Adult & Continuing Education Program

Fall/Winter 2016-2017

Call (914) 248-2430

Register Early Secure Your Seat In Class

Tech Center

PNWBOCES
Putnam | Northern Westchester

www.pnwboces.org
FALL/WINTER
NON-CREDIT COURSES • CONTINUING EDUCATION PROGRAMS

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SMOKING IS PROHIBITED ON SCHOOL GROUNDS
INCLUDING THE INTERIOR AND EXTERIOR
OF THE BUILDINGS

BOCES Board Members
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DISTRICT SUPERINTENDENT
Mr. John McCarthy
ASSISTANT SUPERINTENDENT
Dr. Lynn Allen
ASSISTANT SUPERINTENDENT

Cover Designed By:
Josh Lewis,
Lakeland HS,
P/NW BOCES Tech Student of Advertising Art & Design
REGISTER TODAY!

HOW TO REGISTER

• Fill out the registration form and enclose your payment for tuition and registration fee. You may pay by credit card, check or money order. NO CASH, PLEASE.

• For a credit card payment, please include credit card number, expiration date, security code and signature on form. (Receipt will be sent out in 10 days.)

• For a check payment, make checks payable to PNW BOCES. There will be a $20 fee for all returned checks.

• You are registered unless notified otherwise. If you would like confirmation, please include a self-addressed, stamped envelope.

REGISTRATION

MAIL TO

Continuing Education / The Tech Center
200 BOCES Drive
Yorktown Heights, NY 10598

Call 914-248-2430
Have a credit card handy.

FAX TO

914-248-2410
Receipt will be sent out in 10 days.

PHONE

914-248-2430

IN PERSON

DAYTIME 9am-3:30pm M-F
The Continuing Education Office
Room 202, The Tech Center

REGISTRATION CONFIRMATION: Please make a note of your course information: name of course, day of the week, time and starting date. We do not send written confirmations. You are officially enrolled and your name is placed on the class roster as soon as we receive your registration form and payment. We will call you if there is any problem with your registration or a change that you should know about. Unless we call, please assume that you are enrolled in the classes of your choice.

REFUNDS:

If you cancel your registration at least two business days before the class is scheduled to start, a refund (less registration fee) will be processed. Once a course begins, NO refunds will be given.
FALL 2016 SEMESTER

Begins: Monday, September 12, 2016
Ends: Tuesday, November 22, 2016

PROGRAM HOLIDAYS — CLASSES NOT IN SESSION
October 3-4 - Monday & Tuesday - Rosh Hashanah
October 6 - Thursday - Meet The Teacher
October 10 - Monday - Columbus Day
October 11-12 - Tuesday & Wednesday - Yom Kippur
November 8 - Tuesday - Superintendent’s Conference Day
November 23-24 - Wednesday & Thursday - Thanksgiving

Monday Classes Meet: September 12-November 14
Tuesday Classes Meet: September 13-November 22
Wednesday Classes Meet: September 14-November 9
Thursday Classes Meet: September 15-November 10

WINTER 2017 SEMESTER

Begins: Monday, January 9, 2017
Ends: Monday, March 13, 2017

PROGRAM HOLIDAYS — CLASSES NOT IN SESSION
January 16 - Monday - Martin Luther King Day
February 20 - Monday - Presidents’ Day

Monday Classes Meet: January 9-March 13
Tuesday Classes Meet: January 10-February 28
Wednesday Classes Meet: January 11-March 1
Thursday Classes Meet: January 12-March 2
## AUTOMOTIVE

**AUT 005 INTRO TO AUTO MECHANICS**

This introductory course will teach students how to do tune-ups, ignition work, transmission service, lubrication and general maintenance of engines. Other topics covered will be working on front ends, brakes, and tires.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>BOCES, TECH, Room 131</td>
<td>J. P. PEGOLI</td>
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<td>AUT0052FW</td>
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<td>BOCES, TECH, Room 131</td>
<td>J. P. PEGOLI</td>
</tr>
</tbody>
</table>

## BUSINESS & CAREER DEVELOPMENT

Business and industry require workers to maintain and improve existing skills and find new professional development opportunities. Walk away with new ideas, new skills, and new knowledge to put to use tomorrow on the job.

**BUS 001 THINKING OF BEING IN BUSINESS FOR YOURSELF?**

Learn whether starting your own business is right for you and if it is, how to make it happen step by step. SCORE, a resource partner of the US Small Business Administration, will address your concerns. Advance registration for this workshop and a $10 fee is required by BOCES.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>SCORE SCORE</td>
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<td>7:00 PM - 9:00 PM</td>
<td>BOCES, TECH, Room TBA</td>
<td>SCORE SCORE</td>
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**BUS 315 SECURITY GUARD TRAINING: PRE-ASSIGNMENT**

Are you thinking about a career as a security guard? The first step is enrollment in a New York State approved eight-hour pre-assignment program. Sign up for this introductory course and learn about the role of security guards, the legal powers and limitations. Find out how to handle emergency situations, communications and public relations, ethics, and conduct. Course concludes with a review and examination.

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<tr>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>THOMAS HOULAHAN</td>
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<td>THOMAS HOULAHAN</td>
</tr>
</tbody>
</table>

Oops! We cancelled the class you wanted because we didn’t know you wanted it! Avoid disappointment...register early! Please register at least two weeks in advance of the start date of a class. Sometimes excellent programs are cancelled when people wait until the last minute to register.
For home users and power users, we offer several computer and technology related courses. Our workshops are geared for beginners who are not familiar with the basic concepts and fundamentals of working with a personal computer. These courses are stepping stones to more advanced classes and will make students more comfortable with using a computer. Our professional workshops are also geared towards business professionals who are improving their own skill sets to benefit their work productivity and careers.

**COM 236 QUICKBOOKS PART 1**

Learn how to properly use this very popular program that allows office managers and owners of small businesses to track and manage their finances and customers more effectively. In addition to standard bookkeeping tasks such as paying bills, printing checks, invoicing customers, tracking expenses and running payroll, QuickBooks can help you run most aspects of your business decisions. No accounting experience necessary. **PREREQUISITE:** Basic computer knowledge. 1.6 CEU

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Dates</th>
<th>Times</th>
<th>Sessions</th>
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**COM 237 QUICKBOOKS PART 2**

Tap into more of the hidden capabilities of QuickBooks and explore many of the new features. In this follow-up course we will look at: starting a company file from scratch; protecting your data with user account passwords; customizing sales forms columns and fields; putting your company logo into your estimates, invoices and sales receipts; tracking individual job profitability; importing and exporting data and reports to Excel; budgets and forecasting; tracking purchases; scheduling recurring monthly transactions automatically; exploring new features such as snapshots, the calendar, and changing multiple item prices. **PREREQUISITE:** You must have already taken QuickBooks Part 1.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Dates</th>
<th>Times</th>
<th>Sessions</th>
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<td>1/9/2017-3/15/2017</td>
<td>5:30 PM - 7:30 PM</td>
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**COM 104 USING WINDOWS 10**

Windows 10 is the new Microsoft operating system for all new computers. This new system looks and has new functions that are different from previous versions. This seminar will cover how to use the new Start Menu along with the tiles and Apps that are in the new system. Also covered will be the new Internet Explorer and handling files. This seminar will be helpful to those thinking of buying a new computer as well as some who have a new computer with Windows 10. Attendees that have laptops with Windows 10 installed may bring them to the seminar.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Dates</th>
<th>Times</th>
<th>Sessions</th>
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<tr>
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<td>COM1043F</td>
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</table>
COMPUTERS 7

COM 201 COMPUTERS FOR BEGINNERS
This is a hands-on course on using computers. It is for new users and those wanting to refresh their computer skills. The course presents a variety of computer functions and program applications such as word processing using the popular Microsoft Word program, and creating files and folders to help manage data. Also presented is an introduction to spreadsheets using the widely used Microsoft Excel program. In addition computer user functions such as adding or removing icons from the startup screen and deleting files and folders will be covered. Internet issues such as security will also be addressed.

COM2011F $240.00
9/12/2016-11/14/2016 Days: M
5:00 PM - 7:00 PM Sessions: 8
BOCES, TECH, Room TBA
MICHAEL J NEGRELLI

COM2011F $240.00
1/9/2017-3/13/2017 Days: M
5:00 PM - 7:00 PM Sessions: 8
BOCES, TECH, Room TBA
MICHAEL J NEGRELLI

COM 202 COMPUTERS FOR SENIORS
This is an introductory course for seniors with little or no computer experience. The course covers basic computer activities such as using the keyboard, mouse and activating and using programs. Setting up files to store and retrieve information is also presented. In addition internet basics on locating and viewing web sites for information and entertainment are also covered.

COM2021F $170.00
9/21/2016-11/2/2016 Days: W
4:00 PM - 6:00 PM Sessions: 8
BOCES, TECH, Room TBA
MICHAEL J NEGRELLI

COM2022FW $170.00
1/18/2017-2/22/2017 Days: W
4:00 PM - 6:00 PM Sessions: 6
BOCES, TECH, Room TBA
MICHAEL J NEGRELLI

COMPUTERS-DIGITAL IMAGING
COM 860 PHOTOSHOP RETOUCHING & DIGITAL IMAGE MANIPULATION
Don’t let your old/damaged photographs deteriorate! In this class, you will learn how to digitally remove scratches, fix tears, and enhance fading images, or even change backgrounds, modify elements, and remove or composite images. You will scan, edit, and print fresh copies of your own existing photographs.

COM8601F $200.00
9/15/2016-11/17/2016 Days: Th
6:00 PM - 8:00 PM Sessions: 10
BOCES, TECH, Room TBA
STAFF

COMPUTERS-INTERNET
COM 100 USING APPLE iPAD
This course is for new iPad users and covers basic setup, how to use email and the internet. It also covers downloading and using Apps, Books, Photos, and Music. Attendees may bring their iPads in for class.

COM1001F $30.00
11/22/2016 Days: T
5:00 PM - 7:00 PM Sessions: 1
BOCES, TECH, Room 231
MICHAEL J NEGRELLI

COM1002FW $30.00
1/11/2017 Days: W
5:00 PM - 7:00 PM Sessions: 1
BOCES, TECH, Room 231
MICHAEL J NEGRELLI

COMPUTERS-MS OFFICE
COM 409 MS OFFICE TIPS & TRICKS
Get a feel for Word, Excel and PowerPoint - the industry standards that most businesses use for word processing, spreadsheet, and presentation software in this overview course to help you decide which software you enjoy and want to study in depth. Topics covered include: keyboard shortcuts, creating formulas and functions to add and average columns of numbers, copy and paste, formatting with color and graphics, creating columns in Word, correctly printing documents, using spell check, inserting clip art and Excel charts, and the basics of presenting from the computer. PRE-REQUISITE: COMPUTERS FOR BEGINNERS or equivalent experience.

COM4091F $240.00
9/14/2016-11/9/2016 Days: W
5:30 PM - 7:30 PM Sessions: 8
BOCES, TECH, Room TBA
JEOFFREY D SALERNO

COMPUTERS-PC REPAIR
COM 174 PC REPAIR & UPGRADE I
Experience this comprehensive workshop on the basics of computer repair and trouble-shooting techniques. This course is packed with information about how computers operate. Hands-on experience will help you diagnose hardware-related problems. Practice building computers, adding RAM, hard drives, adapter cards and ribbon cables. .6 CEU

COM1741F $90.00
10/18/2016-10/19/2016 Days: T
6:00 PM - 9:00 PM Sessions: 2
BOCES, TECH, Room TBA
STAFF

COM 176 PC REPAIR & UPGRADE II
Learn how to backup and maintain files, provide security and monitor system performance. Additional topics include the detection and removal of spyware and other unwanted software; how to install printers, scanners and other peripherals, and more troubleshooting tools for a PC.

COM1761F $90.00
10/25/2016-10/26/2016 Days: T
6:00 PM - 9:00 PM Sessions: 2
BOCES, TECH, Room TBA
STAFF
COMPUTERS-PRESENTATION/DESIGN TOOLS

COM 270 AUTOCAD I
Learn to use AUTOCAD which has become the industry standard in a variety of professional fields. Architects, engineers, landscapers, draftspersons, and others who have an interest in design will be introduced to essential concepts, commands, and electronic tools needed in preparing and printing drawings. PREREQUISITE: Basic computer knowledge and drafting/blueprint reading. 1.6 CEU
COM2701F $240.00
9/13/2016-11/22/2016 Days: T
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COM2702FW $240.00
1/10/2017-2/28/2017 Days: T
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COM 272 AUTOCAD II
This course builds on the skills mastered in AUTO-CAD I, bringing AUTOCAD user new strengths in technical drawing. This intensive course covers commands and options that enhance productivity and drawing speed. Contents include: creating symbol libraries, XREFs, advanced dimensioning and text, multi-view plotting, and an introduction to drawing in 3D. PREREQUISITE: Basic AUTO-CAD, knowledge of drafting/blueprint reading. 1.6 CEU
COM2721F $240.00
9/14/2016-10/5/2016 Days: W
7:30 PM - 9:30 PM Sessions: 4
BOCES, TECH, Room 204
JEFFREY D SALERNO

COM2722FW $240.00
1/11/2017-3/1/2017 Days: W
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COM 472 PRESENTING WITH POWERPOINT
This course makes use of the latest version of Microsoft's popular presentation software. Build title slides, bullet charts, tables, graphs and organization charts. Presentation tools such as color schemes, masters, and templates will also be covered to create the look you want for any presentation. PREREQUISITE: WINDOWS or equivalent experience. 1.6 CEU
COM4721F $120.00
10/19/2016-11/9/2016 Days: W
7:30 PM - 9:30 PM Sessions: 4
BOCES, TECH, Room 204
JEFFREY D SALERNO

COMPUTERS-SPREADSHEETS

COM 431 MS EXCEL PART 1
Get comfortable with the industry standard for business spreadsheet software. Build a stronger foundation and fix those bad habits by learning how to properly: enter formulas and functions, create colorful charts from bland data tables, sort large blocks of data, quickly move, copy and format cells in your existing worksheets, and modify or repair spreadsheets that others left behind. Learn how to properly print just the portions you need to see on paper and how to copy and paste from Excel into Word for more professional looking reports. PREREQUISITE: Basic computer knowledge and familiarity with Windows. 1.6 CEU
COM4311F $240.00
9/15/2016-11/10/2016 Days: Th
3:30 PM - 5:30 PM Sessions: 8
BOCES, TECH, Room 204
JEFFREY D SALERNO

COM4312FW $240.00
1/10/2017-2/28/2017 Days: T
5:30 PM - 7:30 PM Sessions: 8
BOCES, TECH, Room 204
JEFFREY D SALERNO

COM 434 MS EXCEL PART 2
Use enhanced features of Microsoft Excel to customize your worksheets. Topics covered are working with large worksheets, hiding and displaying data, working with multiple worksheets and workbooks, linking worksheets by using 3-D formulas, consolidating data, advanced charting, working with dates, sorting and filtering lists, documenting and auditing, protecting worksheets, and using templates. PREREQUISITE: EXCEL PART 1(no exceptions). 1.6 CEU
COM4341F $240.00
9/15/2016-11/10/2016 Days: Th
5:30 PM - 7:30 PM Sessions: 8
BOCES, TECH, Room 204
JEFFREY D SALERNO

COMPUTERS-WORD PROCESSING

COM 422 MS WORD PART 1
Every organization needs to communicate in writing and Word is the de facto standard for word processing software today. Learn the shortcuts that the experts use to create and edit documents more quickly and easily. Fly through tasks such as moving, copying and formatting words, sentences and paragraphs. Use Find and Goto for faster navigating or large documents. Properly choose print options to avoid wasting all that time, toner and paper. Easily apply bullets and numbering to your paragraphs, insert tables, format sections with multi-column layouts, and get past the confusion of headers and footers. Learn tricks for saving and naming files and more. PREREQUISITE: Basic computer knowledge and familiarity with Windows required. 1.6 CEU
COM4221F $120.00
9/14/2016-10/5/2016 Days: W
7:30 PM - 9:30 PM Sessions: 4
BOCES, TECH, Room 204
JEFFREY D SALERNO
Oops! We cancelled the class you wanted because we didn't know you wanted it! Avoid disappointment... register early! Please register at least two weeks in advance of the start date of a class. Sometimes excellent programs are cancelled when people wait until the last minute to register.
**CON 468 PLUMBING FOR THE HOMEOWNER**
Learn the principles of drainage and venting and the techniques of measuring, fitting, and soldering needed to make repairs on your faucets and toilets. Find out what you need for your toolbox, where to buy supplies, and how to perform repairs and installations successfully and safely. Know when you can do it yourself and when to call in a professional. Course fee includes cost for materials. Student use of materials must follow course guidelines. Eye Safety Wear is required. 2.4 CEU

**CON 491 WELDING 1**
This course starts off with safety basics, equipment setup and safety checks, and leads to hands-on welding. Skills will include the basics of oxyacetylene welding and cutting, brazing, plasma cutting, and will move to an introduction to ARC welding. No prerequisite necessary. Course fee includes cost for materials. Student use of materials must follow course guidelines. Eye Safety Wear is required. 2.4 CEU

**CON 495 WELDING 2**
Review the safety basics and move directly to an intermediate level of oxyacetylene cutting techniques, plasma cutting techniques, and advanced ARC welding with MIG welding techniques. PRE-REQUISITE: successful completion of Welding 1. Course fee includes cost for materials. Student use of course materials must follow course guidelines. Eye Safety Wear is required. 2.4 CEU

**CON 510 BLUEPRINT READING**
This course covers principles and procedures for interpreting structural blueprints and determining materials and labor costs. This course includes fundamentals of blueprint reading, welding print format and types of fabrication blueprints, welding symbols and sizes, structural shapes and symbols, blueprint interpretation, introduction to estimating, bonds and insurance, material specifications, labor, structural steel systems, and steel fabrication checklist. 2.4 CEU

**COS 200 COSMETOLOGY**
This program prepares students for employment as hair stylists, skin care specialists, hair colorists, and other positions in cosmetology. Upon successful completion of 1000 hours of training, students are eligible to take the New York State Licensing Examination for Cosmetology. Students study the structure of hair and skin, bacteriology, and sanitation. This course is administered in two parts. Sessions begin in September and January. Class meets Monday-Thursday from 5:30-10:00 PM. PLEASE CALL (914) 248-2413 for an application.

**COS 300 SPANISH COSMETOLOGY**
Instruction in this program is delivered in Spanish. Students are prepared for employment as hair stylists, skin care specialists, hair colorists, and other positions in cosmetology. Upon successful completion of 1000 hours of training, students are eligible to take the New York State Licensing Examination for Cosmetology in Spanish. This is a two-year program. Adults are integrated with daytime high school students. PLEASE CALL (914) 248-2413 FOR APPLICATION AND REGISTRATION.
Holidays, birthdays, family dinners, and friendly get-togethers all go better with the right food. If ideas are needed, this is the right place. Our cooking workshops are taught by experts with years in the culinary field. Our classes are one-night, hands-on culinary milestones for anyone. Learn new techniques for the kitchen, seasonal favorites with new twists, new combinations, new cooking styles and new ways to prep, cook, and serve meals that will be crowd-pleasers.

**FOD 365 LEAN CUISINE**
Want to cook to get thin? Learn how to prepare low calorie Sweet and Sour Chicken, Fried Rice, Steak Au Poivre, Spinach Quiche and Cauliflower Crust Pizza. Course fee includes cost for materials.

FOD3651F $55.00
11/15/2016 Days: T
6:00 PM - 9:00 PM Sessions: 1
BOCES, BUILDING E, Room KITCHEN
LAURIE LEAHY

**FOD 638 THAI COOKING, ASIAN COOKING, FLAVORS AND SPICES**
Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as Chicken Curry, Rice Summer Rolls, Satay and other Asian culinary standbys to include Egg Rolls and Fried Rice. Course fee includes cost for materials.

FOD6381F $55.00
10/25/2016 Days: T
6:00 PM - 9:00 PM Sessions: 1
BOCES, BUILDING E, Room KITCHEN
LAURIE LEAHY

**FOD 640 FALL FARM TO TABLE**
Enjoy our local farm produce but don’t know how to prepare it using late summer and fall vegetables? Learn how to prepare Butternut Squash Risotto, Brandied Apple Filled Acorn Squash, Roasted, Eggplant, Tomato and Zucchini Parmesan, Kale Chips, Carnival Squash with Cinnamon Butter, and Apple Filled Blintzes. Course fee includes cost for materials.

FOD6401F $55.00
9/21/2016 Days: W
6:00 PM - 9:00 PM Sessions: 1
BOCES, BUILDING E, Room KITCHEN
LAURIE LEAHY

**FOD 734 PIZZA NIGHT!**
All you need is an oven or a grill. Learn how to mix the dough, portion, stretch, roll, toss, add the sauce and top with your favorite ingredients. Fun to make with friends and kids. Course fee includes cost for materials.

FOD7341F $55.00
11/2/2016 Days: W
6:00 PM - 9:00 PM Sessions: 1
BOCES, BUILDING E, Room KITCHEN
LAURIE LEAHY

**FOD 830 HORS D’OEUVRES AND APPETIZERS**
A caterer will teach you how to prepare great party favorites. Learn how to make Caraway Pigs in the Blanket with Sauerkraut, Shiitake Mushroom Tartlets, Bacon Wrapped Bananas, Hot Artichoke Dip, and Baked Brie with Fig Jam. Course fee includes cost for materials.

FOD8301F $55.00
11/21/2016 Days: M
6:00 PM - 9:00 PM Sessions: 1
BOCES, BUILDING E, Room KITCHEN
LAURIE LEAHY

**HEALTH/MEDICAL**

**HEA 420 MEDICAL TERMINOLOGY & ANATOMY**
This course is based upon the increased need of health care industry workers (billers, coders, medical assistants, LPNs) and/or individuals new in the health care field choosing to advance to a career in medical coding. Designed to focus on ICD-10 terminology and anatomy rather than a “standard” translation due to each clinicians’ use of terminology, completion of this course will allow you to recognize, recall and apply your knowledge. Students are required to purchase textbooks. Recommended for students who completed the Billing & Coding course. PREREQUISITE: High School Diploma or Equivalency and common knowledge of the internet.

HEA4201F $1,250.00
9/12/2016-1/11/2017 Days: MW
6:00 PM - 9:00 PM Sessions: 30
BOCES, TECH, Room TBA
STAFF
HEA 500 CERTIFIED NURSE AIDE
New York State approved training for nurse aides/assistants. Designed to prepare participants for possible employment in nursing homes, assisted living centers, and hospitals. Program includes classroom work (theory) and clinical experiences at local hospital/nursing home. Application to program required before registration. Classes meet for 23 sessions plus FIVE DAY-TIME CLINICAL ROTATIONS 7:30 AM-3:30PM. CALL (914) 248-2413 FOR UPCOMING CLASS DATES.

HEA 505 PRACTICAL NURSING
Practical Nurses work as teammates with registered nurses, doctors and other health care personnel. Students in this program receive clinical experience in area hospitals and health care facilities. Classroom instruction includes both theoretical information and practical skills in fields such as geriatrics, medical surgical nursing, pediatrics, and obstetrics. Students also learn about the variety of medications available today and how to administer them. Upon successful completion of this program, students are eligible to take the New York State Licensing (N-CLEX) examination. HEGIS CODE #5209.20. PLEASE CALL (914) 248-2413 FOR APPLICATION AND INFORMATION FOR FALL 2017 SESSION.

HEA 100 CERTIFIED HEALTH RECORD SPECIALIST
Students will learn how to use electronic records in a medical practice. Access to health information is changing the way doctors care for their patients. Doctors now have access to a patient’s medical history, surgeries, allergies to medicines, and recent doctor’s visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. Electronic health records professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation, and regulatory requirements of an electronic health record and database. Additional fee for exam. Students must attend 80% of all class sessions. PREREQUISITE: High School Diploma or Equivalency.

HEA 200 CERTIFIED BILLING & CODING SPECIALIST
At the completion of this course, you will be eligible to take the National Certification exam in Billing and Coding. You will be prepared to code patient’s medical records correctly and optimize reimbursement. You will be introduced to several techniques for finding and applying the correct codes in today’s standard coding systems. Topics include: current procedural terminology, classification of diseases, clinical modification, healthcare procedure coding system, insurance form preparation, Medicare, Medicaid, Workers’ Compensation and other insurance reimbursement, diagnosis-related groups, peer review organizations and ambulatory patient groups. You will review the importance of the Federal Register, Privacy Act and Medicare Fraud and Abuse. Students must attend 80% of all class sessions and complete homework assignments, quizzes, midterm and final. Additional fee for exam. New ICD-10 will be covered. Students are required to purchase textbooks. PREREQUISITE: High School Diploma or Equivalency.

HEA 962 INFECTION CONTROL
This course for health professionals presents the New York State approved curriculum on maintaining proper standards of infection control and barrier precautions to prevent the transmission of the human immunodeficiency (HIV) and the hepatitis B virus (HBV).

HEA 9621F $50.00
9/14/2016
6:00 PM - 9:00 PM
BOCES, TECH, Room TBA
KATHY PELLECCHIA

HEA 9622FW $50.00
1/11/2017
6:00 PM - 9:00 PM
BOCES, TECH, Room TBA
KATHY PELLECCHIA

HEA 962 FW $50.00
9/14/2016
6:00 PM - 9:00 PM
BOCES, TECH, Room TBA
KATHY PELLECCHIA

STAFF

HEA962FW $50.00
1/11/2017
6:00 PM - 9:00 PM
BOCES, TECH, Room TBA
KATHY PELLECCHIA

HEA 962 INFECTION CONTROL
This course for health professionals presents the New York State approved curriculum on maintaining proper standards of infection control and barrier precautions to prevent the transmission of the human immunodeficiency (HIV) and the hepatitis B virus (HBV).
HEA 300  CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT
This course will combine front office skills, personal and professional skills, medical skills, and computer skills necessary to achieve certification. Students should have a basic understanding of computers and a strong interest in a career in front office medical assisting. Students must attend 80% of all class sessions. Additional fee for exam. Students are required to purchase textbook. PREREQUISITE: High School Diploma or Equivalency.

HEA3001F $1,500.00
9/13/2016-1/19/2017 Days: TTh
6:00 PM - 9:00 PM Sessions: 33
BOCES, TECH, Room TBA
CAROL CAMPBELL

HEA 341  CERTIFIED PHLEBOTOMY/ EKG TECHNICIAN
Take this course and get the skills and learn the roles of the professional Phlebotomist and EKG technician. Topics include industry-accepted safety practices, actual “live” capillary punctures/blood drawing, and typical procedures. You will study the principles of electrocardiography and train to do an EKG. You will learn the connection between the conduction system to the cardiac cycle, prepare patients for EKG, identify dysrhythmias, recognize technical problems and follow procedures in the event of emergency situations. This course is both theory and practical training. Participating students and volunteer subjects must agree to sign a liability form. Students must attend 80% of all class sessions. Students are required to purchase textbooks. PREREQUISITE: High School Diploma or Equivalency.

HEA3411F $1,650.00
9/12/2016-2/1/2017 Days: MW
6:00 PM - 9:00 PM Sessions: 36
BOCES, TECH SOUTH, Room 108
NANCY CHOMAS

HEA3412FW $1,650.00
1/10/2017-5/18/2017 Days: TTh
6:00 PM - 9:00 PM Sessions: 36
BOCES, TECH SOUTH, Room 108
NANCY CHOMAS

LAN 100  IMPARIAMO L’ITALIANO (LEARN ITALIAN)
This course is an introduction to Italian designed for individuals with little or no previous knowledge of the language. Students will learn to form sentences on their own and communicate in a variety of situations. Additional fee for textbook.

LAN1001F $220.00
9/14/2016-11/9/2016 Days: W
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room TBA
STAFF

LAN 130  SPANISH FOR BEGINNERS LEVEL I
This course is for those students who do not have any knowledge of Spanish. Focus will be on practical vocabulary and basic grammar. Students will be provided the opportunity to develop the four communicative skills of listening, speaking, reading and writing. Effective communication will be achieved in a friendly setting that infuses the culture as well as the target language. Course flexibility will meet individual needs of students on a basic level. Additional fee for textbook.

LAN1301F $220.00
9/14/2016-11/9/2016 Days: W
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room TBA
JUAN MIRANDA
14

LANGUAGE

LAN 132  SPANISH FOR BEGINNERS
LEVEL II
This course is for those students who are familiar with basic Spanish grammar and/or vocabulary or have completed Level I. Students will be provided the opportunity to further develop their listening, speaking, reading, and writing skills with more complex grammar and more sophisticated vocabulary. The ultimate goal is for the learner to acquire the familiarity and skills needed to use the language for personal enjoyment and enrichment.
LAN1321F
9/12/2016-11/14/2016
6:00 PM - 8:00 PM
Sessions: 8
BOCES, TECH, Room TBA
JUAN MIRANDA

LAN 310  INTRO TO BASIC SIGN LANGUAGE
Learn basic manual communication including finger-spelling, and numbers. Also included will be related information about deafness, hearing loss, technology, deaf culture and sign language. Additional fee for textbook THE JOY OF SIGNING required. 1.6 CEU
LAN3101F
9/14/2016-11/9/2016
7:00 PM - 9:00 PM
Sessions: 8
BOCES, TECH, Room TBA
DAYLE M. SCHLINGER
LAN3102FW
1/11/2017-3/1/2017
7:00 PM - 9:00 PM
Sessions: 8
BOCES, TECH, Room TBA
DAYLE M. SCHLINGER

LAN 340  FRENCH IS FUN 1
This beginning French language course is for students who have little or no knowledge of French. The focus will be on developing the four communication skills: listening, speaking, reading and writing in a friendly, hands-on setting. The culture of French-speaking countries will be infused within the language learning, and students will have practice assignments between classes. Come and experience the beauty of the French language!
LAN3401F
9/15/2016-11/10/2016
6:00 PM - 8:00 PM
Sessions: 8
BOCES, TECH, Room TBA
STAFF

LAN 350  FRENCH IS FUN 2
This beginning French language course is for students who have completed French is Fun 1 or who have a working knowledge of this course’s content. The focus will be on developing the four communication skills, listening, speaking, reading and writing in a friendly, hands-on setting. The culture of the French-speaking countries will be infused within the language learning, and students will have practice assignments between classes. Come and experience the beauty of the French language!
LAN3501FW
1/12/2017-3/2/2017
6:00 PM - 8:00 PM
Sessions: 8
BOCES, TECH, Room TBA
STAFF

LAN 360  FRENCH CULTURE
Take a cultural trip to France and the dozens of French-speaking countries around the world. We will discuss in English many aspects of French culture, including art, literature, film, fashion, and of course food! Enjoy film clips, podcasts, YouTube videos and even a tasting of French food.
LAN3601F
9/15/2016-11/10/2016
8:00 PM - 9:00 PM
Sessions: 8
BOCES, TECH, Room TBA
STAFF

OSHA

The OSHA safety course provides training for entry level workers and employers on occupational safety and health hazards in workplaces. The course also provides information regarding workers’ rights, employer responsibilities, and regulations set forth by OSHA.

OSH 530  OSHA 10 HOUR GENERAL INDUSTRY OUTREACH TRAINING
This course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA general industry 10 hour course completion card from the Department of Labor.
OSH5301F
9/14/2016-9/28/2016
6:00 PM - 9:20 PM
Sessions: 3
BOCES, TECH, Room TBA
STAFF

OSH 532  OSHA 30 HOUR TRAINING
This course covers 30 hours of training, required by the Occupational Health and Safety Act (OSHA) and can be applied toward the 30-hour Construction Industry course completion card. The course is comprised of 25 sections, each either one or two hours in length and covers topics pertaining to regulations covered by Standard 29 CFR 1926. The successful completion of this course will help meet the Construction Industry standards established by OSHA. Upon successful completion of the course, participants will receive an OSHA construction safety and health 30-hour course completion card from the Department of Labor.
OSH5321F
5:30 PM - 8:30 PM
Sessions: 10
BOCES, TECH, Room TBA
STAFF
REAL ESTATE 15

REA 140 REAL ESTATE SALESPERSON LICENSING
Considering a career in real estate? Learn about listing, financing, closing and related costs, and real estate law as it pertains to agency, finance, and real estate interest. Meet instructional and attendance requirements of New York State’s Property Licensing Law and prepare to obtain your license within one year of successful completion of this course. NYS mandates 90% attendance requirement for license credit eligibility. This is a 75 hour course. Students must purchase textbook.

REA1401F $600.00
9/12/2016-12/12/2016 Days: TTh
BOWES, TECH, Room TBA
BARRY MITRANI

REA1402FW $600.00
1/9/2017-4/5/2017 Days: MW
6:00 PM - 9:15 PM Sessions: 24
BOWES, TECH, Room TBA
BARRY MITRANI

REA 145 REAL ESTATE BROKERS’ LICENSING
Learn about a variety of topics from operating a real estate broker’s office, advertising, property management and construction to rent regulation, leases and agreements. Meet instructional and attendance requirements of New York State’s Property Licensing Law to qualify for the Broker’s Licensing Examination. NYS mandates 80% attendance in classroom instruction. Students may need to purchase textbook for course at participating stores. PREREQUISITE: Successful completion of REAL ESTATE SALESPERSON LICENSING.

REA1451F $540.00
9/13/2016-11/9/2016 Days: MW
6:00 PM - 9:00 PM Sessions: 16
BOWES, TECH, Room TBA
BARRY MITRANI

REA1452FW $540.00
1/10/2017-3/1/2017 Days: TTh
6:00 PM - 9:00 PM Sessions: 16
BOWES, TECH, Room TBA
BARRY MITRANI

REA 169 REAL ESTATE FINANCE
This course is a practical overview of the various approaches to financing real estate transactions. Topics include features and requirements of institutional and private loans, seller financing, refinancing and loan documentation. This is a 7.5 hour course for NYS Continuing Education Credit. Mandatory attendance at all sessions to receive credit.

REA1691F $80.00
9/12/2016-2/26/2016 Days: M
6:00 PM - 8:30 PM Sessions: 3
BOWES, TECH, Room TBA
LISA WHITE

REA1692FW $80.00
1/9/2017-1/23/2017 Days: M
6:00 PM - 8:30 PM Sessions: 3
BOWES, TECH, Room TBA
LISA WHITE

REA 171 BASIC UNDERWRITING CONCEPTS FOR R.E. PROS
This course will provide Real Estate professionals with a working knowledge of how an underwriter evaluates and approves mortgage loan applications. Topics to be covered include: role of the underwriter, general guidelines and their importance, credit worthiness, employment issues, appraisals, compensating factors, and related issues. This is a 22.5 hour course for NYS Continuing Education credit. Mandatory attendance at all sessions to receive credit.

REA1711F $255.00
9/14/2016-11/9/2016 Days: W
6:00 PM - 9:00 PM Sessions: 8
BOWES, TECH, Room TBA
LISA WHITE

REA1712FW $255.00
1/11/2017-3/2/2017 Days: W
6:00 PM - 9:00 PM Sessions: 8
BOWES, TECH, Room TBA
LISA WHITE

REA 172 CREDIT ANALYSIS & NON-CONFORMING LOANS
Non-conforming loans and credit analysis are essential topics for today’s real estate professional. This course will include discussions of such timely topics as: credit reports, dealing with credit reporting companies, non-conforming loans, increasing your client base through using these loans, and examples for credit analysis. This is a 7.5 hour course for NYS Continuing Education Credit. Mandatory attendance at all sessions to receive credit.

REA1721F $80.00
6:00 PM - 8:30 PM Sessions: 3
BOWES, TECH, Room TBA
LISA WHITE

REA1722FW $80.00
1/12/2017-1/26/2017 Days: Th
6:00 PM - 8:30 PM Sessions: 3
BOWES, TECH, Room TBA
LISA WHITE

REA 183 REAL ESTATE TRENDS
This course gives an in depth overview of national housing trends. It addresses the current strengths and vulnerabilities of today’s housing market, evaluates long term prospects in the sales and rental markets, and exposes the continuing challenges faced in housing. The course also explores the role of socio-economics, demographics and immigration in shaping the direction of the housing market. This is a 7.5 hour course for NYS Continuing Education Credit.

REA1831F $80.00
9/15/2016-9/29/2016 Days: Th
6:00 PM - 8:30 PM Sessions: 3
BOWES, TECH, Room TBA
BARRY MITRANI

REA1832FW $80.00
1/19/2017-2/2/2017 Days: Th
6:00 PM - 8:30 PM Sessions: 3
BOWES, TECH, Room TBA
BARRY MITRANI
SPE 205 REIKI LEVEL 1
Interested in healing yourself and others simply by placing your hands upon them? You can learn to do this and more in this Reiki Level 1 class where you will also learn what Reiki is, (a light touch healing energy), how Reiki heals and how to use Reiki to promote stress reduction and relaxation. Most importantly you will receive an attunement to the Reiki energy that will remain with you throughout your life.
SPE2051F $75.00
10/18/2016-10/19/2016 Days: TW
6:00 PM - 9:00 PM Sessions: 2
BOCES, TECH SOUTH, Room TBA
STAFF

SPE 206 REIKI LEVEL 2
This class builds on what you have already learned in Reiki 1, and your experiences using it. During the class you will receive two additional Reiki attunements and learn four Reiki symbols and how to apply them for additional empowerment. You will learn to offer Reiki to people and situations at a distance and how to access cellular memory to heal emotional situations.
SPE2061FW $75.00
3/7/2017-3/8/2017 Days: TW
6:00 PM - 8:00 PM Sessions: 2
BOCES, TECH SOUTH, Room TBA
STAFF

SPE 242 MIXED MEDIA PAINTING
Whether you are painting for the first time or want to hone your skills, you will have fun in this class by experimenting! Learn how to use various acrylic paints, mediums, additives, textures, and applications on traditional canvas as well as various surfaces. Instruction will cover everything from color mixing basics to collage composition. List of supplies will be provided upon registration.
SPE2421F $200.00
9/12/2016-11/14/2016 Days: M
6:00 PM - 8:00 PM Sessions: 10
BOCES, TECH, Room TBA
STAFF

SPE 861 YOGA
Today, many millions of people use various aspects of Yoga to help raise their quality of life in such diverse areas as fitness, stress relief, wellness, vitality, mental clarity, healing, peace of mind and spiritual growth. This class incorporates multiple types of Yoga such as: gentle yoga, spiritually-oriented yoga and flow yoga.
SPE8611F $80.00
9/22/2016-10/13/2016 Days: Th
4:00 PM - 6:00 PM Sessions: 4
BOCES, TECH SOUTH, Room TBA
NOELLE HARRISON

SPE 865 ZUMBA
Get active, let loose and have fun at the same time! Zumba classes feature easy to learn, adult-friendly routines based on original Zumba choreography. Steps are broken down and activities and cultural elements are integrated into the class structure. Bring a towel and water to class.
SPE8651F $80.00
10/11/2016-11/1/2016 Days: T
4:00 PM - 6:00 PM Sessions: 4
BOCES, TECH SOUTH, Room TBA
NOELLE HARRISON
Secondary Career & Technical Education

- Engineering
- Health

The Tech Center offers Career and Technical Education Courses to high school students from 18 districts in Putnam and Northern Westchester

To Find Out More....

914-248-2427
These special sequences of courses are designed to help you meet the changing demands of today’s job market. Develop new skills or maintain and improve existing ones. After completing a program series, you will receive a Certificate of Completion.

• **Microsoft Office Assistant Certificate**
  - Word 1 & 2 32 hours
  - Excel 1 & 2 32 hours
  - Presenting with PowerPoint 16 hours
  - QuickBooks 1 & 2 32 hours
  **Total Hours:** 112 hours

• **Maintenance Mechanic Certificate**
  - Plumbing 24 hours
  - Welding 1 & 2 48 hours
  - Carpentry 24 hours
  - Electricity 1 & 2 48 hours
  **Total Hours:** 144 hours

• **Construction Mechanic Certificate**
  - Blueprint Reading 24 hours
  - Intro to Construction Estimating 12 hours
  - Computers for Beginners 16 hours
  - Excel 1 16 hours
  - Quickbooks 1 16 hours
  **Total Hours:** 84 hours

• **Computer Aided Designer Certificate**
  - AutoCad I 16 hours
  - AutoCad II 16 hours
  - AutoCad III 16 hours
  **Total Hours:** 48 hours
GENERAL INFORMATION

All classes are held at the Yorktown Heights Campus and begin in the late afternoon, starting at 4 pm unless otherwise indicated. Holiday closings are already built into class schedule. You may register for late starting courses up to 72 hrs. before the first class meeting on a space-available basis.

TUITION PAYMENT MUST BE MADE AT THE TIME OF REGISTRATION.

INSTRUCTOR AND ROOM ASSIGNMENTS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

Please register early. Course cancellations are based on the class registration total. Decisions to run or cancel courses will be made 48 hours before class start-dates. All courses will start as indicated in the brochure unless otherwise notified. If a course is canceled, registrants will be contacted by telephone. Please ensure that an appropriate contact number is listed on the registration form.

The Office of Continuing Education is not responsible for course cancellations due to emergencies. In this event, timely notice cannot be extended. We apologize for any inconvenience this potential matter may cause our customers.

SAVE THIS BROCHURE

This brochure contains information for the Fall/Winter 2016-2017 class schedules.
Directions to Putnam/Northern Westchester BOCES

From Taconic Parkway Traveling North:
Take Underhill Ave. exit. Make a right off the exit. Continue straight through two lights until you come to the end of the street. A firehouse will be directly in front of you. Turn left. At next light make right onto Veterans Road. Follow to STOP and bear right. The entrance to BOCES (hill) is on your immediate left.

From Taconic Parkway Traveling South:
Take Underhill Ave. exit. Make a left off the exit. Continue straight through two lights until you come to the end of the street. A firehouse which will be directly in front of you. Turn left. At next light make right onto Veterans Road. Follow to STOP and bear right. The entrance to BOCES (hill) is on your immediate left.

From Route 684:
Take Katonah exit # 6. Follow Route 35 west. Between 5 and 6 miles, look for signs for the intersection of Route 202 and Route 118 and the Town of Amawalk. Proceed past this intersection and at the next light make a left on to Pinesbridge Road. BOCES entrance is up the road on your right.

From the Bear Mt. Bridge:
Bear right onto Route 6 off the bridge. At the traffic circle, bear right and over small bridge, at light turn left onto Bear Mt. Pkwy (see sign "To Taconic Parkway). Follow Pkwy. to end. At light turn left onto Route 202. Follow 202 into Yorktown Heights. Turn left onto Veteran’s Road at the next traffic light past the Route 202 & 35 intersection. Continue to the stop sign and turn right. Make an immediate left up the hill to BOCES.

From the Beacon/Newburgh Bridge:
Continue on Route 84 east to exit 16S for Taconic State Parkway south (New York City). *See directions above for Taconic southbound.

From Long Island:
Throgs Neck Bridge to Route 95 (New England Thruway) to exit 21 N. After you get on the exit road keep bearing left until it puts you on Route 287. (Cross Westchester Expresway). Exit at the BREWSTER sign and go north on 684 to the Katonah exit. Follow above directions from Route 684.

From Garden State over Tappan Zee Bridge:
Go over Bridge and take second exit to Route 287. Take Route 287 and get off at the first exit # 1 for Saw Mill River Parkway north. Take Saw Mill River Parkway north to Taconic North. Follow above directions from Taconic north.

From Mamaroneck Area to Yorktown:
Take Route 287 (Cross-Westchester Expwy.) West to Route 684 North. Take 684 to the exit for Route 35 (Katonah & Cross River). Go left onto Rt. 35 west. Follow above directions from Route 684.

From New York City (via Saw Mill River Parkway and Taconic State Parkway):
North on the Saw Mill River Parkway and then north on the Taconic State Parkway to Underhill Avenue exit (Yorktown Heights exit). Follow above directions from Taconic State Parkway Northbound.

From New York City, Long Island (via the Hutchinson)
North on Hutchinson River Parkway to I 684 North. Exit at Exit 6 Katonah-Cross River (Route 35). Follow above directions from Route 684.
TRAINING FOR THE WORKPLACE

Give your employees the training they deserve at Putnam/Northern Westchester BOCES where programs are available at reasonable rates. Customized training to fit your company’s needs can be delivered on-site or at your business. For more information call (914) 248-2430

INSTRUCTORS WANTED

If you have a hobby, trade or profession, Putnam/Northern Westchester BOCES is always looking for new ideas for classes. If you are interested in teaching and have an idea for an Adult Education Class, please mail or FAX your resume and cover letter to:

PUTNAM/NORTHERN WESTCHESTER BOCES CONTINUING EDUCATION
200 BOCES Drive
YORKTOWN HEIGHTS, NY 10598
FAX (914) 248-2410
Online Courses

Putnam/Northern Westchester BOCES

www.ed2go.com/pnwboces Fall/Winter

Our online courses are open to everyone!

expert instructors

affordable courses

24/7 access

convenient for everyone!

Learn from the comfort of home!

Online Learning anytime, anywhere … just a click away!

Start Your Own Business
Stop dreaming and learn how to succeed at starting your own business.

Sales and Marketing
Discover how effective sales techniques and marketing efforts can lead to success for your company or business.

Business Writing
Develop well written documents that draw readers in and keeps them engaged.

Introduction to PowerPoint 2007
Learn how to use Microsoft PowerPoint 2007 to create impressive slide presentations.

Remember to view our entire online catalog of courses!

Instructor-Led Online Learning

www.ed2go.com/pnwboces

Course Fees Start at Just $115
More than 300 online courses

> Instructor-Facilitated

Online Courses

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<tr>
<th>Putnam/Northern Westchester BOCES</th>
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<tr>
<td><strong>Introduction to Microsoft Excel</strong></td>
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<tr>
<td>Learn and practice the basics of using Microsoft Excel, including entering data, creating formulas, and using the data analysis tools.</td>
</tr>
<tr>
<td><strong>Microsoft Excel</strong></td>
</tr>
<tr>
<td>Learn to create and modify documents with Microsoft Excel, including entering data, creating formulas, and using the data analysis tools.</td>
</tr>
<tr>
<td><strong>Microsoft Word</strong></td>
</tr>
<tr>
<td>Learn to create and modify documents with Microsoft Word, including entering data, creating formulas, and using the data analysis tools.</td>
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<td><strong>Accounting Fundamentals</strong></td>
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<tr>
<td>Gain a solid understanding of bookkeeping and financial reporting.</td>
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<tr>
<td><strong>Real Estate Investing</strong></td>
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<tr>
<td>Learn how to invest in real estate, including finding properties, negotiating deals, and understanding real estate laws.</td>
</tr>
<tr>
<td><strong>Computer Skills for the Workplace</strong></td>
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<tr>
<td>Learn basic computer skills, including word processing, spreadsheets, and basic internet navigation.</td>
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<tr>
<td><strong>Introduction to QuickBooks</strong></td>
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<tr>
<td>Learn how to use QuickBooks to manage your business, including bookkeeping, invoicing, and payroll.</td>
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<tr>
<td><strong>Grammar Refresher</strong></td>
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<tr>
<td>Enhance your writing skills by improving your grammar and sentence structure.</td>
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<tr>
<td><strong>Discover Digital Photography</strong></td>
</tr>
<tr>
<td>Learn the basics of digital photography, including camera settings, editing, and sharing your work.</td>
</tr>
</tbody>
</table>

**Courses as Low as:**

$115

Enroll Now!

(914) 248-2430

www.cd2go.com/pnwboces
Academic Skills/TASC Preparation

NOW YOU CAN!

• Gain valuable communication skills
• Improve your writing, reading and math skills
• Earn your high school equivalency credential (TASC)
• Prepare for college and technical training

Convenient Locations Throughout Putnam &
Northern Westchester

CARMEL – Carmel High School
OSSINING – St. Ann’s School (Spanish TASC Preparation)
PEEKS KILL – Michael J. DiBart Neighborhood Center
(Spanish & English TASC)
YORKTOWN – THE TECH CENTER BOCES (English TASC)

$40.00 Tuition Fee

FOR ONGOING REGISTRATION INFORMATION PLEASE CALL

(914) 248-2414
between 8:30 a.m. and 3:30 p.m.
Monday - Friday

English for Speakers of
Other Languages

Convenient Locations Throughout Putnam &
Northern Westchester

CARMEL – Carmel High School
MAHOPAC – Mahopac Library
MOUNT KISCO – St. Mark’s Episcopal Church
OSSINING – St. Ann’s School
PEEKS KILL – Michael J. DiBart Neighborhood Center
YORKTOWN – The Tech Center (BOCES)

SELECT CLASSES IN PARTNERSHIP WITH
WESTCHESTER COMMUNITY COLLEGE

$40.00 Tuition Fee

FOR ONGOING REGISTRATION INFORMATION PLEASE CALL

(914) 248-2414
between 8:30 a.m. and 3:30 p.m.
Monday - Friday
FINANCIAL ASSISTANCE RESOURCES

Here is a list of possible sources of assistance. If you need more information, call the numbers listed below.

The Workforce Investment Offices are an excellent source of a wide variety of services for people who are looking for work or training.

Westchester One Stop Employment Center
120 Bloomingdale Road
White Plains, NY 10605
(914) 995-3910

201 James Street
Peepeekskill, NY 10566
(914) 737-3490

Putnam Workforce Partnership
110 Old Route 6 Center
Carmel, NY 10512
(845) 808-1651

Dutchess One-Stop
235 Main St., 1st Floor
Poughkeepsie, NY 12601
(845) 485-2660

ACCES-VR

ACCES-VR (formerly VESID) provides assistance to individuals with disabilities.

Westchester ACCES-VR
75 South Broadway, 1st Floor
White Plains, NY 10601
(914) 946-1313

Putnam-Dutchess ACCES-VR
301 Manchester Road, Suite 200
Poughkeepsie, NY 12603
(845) 452-5325

The listings above are for informational purposes only. Putnam/Northern Westchester BOCES does not qualify or approve any individuals for funding by the agencies listed above.
CANCELLATION & REFUND POLICY

- BOCES reserves the right to change or cancel any course. The decision to cancel will be made up until 48 hours before the class is scheduled to start.
- If BOCES cancels a course, the full tuition and registration fee will be refunded.
- We are not responsible for emergency cancellations.
- If there is a problem with your registration, you will be contacted.
- If you cancel your registration at least two business days before the class is scheduled to start, a refund (less registration fee) will be processed. Once a course begins, NO refunds will be given.
- Credit card refunds are processed within 10 days after an official registrant withdrawal.
- Money orders or check refunds are processed after written notification of withdrawal is received. Please allow four weeks for processing of a refund check.
- There is a $20 fee for returned checks.
- Please plan your work and vacation schedules accordingly.

REGISTRATION

You may register for late starting courses up to 72 hrs. before the first class meeting on a space-available basis.

ALL CLASSES ARE HELD IN THE LATE AFTERNOON/EVENING UNLESS OTHERWISE NOTED

COURSES are offered by Putnam/Northern Westchester BOCES Tech Center at Yorktown. Certificates of completion are awarded to all students who attend 80% or more of the classes for courses which are at least 10 hours in length. Generally, 8 registrants are required to operate a class. As a rule, late registrations are NOT accepted but under certain circumstances could be approved by the manager. Courses are open to persons 18 years of age or older. Although every effort has been made to make this brochure as accurate as possible, please contact the Continuing Education Office (914) 248-2430 for any changes/updates.

ACCESSIBILITY Many of our classrooms are accessible to persons with disabilities. Please notify us at the time of registration if you have any special needs.

CONTINUING EDUCATION UNITS Some courses carry Continuing Education Units, or CEUs. The Continuing Education Unit is recognized nationally to document the type, quality and duration of non-credit work. One CEU equals ten hours of instruction in a non-credit course.

WEATHER CONDITIONS CLASS CANCELLATIONS

Listen for cancellation announcements after 2 p.m. on WLNA (1420 AM), WHUD (100.7 FM) WBNR/WSPK (K104 FM) and WFAS (1230 AM). Each instructor will circulate a phone-chain emergency list at the first session.

SAFETY RULES & REGULATIONS BOCES upholds a policy of maintaining safety. Individuals who participate in any of BOCES Adult & Continuing Education Trade-Related Programs must adhere to the Safety Rules and Guidelines outlined in the “Safety Rules Student Handout.” All (trade-related) student participants must review and sign off on this policy. Violation of any or all parts of these rules will result in dismissal from the Program. BOCES reserves the right to enforce its Policies and Procedures including the Code of Conduct regulations.

DISCLAIMER Instructors are retained to teach in their area of expertise. The instructors are not permitted to use the classroom for personal gain, or to solicit clients or customers. BOCES is not responsible for any advice/consultation given beyond the classroom setting and course curriculum materials. Any complaint against an instructor must be made in writing and given to the Continuing Education Manager. Full grievance procedures are available in the Continuing Education Office.

REGISTRATION INFORMATION

CONTACTS

• Putnam/Northern Westchester BOCES Tech Center at Yorktown - Phone: 914-248-2304.
• Program Office Manager
• Continuing Education Office (914) 248-2430 for any changes/updates.
• Access for Persons with Disabilities

WEBINARS: Putnam/Northern Westchester BOCES offers educational webinars throughout the year. Please visit our website at www.pnwboces.org for information about upcoming webinars.

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### Registration Form 2016-2017

Please print your name as you would have it appear on your certificate:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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Legal Address:

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<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
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Home Phone

Cell Phone

Area Code

Area Code

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<tr>
<th>Course #</th>
<th>Course</th>
<th>Day</th>
<th>Time</th>
<th>Starting Date</th>
<th>Tuition</th>
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<td>Amex</td>
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Registration Fee (Non-transferable) (Non-refundable) $10.00

**Make check payable to: PNW BOCES.**

*A $20 Fee Charged for Returned Checks*

**Is your employer / business paying your tuition? If yes, please print employer / business name, address & phone**

Mail to: Continuing Education, The Tech Center at Yorktown, 200 Boces Drive, Yorktown Hgts., NY 10598 • Fax No. 914-248-2410
Adult & Continuing Education PROGRAMS
200 BOCES DRIVE
YORKTOWN HEIGHTS, NY 10598

PUTNAM NORTHERN WESTCHESTER BOCES
FALL/WINTER 2016-2017