing (consists of four programs)**

This program is an industry-led standards-based training assessment and certification system focused on the core skills and knowledge needed for the advanced manufacturing workforce.

Classes and Certification include:

- *Safety*
  - *Quality Practices & Measurement*
  - *Manufacturing Processes and Production*
  - *Maintenance Awareness*
- 

#### **Advanced Manufacturing – Maintenance Awareness**

The Certified Production Technician Program is an industry-led standards-based training. The Maintenance Awareness class covers the following subject areas: welding, electrical circuits and power, pneumatic and hydraulic power systems, lubrication concepts, bearings and couplings, machine control concepts and automation. Participants who complete this program will be eligible to sit for the Certified Production Technician exam in Maintenance.

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#### **Advanced Manufacturing – Quality and Measurement**

The Quality Practices and Measurement course covers blueprint reading for multi-view drawings, assembly drawing and fasteners, interpretation of part dimension tolerances, geometric dimensioning and GD&T, basic measurement, quality systems, introduction to SPC, control charts, continuous improvement methods, quality inspections, audits and how to perform a root cause failure analysis. Participants who complete this program will be eligible to sit for the Certified Production Technician exam in Quality.

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### **Advanced Manufacturing- Safety**

The Certified Production Technician Program is an industry-led standards-based training. The safety class covers fire and electrical, personal protective equipment, work area safety, hazardous material, tool and machine safety, material handler safety, case studies in best practice companies, techniques for building successful production teams and ways to respond to customer needs. Participants who complete this program will be eligible to sit for the Certified Production Technician exam in Safety.

### **Advanced Manufacturing – Manufacturing Processes and Production**

The Certified Production Technician Program is an industry-led standards-based training. The Manufacturing Processes and Production course includes: learning about production systems, materials, processes, planning and workflow, machine tooling, controls, documentation, packaging types, application of product packaging, and product distribution. Participants who complete this program will be eligible to sit for the Certified Production Technician exam in Manufacturing Processes and Production.

### **Introduction to Lean/Six Sigma Training**

Businesses in all industries and services, including manufacturing, healthcare and government are using lean principles as a way to focus on key processes to understand customer value.

The Six Sigma method provides organizations with tools to improve their business processes to maximize productivity, reduce waste and enhance the quality they bring to the customer.

### **Introduction to SolidWorks**

SolidWorks is a powerful Computer-Aided Design / Drafting tool for creating 3D models of parts and assemblies. It's one of the most popular CAD tools on the planet, and is a great first step for anyone looking to bring their ideas to life. This course will focus on introducing the basics of SolidWorks, and modeling your first 3D parts.

## **ENVIRONMENTAL SUSTAINABILITY**

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### **Small Wind Energy Workshop**

The course guides participants through all necessary background information required to site and install a small wind turbine (up to 50kW). Day 1 is a simple overview and presentation of information about wind turbines and wind systems. For those interested in only the overview, Day 1 is also available as a stand-alone option.

### **Basic Mathematics for a Technical Career**

This course provides a review of basic arithmetic, algebra, geometry and trigonometry needed to successfully continue with a technical career. It is offered as a math refresher before taking clean energy technology courses. *Materials needed: scientific calculator.*

## **SPECIAL PROGRAMS CONTINUING EDUCATION**

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### **College Readiness for Students with Special Needs (CORE)**

College Readiness is a year-long program that is designed for students who have had few inclusion experiences in high school. Participants emerge with a well-rounded understanding of the system of higher education. *Prerequisite: Students must have a high school diploma or GED and appropriate disability documentation to qualify for this program.*

- *Basic Academic Courses*
- *Social Growth Opportunities*
- *College Readiness Experiences*

**Two semesters are required to complete the program and classes are held three days a week.**

**Monday, Wednesday, and Friday from 9:00 am – 3:00 pm.**

**Fall Semester: September-December, 2015**

**Spring Semester: January-May, 2016**

**Program Fee: \$3,000 (includes both semesters)**

## **PERSONAL ENRICHMENT**

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### **Motorcycle Training Solutions, Inc.**

Motorcycle Safety Program, Inc. is the only certified motorcycle instruction school in Rockland County that offers the NY State DMV approved Road Test Waiver.

**Register online at [www.mts1.com](http://www.mts1.com) or call 845-784-4911 to register.**



## **ROCKLAND BOCES**

Adult Education and Business Services

131 Midland Avenue North

Nyack, NY 10960

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# Spring-Summer 2015