Adult & Continuing Education Programs
Spring & Summer 2020

Register Early
Secure Your Seat In Class

www.pnwboces.org
914-248-2430
SPRING/SUMMER
NON-CREDIT COURSES • CONTINUING EDUCATION PROGRAMS

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

Superintendents
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DISTRICT SUPERINTENDENT
LYNN ALLEN ED.D
ASSISTANT SUPERINTENDENT
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ASSISTANT SUPERINTENDENT

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PNW BOCES Computer Graphics & Digital Photography

The Putnam/Northern Westchester Board of Cooperative Educational Services does not discriminate on
the basis of sex, race, creed, national origin, age or disability, in its employment, admissions practices,
vocational opportunities or access to and treatment in programs or activities in accordance with Title IX,
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

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

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

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

PHONE: 914-248-2430

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.
## SPRING/SUMMER 2020

**SPRING SEMESTER – MARCH 23-JUNE 30, 2020**

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Classes</td>
<td>March 23-June 1</td>
</tr>
<tr>
<td>Tuesday Classes</td>
<td>March 24-May 19</td>
</tr>
<tr>
<td>Wednesday Classes</td>
<td>March 25-May 20</td>
</tr>
<tr>
<td>Thursday Classes</td>
<td>March 26-May 21</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER PROGRAM HOLIDAYS - CLASSES NOT IN SESSION**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Recess</td>
<td>April 6-April 13</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 22-25</td>
</tr>
<tr>
<td>CTE Graduation</td>
<td>June 9</td>
</tr>
<tr>
<td>New Student/Parent Orientation</td>
<td>June 17</td>
</tr>
</tbody>
</table>

**SUMMER SEMESTER – JULY 6-JULY 30, 2020**

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday/Wednesday</td>
<td>July 6-July 29</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>July 7-July 30</td>
</tr>
</tbody>
</table>
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.

AUT0051S $360.00
3/24/2020-5/19/2020 Days: T
6:00 PM - 9:00 PM Sessions: 8
BOCES, TECH, Room 131
J. P. PEGOLI

AUT 021  BASIC SMALL ENGINE MAINTENANCE
Through lecture and demonstration, you will gain skills in the maintenance and repair of small gas engines (2 and 4 cycle). You will also have an opportunity to work on engines such as chain saws, lawn mowers, and snow blowers.

AUT0211S $360.00
6:00 PM - 9:00 PM Sessions: 8
BOCES, TECH, Room 136
GEORGE BOCKHAUS

BUSINESS & CAREER DEVELOPMENT

BUS 001  THINKING OF OWNING A BUSINESS & BECOMING YOUR OWN BOSS?
Do you dream about starting your own business? You are NOT alone. Millions of Americans share that dream. If you are reading this you have already taken the first steps towards turning your dream into a reality. This class is a solid first step. It will help you understand what is involved in starting and running a business. You will walk away with your head full of ideas for your next step. Advance registration for this workshop and a $10 fee is required by BOCES.

BUS0011S $10.00
4/22/2020-4/22/2020 Days: W
7:00 PM - 9:00 PM Sessions: 1
BOCES, TECH, Room TBA
SCORE

BUS 315  SECURITY GUARD 8 HOUR PRE-ASSIGNMENT TRAINING
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.

BUS3151S $110.00
3/24/2020-4/2/2020 Days: 4
6:00 PM - 8:00 PM Sessions: TTh
BOCES, TECH, Room 211
THOMAS HOULAHAN

BUS 316  SECURITY GUARD 16 HOUR ON-THE-JOB TRAINING
This mandatory training is required for all security guards 90 days post employment and explores topics such as the duties of the guard, requirements of the work site and the needs of the employer.

BUS3161S $200.00
5/5/2020-5/14/2020 Days: TTh
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 211
THOMAS HOULAHAN

BUS 317  SECURITY GUARD 8-HOUR ANNUAL INSERVICE TRAINING
This training must be completed each calendar year following completion of the 16 hour OJT course. This program is designed to meet current training needs and refresh or update guards in changes in the security field. The guard must complete this course as a prerequisite for renewal of his or her guard registration.

BUS3171S $110.00
4/14/2020-4/23/2020 Days: TTh
6:00 PM - 8:00 PM Sessions: 4
BOCES, TECH, Room 211
THOMAS HOULAHAN
COMPUTERS-ACCOUNTING

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 with most aspects of your business decisions. No accounting experience necessary. PREREQUISITE: Basic computer knowledge. 1.6 CEU
COM2361S $240.00
3/24/2020-5/19/2020 Days: T
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room TBA
STAFF

COMPUTERS-DIGITAL IMAGING

COM 150 DIGITAL PHOTOGRAPHY SEMINAR
This workshop will answer questions such as: Why use a digital camera? How do I choose which camera to purchase? How do I take photographs? What do I do with the images I photographed? This seminar will provide you with a basic understanding about digital cameras and how to take great photographs. You will have hands on experience using a digital camera and practice how to crop, resize and alter photographs. Digital Photography allows you to share your creative or cherished images with family and friends around the world. You will learn to save photos in condensed formats, send them as e-mail attachments, and import them into other programs.
COM1501S $60.00
5/2/2020-5/28/2020 Days: Th
7:00 PM - 9:00 PM Sessions: 2
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COMPUTERS-PC REPAIR

COM 174 PC REPAIR & UPGRADE TACTICS 1
Experience this comprehensive workshop on the basics of PC computer repair, upgrading, and troubleshooting techniques. This course is packed with information about how computers operate, and a key to help diagnose hardware-related problems. Understand the reasons for adding RAM, hard drives, adapter cards and cable nomenclature.
COM1741S $60.00
4/30/2020-5/7/2020 Days: Th
7:00 PM - 9:00 PM Sessions: 2
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COMPUTERS-PC REPAIR

COM 160 SMARTER PICTURES WITH A SMART PHONE
Is it a phone or a camera? Since it has a camera we will take a look at maximizing the images that result from your “phone”. Many of the same photography rules and techniques still apply when using the camera in your smart phone. Topics will include details about the lens, utilizing lighting for good photographs, flash photographs, and exposure and focus. Other topics will include some features available on smart phone cameras like HDR shooting, zooming that lens correctly, plus we will take a look at several of the other “advanced” features. A little understanding will result in better looking shots with your camera.
COM1601S $60.00
4/16/2020-4/23/2020 Days: Th
7:00 PM - 9:00 PM Sessions: 2
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COMPUTERS-BASIC

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. Please bring a USB flash drive to class.
COM2011S $240.00
3/23/2020-6/1/2020 Days: M
5:00 PM - 7:00 PM Sessions: 8
BOCES, TECH, Room 204
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.
COM2021S $170.00
4:00 PM - 6:00 PM Sessions: 6
BOCES, TECH, Room 204
MICHAEL J NEGRELLI
COMPUTERS

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. 1.6 CEU
COM2701S $240.00
3/23/2020-6/1/2020 Days: M 6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COM 2702SU $240.00
7/6/2020-7/29/2020 Days: MW 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 AUTOCAD 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: AUTOCAD. 1.6 CEU
COM2721S $240.00
3/24/2020-5/19/2020 Days: T 6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COM 274 AUTOCAD III
For those students who have completed the AUTOCAD 1 and 2 courses, the next course in the series looks at some additional features available in the AUTOCAD software package. Topics covered will take the use of blocks to the next level: working with dynamic blocks and working with attributes for the blocks you create. The course covers customizing the user interface, using macros and custom routines, system setup for efficient design creation and using the feature of sheet sets to organize the publishing of the final design documents. PREREQUISITE: AUTOCAD I and AUTOCAD II. 1.6 CEU
COM2741S $240.00
3/25/2020-5/20/2020 Days: W 6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 119D
JOHN L ANTONELLI

COM 472 POWERPOINT
Microsoft PowerPoint is used for creating and designing presentations. You will learn how to create presentations, add images, shapes, animations and layered objects, create tables and charts and prepare slideshows. 1.6 CEU
COM4721S $240.00
3/24/2020-5/19/2020 Days: T 6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room TBA
JOHN SEGRETI

COMPUTERS-SPECIAL INTERESTS

COM 104 USING WINDOWS 10 TIPS & TRICKS
This seminar is for people who know the basics of using Windows 10 but want to further enhance their knowledge and capability on its use. It covers a number of settings such as: restoring the computer when problems arise, changing desktop pictures and appearance, handling Apps, adding Printers, Privacy settings, and Updating and Security. Attendees with Windows 10 Laptops should bring them to the class. Prerequisite: a basic understanding of using a Windows 10 computer.
COM1041S $30.00
4/2/2020-4/2/2020 Days: Th 5:00 PM - 7:00 PM Sessions: 1
BOCES, TECH, Room 204
MICHAEL J NEGRELLI

COM 123 INTRO TO I-DEVICES (IPHONE, IPAD)
This course will cover getting up to speed with IPHONEs and IPADs. We will go to the APP store; download APPs; talk about settings; online banking; stock trading; maximize functionality of I-DEVICES and more.
COM1231S $30.00
3/31/2020-3/31/2020 Days: T 4:00 PM - 6:00 PM Sessions: 1
BOCES, TECH, Room TBA
JOHN SEGRETI

COM 149 HOW TO TRANSFER PICTURES & DATA
Learn how to transfer pictures from iPhones and cameras to computers, flash drives and cloud storage to free up storage and for backup. Attendees should bring iPhones fully charged with their power cables to class and 16 or 32 gigabyte blank flash drives to transfer personal pictures. Attendees can also bring laptops using Windows. Basic familiarity with Microsoft Windows computers is a prerequisite.
COM1491S $30.00
5/13/2020-5/13/2020 Days: W 4:00 PM - 6:00 PM Sessions: 1
BOCES, TECH, Room 204
JOHN SEGRETI
COMPUTERS

COMPUTERS-SPREADSHEETS

COM 431 MS EXCEL
Learn the right way to use 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 and keyboard shortcuts to help speed up work. 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 and contracts. PREREQUISITE: Basic computer knowledge and familiarity with Windows. 1.6 CEU

COM4311S $240.00 3/26/2020-5/21/2020 6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 204 JOHN SEGRETII

COM4312SU $240.00 7/7/2020-7/30/2020 5:00 PM - 7:00 PM Sessions: 8
BOCES, TECH, Room 204 JOHN SEGRETII

COMPUTERS-WORD PROCESSING

COM 388 MICROSOFT WORD BASICS
Microsoft Word is the most frequently used word processor in business, education and home. It is available on all Windows computers, Apple Computers, and also on Tablets. This class covers preparing word processing documents with many of its popular features, such as Cut-Copy-Paste, Spell Checking, and Page Numbering. Also presented will be how to insert pictures, clip art, and borders to enhance document appearance. In addition, preparing envelopes, labels, and data handling using files and folders, and how to backup your data will be covered. This course is useful for those wanting to learn how to use this popular word processor and for those wanting to refresh their skills.

COM3881S $240.00 3/25/2020-5/20/2020 6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room TBA JOHN SEGRETII

CONSTRUCTION/TRADES

CON 417 RESIDENTIAL WIRING 1
This hands-on course will teach you how to replace receptacles, light switches and fixtures. Description and proper use of electrical wiring tools and techniques will be demonstrated and then practiced by students. Theory of electricity along with grounding and polarization will be explained as well as how wiring works, how wiring diagrams are drawn and proper selection of wire for each project. Students will wire receptacles, single location light switches as well as 3-way switches, typically used at the top and bottom of stairwells. Recommendations for tools will be offered. Eye Safety Wear is required. 2.4 CEU

CON4171S $420.00 3/23/2020-6/1/2020 6:00 PM - 9:00 PM Sessions: 8
BOCES, TECH, Room 125 STAFF

CON 420 BASIC CARPENTRY
Learn the skills of accurate measurement, the use of hand tools and power tools as you read specifications on working drawings and cut and join materials. These job skills will be applied to a variety of practical woodworking situations. Course fee includes cost for materials. Eye Safety Wear is Required. 2 CEU

CON4201S $420.00 3/25/2020-5/20/2020 6:00 PM - 9:00 PM Sessions: 8
BOCES, TECH, Room 130 GEOFFREY LINE

CON 420 BASIC CARPENTRY
Learn the skills of accurate measurement, the use of hand tools and power tools as you read specifications on working drawings and cut and join materials. These job skills will be applied to a variety of practical woodworking situations. Course fee includes cost for materials. Eye Safety Wear is Required. 2 CEU

CON4201S $420.00 3/25/2020-5/20/2020 6:00 PM - 9:00 PM Sessions: 8
BOCES, TECH, Room 130 GEOFFREY LINE
CONSTRUCTION/TRADES

CON 465 HVAC
In this program students will learn the skill sets needed to gain entry level employment in the HVAC field. Instruction includes work safety, energy production and transmission, common tools and test instruments, controls, wiring basics, refrigeration, electric motors, digital controls, commercial refrigeration and application. The CFC EPA Certification test for levels 1, 2 and 3 is included for certification and licensure to service, repair, maintain equipment and purchase refrigerants. Heating systems including oil and gas fired boilers/furnaces and heat pumps, and systematic trouble-shooting. To gain full benefit, students should be able to use hand tools and be prepared to purchase a textbook for additional study activities. Course fee includes cost for materials. Eye Safety Wear is required. THIS COURSE RUNS FOR 2 SEMESTERS (FALL & WINTER) STUDENTS REGISTER ONCE. 14.4 CEU. PLEASE CALL (914) 248-2430 FOR FALL SEMESTER INFORMATION.

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 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 510 BLUEPRINT READING
This course provides the student with a basic understanding of construction drawings (commonly referred to as blueprints) used in residential and commercial buildings. Topics will include types of drawings, symbols as shown for materials, windows and doors. The course will also include dimensioning, specifications (general notes), legal aspects, theory and methods of construction. Students working individually or in groups will interpret drawings to perform take-offs of materials for estimating purposes. 2.4 CEU

COSMETOLOGY

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) 248-2440 for more information.

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) 248-2440 for more information.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Fee</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOD 106</td>
<td>DINNER &amp; DESSERT</td>
<td>Come and learn how to cook a quick 3 course meal for you and your family. You will learn how to make appetizers, entrees and desserts easy enough to create within an hour, so that you can sit at the table and share your masterpiece with your family. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>5/20/2020-5/20/2020</td>
<td>W</td>
<td>5:00 PM - 8:00 PM</td>
<td>BOCES, TILLY FOSTER FARM, Room KITCHEN</td>
<td>CHRISTINA HOLIC</td>
</tr>
<tr>
<td>FOD 205</td>
<td>BASIC CAKE DECORATING</td>
<td>Learn the basic techniques that go into making a good cake that not only tastes great but looks fabulous as well. You will learn how to make a great buttercream frosting, piping techniques and designs for your cake. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>3/31/2020-3/31/2020</td>
<td>T</td>
<td>5:00 PM - 8:00 PM</td>
<td>BOCES, TILLY FOSTER FARM, Room KITCHEN</td>
<td>CHRISTINA HOLIC</td>
</tr>
<tr>
<td>FOD 225</td>
<td>DELICIOUS COOKIES</td>
<td>The whole family loves cookies and this class will give you the basic understanding of making good cookies that could turn into a cookie cake if you like. We will get into some fancier cookies as the night progresses. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>4/15/2020-4/15/2020</td>
<td>W</td>
<td>5:00 PM - 8:00 PM</td>
<td>BOCES, TILLY FOSTER FARM, Room KITCHEN</td>
<td>CHRISTINA HOLIC</td>
</tr>
<tr>
<td>FOD 301</td>
<td>GREAT SAUCES</td>
<td>You will learn how to make contemporary sauces and what food to pair them with. You will also learn techniques that go into making a delicious sauce to accompany your meal. We will revisit some of the classic grand sauces, as well as some derivative sauces. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>5/5/2020-5/5/2020</td>
<td>T</td>
<td>5:00 PM - 8:00 PM</td>
<td>BOCES, TILLY FOSTER FARM, Room KITCHEN</td>
<td>CHRISTINA HOLIC</td>
</tr>
<tr>
<td>FOD 354</td>
<td>KETO DIET - VERY LOW CARBS</td>
<td>Learn how to make delicious low carbohydrate meals, Keto donuts, bagels, pizza and more. Ketosis is when good fats replace carbs for energy production. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>4/1/2020-4/1/2020</td>
<td>W</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, BUILDING E, Room KITCHEN</td>
<td>LAURIE LEAHY</td>
</tr>
<tr>
<td>FOD 636</td>
<td>HEALTHY MEALS IN 30 MINUTES</td>
<td>Learn how to prepare low calorie and nutritious meals in no time. We will prepare Zucchini Noodles, Chicken Provençal, Roasted Side of Salmon, Broccoli Rabe, Bok Choy and the tastiest Steak Sauce for grilled steak. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>5/5/2020-5/5/2020</td>
<td>T</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, BUILDING E, Room KITCHEN</td>
<td>LAURIE LEAHY</td>
</tr>
<tr>
<td>FOD 638</td>
<td>THAI COOKING</td>
<td>Thai cooking is low in fat, nutritious, as spicy as you want, and delicious, too! Learn how to make authentic Thai dishes such as Curries, Summer Rice Paper Rolls, and Pad Thai. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>5/13/2020-5/13/2020</td>
<td>W</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, BUILDING E, Room KITCHEN</td>
<td>LAURIE LEAHY</td>
</tr>
<tr>
<td>FOD 742</td>
<td>PASTA, PASTA, PASTA</td>
<td>Learn how to make fresh and delicious pasta from scratch. You will also learn how to create tasty pasta sauces to compliment each dish. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>4/29/2020-4/29/2020</td>
<td>W</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, BUILDING E, Room KITCHEN</td>
<td>LAURIE LEAHY</td>
</tr>
<tr>
<td>FOD 786</td>
<td>THE MEDITERRANEAN DIET</td>
<td>It’s all about calories but it’s also about nutrition and good taste! Learn how to prepare Hummus, Baba Ghanoush (eggplant with tahini) Chicken Française, Pastas with home roasted tomatoes, Pesto, and Broccoli Rabe. Course fee includes cost for materials.</td>
<td>$55.00</td>
<td>4/21/2020-4/21/2020</td>
<td>T</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, BUILDING E, Room KITCHEN</td>
<td>LAURIE LEAHY</td>
</tr>
</tbody>
</table>
# HEALTH/MEDICAL

We offer courses in health-related fields to help you begin a new career path, supplement existing knowledge, or update your skills.

**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) 248-2440 FOR MORE INFORMATION.

**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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Price</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA9621S</td>
<td>$50.00</td>
<td>4/21/2020-4/21/2020</td>
<td>T</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, TECH, Room TBA</td>
</tr>
</tbody>
</table>

KATHY PELLECCHIA

**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 textbooks and exam. Students are required to purchase textbooks. PREREQUISITE: High School Diploma or Equivalency.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Price</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA2001S</td>
<td>$2,400.00</td>
<td>3/23/2020-8/26/2020</td>
<td>MW</td>
<td>5:30 PM - 8:30 PM</td>
<td>BOCES, TECH SOUTH, Room 104</td>
</tr>
</tbody>
</table>

JEANINE LABRIOLA

**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 textbooks and exam. Students are required to purchase textbooks. PREREQUISITE: High School Diploma or Equivalency.

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</thead>
<tbody>
<tr>
<td>HEA3001S</td>
<td>$1,980.00</td>
<td>3/24/2020-7/23/2020</td>
<td>TTh</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, TECH, Room TBA</td>
</tr>
</tbody>
</table>

STAFF STAFF

**HEALTH/MEDICAL NHA CERTIFICATION**

NHA National Healthcareer Association (NHA) has approved P/NW BOCES as an affiliated partner to offer NHA exams for its healthcare training programs. NHA certification is recognized nationwide and is one way to be competitive in the job market or when applying for promotional opportunities. NHA certifications also highlight a person’s commitment to his or her field because they are a measurement of knowledge and expertise in an industry where certification requirements are increasing everywhere.

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<td>3/24/2020-7/23/2020</td>
<td>TTh</td>
<td>6:00 PM - 9:00 PM</td>
<td>BOCES, TECH, Room TBA</td>
</tr>
</tbody>
</table>

STAFF STAFF
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. Additional fee for textbooks and exam. PREREQUISITE: High School Diploma or Equivalency.
HEA3411S $2,150.00
3/23/2020-8/12/2020 Days: MW
6:00 PM - 9:00 PM Sessions: 36
BOCES, TECH SOUTH, Room 108
NANCY CHOMAS

HEA 435  CERTIFIED CLINICAL
MEDICAL ASSISTANT
This course will prepare you to work in hospitals, medical offices, labs and other health related facilities. Topics covered will include medical terminology, measuring vital signs, basic EKG, phlebotomy, routine lab tests, infection control, safety and patient communication. Students must attend 80% of all class sessions. Additional fee for textbooks and exam. PREREQUISITE: High School Diploma or Equivalency.
HEA4351S $3,100.00
3/10/2020-7/16/2020 Days: TWTh
6:00 PM - 9:30 PM Sessions: 45
BOCES, TECH SOUTH, Room 104
NANCY SAMWELL

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.
LAN1001S $220.00
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room TBA
ANTONIO PAONE

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.
LAN1301S $220.00
3/24/2020-5/19/2020 Days: T
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 110
LUZ SALVIA

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.
LAN1321S $220.00
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 110
LUZ SALVIA

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
LAN3101S $220.00
7:00 PM - 9:00 PM Sessions: 8
BOCES, TECH, Room TBA
DAYLE M. SCHLINGER
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.

**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.

**OSH5301S $120.00**

6:00 PM - 9:00 PM Sessions: 3
BOCES, TECH, Room TBA

STAFF STAFF

**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.

**OSH5321S $420.00**

4/16/2020-6/18/2020 Days: Th
5:30 PM - 8:30 PM Sessions: 10
BOCES, TECH, Room TBA

STAFF STAFF

**PHOTOVOLTAICS**

**PHO 560 SOLAR (PV) BASICS**

For people curious about a career in solar, or who just want to get a basic foundation of knowledge about the technology and the industry. This course briefly examines solar energy in all its forms (as well as other renewables), and then focuses on the primary type of solar being installed today - grid-tied solar electric systems (aka photovoltaics or PV) - the type of solar that is being installed on tens of thousands of homes and businesses across the nation (and around the world). Learn how it works, what makes for a good location, how the economics play out, different ways of financing PV projects (residential and commercial), the different technologies and manufacturers, how PV systems are physically installed on a roof or on the ground, and more. No prerequisites, but involves a lot of technical concepts and basic math. Also, a good sense of direction and familiarity with MC Excel are helpful.

**PHO5601S $100.00**

3/26/2020-5/7/2020 Days: Th
6:00 PM - 7:30 PM Sessions: 6
BOCES, TECH, Room TBA

STAFF STAFF

**REAL ESTATE**

**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 80% attendance requirement for license credit eligibility. This is a 75 hour course. Students must purchase textbook.

**REA1401S $600.00**

3/24/2020-6/23/2020 Days: TTh
6:00 PM - 9:15 PM Sessions: 24
BOCES, 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.

**REA1451S $540.00**

6:00 PM - 9:00 PM Sessions: 16
BOCES, TECH, Room TBA

STAFF STAFF
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.
SPE 201 DRONE CERTIFICATION
This course will provide you with the skills needed to pass the FAA’s Part 107 Remote Pilot Certification in Unmanned Aerial Systems (UAS).
You will learn about current drone regulations, weather, flying and drone ethics, and sectional charts.
SPE2011S $170.00
4/20/2020-4/29/2020 Days: MW
6:00 PM - 9:00 PM Sessions: 4
BOCES, TECH, Room TBA
STAFF STAFF

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.
SPE2051S $75.00
6:00 PM - 9:00 PM Sessions: 2
BOCES, TECH SOUTH, Room 102
PAUL NARAD

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.
SPE2061S $75.00
5/19/2020-5/20/2020 Days: TW
6:00 PM - 9:00 PM Sessions: 2
BOCES, TECH SOUTH, Room 102
PAUL NARAD

SPE 251 PENCIL DRAWING FOR BEGINNERS
Drawing with pencil is an accessible method of creating artwork at any skill level. In this class you will learn how to choose an image, outline, tones and textures. Discussion about perspective and proportion and some art history will also be covered. You will receive step by step instructions on how to create a realistic drawing. List of supplies will be provided upon registration.
SPE2511S $160.00
3/24/2020-5/19/2020 Days: T
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 209
GALINA VAHT

SPE 340 PAINT NIGHTS @ BOCES
Come join us for this unique class. Each week you will paint a different picture. Step by step instructions are given to complete your masterpiece! At the end of the semester you will have created eight canvases. No formal art background required, just a sense of creativity! Instructor will supply brushes and palettes. A list of additional supplies will be provided upon registration.
SPE3401S $150.00
3/23/2020-6/1/2020 Days: M
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room TBA
JUDIKA LIEBERMAN

SPE 871 ACRYLIC PAINTING
Using acrylics is the simplest and most effective way for an absolute beginner to learn how to paint successfully. Acrylics dry quickly, are simple to use and odorless. This course provides an introduction to the techniques and materials used for acrylic painting.
SPE8711S $160.00
3/26/2020-5/1/2020 Days: Th
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 209
GALINA VAHT

SPE8712SU $160.00
7/7/2020-7/30/2020 Days: TTh
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 209
GALINA VAHT

SPE 251 PENCIL DRAWING FOR BEGINNERS
Drawing with pencil is an accessible method of creating artwork at any skill level. In this class you will learn how to choose an image, outline, tones and textures. Discussion about perspective and proportion and some art history will also be covered. You will receive step by step instructions on how to create a realistic drawing. List of supplies will be provided upon registration.
SPE2511S $160.00
3/24/2020-5/19/2020 Days: T
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 209
GALINA VAHT

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6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 209
GALINA VAHT

SPE8712SU $160.00
7/7/2020-7/30/2020 Days: TTh
6:00 PM - 8:00 PM Sessions: 8
BOCES, TECH, Room 209
GALINA VAHT
SUMMER CAMP
AT THE TECH CENTER

Fun Programs for students 12 - 15 years old
Instructors are all Experts in their Fields

3D Printing/Laser Engraving  Computer Repair  Law Enforcement
Animation  Cuisines & Desserts  Metal Working
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Babysitter Boot Camp  Culinary FUNdamentals  Sports Conditioning
Beauty  Graphic Design  Sports Medicine
Computer Graphics  Hairstyling  Sweet & Savory Cooking

See website for program dates, times, and fees.
To register, please visit www.pnwboces.org/summercamp

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SECONDARY CAREER & TECHNICAL EDUCATION

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Teaching Career Academy
Transportation Career Academy
Alternate Options (TASC)

The Tech Center offers Career & 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.

<table>
<thead>
<tr>
<th>Certificate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft Office Assistant Certificate</strong></td>
</tr>
<tr>
<td>Word 1 &amp; 2 32 hours</td>
</tr>
<tr>
<td>Excel 1 &amp; 2 32 hours</td>
</tr>
<tr>
<td>Presenting with PowerPoint 16 hours</td>
</tr>
<tr>
<td>QuickBooks 1 &amp; 2 32 hours</td>
</tr>
<tr>
<td><strong>Total Hours:</strong> 112 hours</td>
</tr>
</tbody>
</table>

| **Maintenance Mechanic Certificate** |
| Welding 1 & 2 48 hours |
| Carpentry 24 hours |
| Residential Wiring 1 & 2 48 hours |
| **Total Hours:** 120 hours |

| **Construction Mechanic Certificate** |
| Blueprint Reading 24 hours |
| Computers for Beginners 16 hours |
| Excel 1 16 hours |
| Quickbooks 1 16 hours |
| **Total Hours:** 72 hours |

| **Computer Aided Designer Certificate** |
| AutoCad I 16 hours |
| AutoCad II 16 hours |
| AutoCad III 16 hours |
| **Total Hours:** 48 hours |
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- Teaching Assistants
- Teacher Aides
- Bus Drivers
- Groundskeepers
- Mechanics
- Food Services
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Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training course. You can begin these courses at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Some of our most popular courses include:

- **AutoCAD 2018 Certified User (Voucher Included)**
  This AutoCAD 2018 Certified User course will teach you basic and more advanced design skills as you gain hands-on practice using the 2D tools in AutoCAD.

- **Certified Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)**
  This course prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP).

- **Certified Bookkeeper**
  This course helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

- **Certified Medical Administrative Assistant (CMAA)**
  Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient.

- **Cisco® CCNA® Certification Training (Voucher Included)**
  The Cisco CCNA Online Training Course will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

- **CPC Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)**
  This course offers valuable training in medical office management and legal, ethical, and regulatory concepts that are central to this field, including HIPAA compliance and third-party guidelines for filing insurance claims.

- **Full Stack Software Developer**
  The Professional Certificate in Software Development program, fast tracks you into one of the most in-demand professions worldwide: Full Stack Software Development.

- **Mobile and Desktop Web Developer**
  Expand your career possibilities by learning Web Development in this online course. Build dynamic websites, and play a key role in increasing client interaction for any company or business. Create your own websites and work with clients, or improve existing websites to increase their functionality and make them more complex or user-friendly.

- **Paralegal (with voucher)**
  Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. This self-paced, online course will get you ready for an entry-level paralegal position, and it’ll prepare you to take the certification exam.

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You can complete any course entirely from your zte the day or night.

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<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>Accounting Fundamentals</td>
<td>Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.</td>
</tr>
<tr>
<td>A to Z Grantwriting</td>
<td>Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.</td>
</tr>
<tr>
<td>Creating Web Pages</td>
<td>Learn the basics of HTML so you can design, create, and post your very own site on the Web.</td>
</tr>
<tr>
<td>Explore a Career in Medical Coding</td>
<td>Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.</td>
</tr>
<tr>
<td>Grammar Refresher</td>
<td>Gain confidence in your ability to produce clean, grammatically correct documents and speeches.</td>
</tr>
<tr>
<td>Human Anatomy and Physiology</td>
<td>Gain a greater appreciation and understanding of the marvelous complexity of the human body.</td>
</tr>
<tr>
<td>Intermediate Microsoft Excel</td>
<td>Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.</td>
</tr>
<tr>
<td>Introduction to CSS and XHTML</td>
<td>Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel</td>
<td>Discover the secrets to setting up fully formatted worksheets quickly and efficiently.</td>
</tr>
<tr>
<td>Introduction to QuickBooks</td>
<td>Learn how to quickly and efficiently gain control over the financial aspects of your business.</td>
</tr>
<tr>
<td>Introduction to Microsoft Word 2016</td>
<td>Master advanced Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.</td>
</tr>
<tr>
<td>Introduction to SQL</td>
<td>Gain a solid working knowledge of the most powerful and widely used database programming language.</td>
</tr>
<tr>
<td>Medical Terminology: A Word Association</td>
<td>Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.</td>
</tr>
<tr>
<td>Speed Spanish</td>
<td>Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.</td>
</tr>
</tbody>
</table>
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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

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

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Monday - Friday

English for Speakers of
Other Languages

Convenient Locations Throughout Putnam &
Northern Westchester

CARMEL – Carmel High School
OSSINING – St. Ann’s School
– Park Elementary School
PEEKSKILL – Michael J. DiBart Neighborhood Center
– Uriah Hill School
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
Peekskill, 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.
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 Expressway). 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.
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 Spring/Summer 2020 class schedules.
REGISTRATION

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

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 INFORMATION

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/uploads.

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.

DAMAGE TO OR LOSS OF PERSONAL PROPERTY OR INJURY ON PREMISES OR OFF SITE.

PNW BOCES does not assume any responsibility, either real or implied, or the loss of personal property or injury of any student.

NONDISCRIMINATION STATEMENT

Putnam/Northern Westchester BOCES offers equal educational and employment opportunities, including career and technical education opportunities, without regard to age, religion, race, creed, color, national origin, sex, disability, marital status, military status, sexual orientation, predisposing genetic characteristics, as defined by New York State Human Rights Law. The BOCES prohibits discrimination and harassment of students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression) as defined in the New York State Dignity for all Students Act. Inquiries regarding the BOCES’s nondiscrimination policies may be directed to the BOCES Clerk, 200 BOCES Drive, Yorktown Heights, NY 10598, Telephone: 914-248-2302. The District Clerk will provide information, including policies and complaint procedures, to any citizen, student or employee who feels that s/he or his/her rights under Title VI, VII, IX/EO, Section 504/Americans With Disabilities Act (ADA) have been violated by the BOCES or its officials. All complaints are sent to the Assistant Superintendent, who will route the complaint to the appropriate compliance officer. His office is located at 200 BOCES Drive, Yorktown Heights, NY 10598, Telephone: 914-248-2304.

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 FORM SPRING/SUMMER 2020

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

First Name
Last Name
Legal Address
City
State
Zip
Home Phone
Cell Phone
Area Code

Course 
Starting Date

Day
$10.00
Total

Please report on the first evening of class. All room updates will be posted on the entrance door of the Tech Center and on Room 202. Room assignments are subject to change.

NOTE: WHEN YOUR REGISTRATION IS RECEIVED BY MAIL, YOU ARE OFFICIALLY REGISTERED UNLESS YOU HEAR FROM US.

We do not send out confirmations. Please report on the first evening of class. All room updates will be posted on the entrance door of the Tech Center and on Room 202. Room assignments are subject to change.

INFORMATION (914) 248 - 2430
Adult & Continuing Education Programs

200 BOCES Drive
Yorktown Heights, NY 10598

PNW BOCES
Putnam | Northern Westchester
Service and Innovation Through Partnership

Spring/Summer 2020