

Orange-Ulster BOCES Adult & Continuing Education Program

Have you considered a career
in Sterile Processing?



**Photo courtesy of
Orange Regional Medical Center
See Page 14 for a
Career in Sterile Processing**

It is my pleasure to share with you the Orange-Ulster BOCES Adult and Continuing Education Course Catalog for the fall of 2014. These courses are designed for individuals seeking a new career path or who wish to further develop skills in their present occupation. Our Adult Education Division continues to offer the highest level of instruction in fields



that are in demand. Our Nurse Assistant program possesses the highest pass rate in New York State (96% Prometric success rate) and we have developed new programs for Personal Care Aide and Home Health Aide. Students who successfully complete the Sterile Processing program will have the opportunity to become certified; Sterile Processing certification will be mandatory in January 2015. We are also offering two new writing classes for those who seek personal enrichment.

The level of instruction that is delivered through all of our Adult Education programs is designed to meet the requirements established by the Office of Workforce Preparation and Continuing Education. Our instructors are not only experienced experts in their field, but are trained in Career Development and Occupational Learning Standards along with components of the Common Core Learning Standards. All of our courses support the New York State Commissioner of Education's goal for all students to become college and career-ready. Students are given every opportunity to achieve high academic standards and demonstrate work-ready skills.

I encourage you to read through our course offerings and to take full advantage of the opportunities that they can provide. I also challenge you to join us and explore the possibilities that Orange-Ulster BOCES Adult and Continuing Education can offer you.

William J. Hecht

THE MISSION OF THE ORANGE-ULSTER BOCES IS TO SERVE OUR COMPONENT DISTRICTS AND COMMUNITY IN THE DEVELOPMENT OF CONTINUOUS LEARNERS WHO WILL BE SUCCESSFUL IN MEETING THE CHALLENGES OF LIVING IN OUR SOCIETY TODAY AND IN THE FUTURE. WE WILL ACCOMPLISH THIS MISSION IN A COST EFFECTIVE MANNER WITH A DEDICATED, SKILLED, CARING STAFF PROVIDING QUALITY EDUCATIONAL SERVICES IN A SAFE, NURTURING AND ACCESSIBLE ENVIRONMENT.



ADULT EDUCATION

at

Orange-Ulster BOCES

Career and Technical Education

The campuses at Arden Hill, the Career & Technical Education Center in Goshen and West Street School in Newburgh provide Career & Technical Education programs that are affordable, short-term and convenient for the adult learner. Course curriculum is industry-specific and emphasizes practical application of key concepts and skills in well equipped labs providing real world experiences. Many programs offer payment plans and for eligible people funding may be available. Investigate possible funding opportunities available for at one of the mandatory Orientations listed on page 6.

Literacy

High School Equivalency - Adults

Free academic classes are available to individuals 21 years of age or older who are without a high school diploma and who need to prepare for the TASC(TM) exam. Career counselling, transition to career and technical education or college and the skills to successfully gain employment are imbedded in each class.

High School Equivalency - (Under 21 years of age)

The Second Chances Youth Program provides a comprehensive service to students ages 16-21 who are not attending high school and need a Second Chance to successfully achieve their High School Equivalency, enter a training program (either career training or college) and get a job.

English as a Second Language - Adults

Free classes are available for those foreign language students who need help speaking and writing English or just need to improve their skills. ESL students have access to all of the support services available, such as job search, financial literacy classes, health and wellness classes and a wide array of cultural activities to help students acclimate to the American experience.

Support Services

Orange-Ulster BOCES employs career counselors and case managers to assist students pursuing personal, educational and employment goals. Staff meet with employers regularly to ensure that services offered match with local employment needs. Support staff will work with students who need financial counselling. OUBOCES has many programs which may help students with tuition.

So what are you waiting for?

Our staff is ready to help!

Adult and Continuing Educational Staff

June Franzel
Director of Adult and Continuing Education

Christopher D'Ambrese
Assistant Director

Lindy Krafft
Career Counselor

Lisa Scott
Financial Aid/ Job Developer

Lori Farrell/Robert Hess
Healthcareers Team Leader

Mariaanna Meyer
Billing/Payment Plan Clerk

Durleen Hamilton
Lorraine Estevez
Margherita Quinones

Registration Clerks

Jodie Yankanin
Director of CTEC and Practical Nursing

Jeannine Politowski
Account Clerk

Adult & Continuing EDUCATION

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Orange-Ulster BOCES ADMINISTRATIVE STAFF

District Superintendent & Executive Officer.....	William J. Hecht
Assistant Superintendent for Human Resources.....	Pamela T. Rourke
Assistant Superintendent for Finance.....	Deborah McBride Heppes
Assistant Superintendent for Instruction	Theresa A. Reynolds

Cooperative Board

Michael Bello	William M. Boss
Lawrence Berger	Virginia Esposito
Martha Bogart	Eugenia S. Pavek
	Dorothy A. Slattery

Orange-Ulster BOCES COMPONENT SCHOOL DISTRICTS

Chester UFSD	Kiryas Joel Village UFSD	Port Jervis City
Cornwall Central	Marlboro Central	Tuxedo UFSD
Florida UFSD	Middletown City	Valley Central
Goshen Central	Minisink Valley Central	Warwick Valley Central
Greenwood Lake UFSD	Monroe-Woodbury Central	Washingtonville Central
Highland Falls Central	Pine Bush Central	

HOW CAN I GET STARTED IN A NEW CAREER?

If you are interested in any of the following Occupational Programs:

Health Professionals:

- EKG Technician
- Health Information Technician
- Medical Assistant
- Nursing Assistant
- Phlebotomy
- Practical Nursing (Go to page for orientation schedule)
- Sterile Processing
- Surgical Technician (Scheduled to start in January)

NCCER Construction Trades:

- Electrical
- Plumbing
- Welding
- HVAC

Automotive:

Units 1-6

- Attend a mandatory orientation for the above listed certified occupational programs.
- View the orientation Schedule at www.OUBOCES.org. Click on the orange "Adult & Continuing Education" tab at the top of the screen.
- Please note that these programs may require a High School Diploma or High School Equivalency Diploma. See specific course descriptions for more information.
- A successful TABE test must be completed after the orientation prior to registration.
- For additional information call (845) 781-6715 Ext. 2.

**Please arrive early for the orientation and TABE test before the scheduled time.
Seating is limited to the first 30 people.**

The following minimum scores must be achieved on the Test of Adult Basic Education (TABE)

Training Program	Reading	Math
• Certified Billing & Coding Specialist	10	8
• Certified Electronic Health Records Specialist	10	8
• EKG Technician	10	8
• Medical Assistant	10	8
• Nursing Assistant	10 fulltime/8 Parttime	N/A
• Practical Nurse	11	9.5
• Phlebotomy	10	7.5
• Sterile Processing Technician	10	8
• Auto Academy	8.5	8
• NCCER Electrical Program	8.5	8

ORIENTATION FOR THE FOLLOWING OCCUPATIONAL PROGRAMS:

Central Supplies/Sterilization Technician * Surgical Technologist * Automotive Academy
Health Information Technician

Clinical Medical Assistant * Phlebotomy * EKG Technician

NCCER Construction Trades: HVAC, Electrical, Welding, Project Management, & Plumbing.

Date	Time	Location
Fri., Aug. 8, 2014	10:00 am	Arden Hill
Thurs., Aug. 14, 2014	1:00 pm	Newburgh ALC
Thurs., Aug. 21, 2014	6:00 pm	Carl Onken Conference Center
Wed., Sept. 3, 2014	6:00 pm	Newburgh ALC
Fri., Sept. 5, 2014	9:30 am	Newburgh ALC
Fri., Sept. 12, 2014	12:30 pm	Newburgh ALC
Fri., Oct. 3, 2014	9:30 am	Arden Hill
Thurs., Oct. 23, 2014	3:00 pm	Newburgh ALC
Fri., Nov. 7, 2014	9:30 am	Arden Hill
Tues., Nov. 18, 2014	9:00 am	Newburgh ALC
Fri., Dec. 5, 2014	1:00 pm	Newburgh ALC
Tues., Dec. 9, 2014	6:00 pm	Goshen CTEC - Round Room
Fri., Dec. 19, 2014	9:00 am	Newburgh ALC

TABE Testing schedule for admissions to Health Professionals and NCCER Construction Trades Programs:

Date	Time	Location
Wed., Aug. 6, 2014	6:00 pm	Newburgh ALC & Middletown ALC
Wed., Aug. 13, 2014	1:00 pm	Newburgh ALC & Middletown ALC
Wed., Aug. 20, 2014	6:00 pm	Newburgh ALC & Middletown ALC
Wed., Aug. 27, 2014	1:00 & 6:00 pm	Newburgh ALC & Middletown ALC
Wed., Sept. 10, 2014	6:00 pm	Newburgh ALC & Middletown ALC
Wed., Sept. 17, 2014	1:00pm	Newburgh ALC & Middletown ALC
Wed., Sept. 24, 2014	6:00pm	Newburgh ALC & Middletown ALC
Wed., Oct. 1, 2014	1:00pm	Newburgh ALC & Middletown ALC
Wed., Oct. 8, 2014	6:00pm	Newburgh ALC & Middletown ALC
Wed., Oct. 15, 2014	1:00 pm	Newburgh ALC & Middletown ALC
Wed., Oct. 22, 2014	6:00pm	Newburgh ALC & Middletown ALC
Wed., Oct. 29, 2014	1:00 pm	Newburgh ALC & Middletown ALC
Wed., Nov. 5, 2014	6:00 pm	Newburgh ALC & Middletown ALC
Wed., Nov. 12, 2014	1:00 pm	Newburgh ALC & Middletown ALC
Wed., Nov. 19, 2014	6:00 pm	Newburgh ALC & Middletown ALC
Wed., Dec. 3, 2014	1:00 pm	Newburgh ALC & Middletown ALC
Wed., Dec. 10, 2014	6:00 pm	Newburgh ALC & Middletown ALC
Wed., Dec. 17, 2014	1:00 & 6:00 pm	Newburgh ALC & Middletown ALC

NCCER & ORANGE-ULSTER BOCES

Orange-Ulster BOCES now offers National Center for Construction Education & Research (NCCER) curriculums and national certifications for the following trades:
Electrical, HVAC, Project Management, Plumbing and Welding.

NCCER sets the standard in construction education. NCCER's training process was founded over a decade ago and includes instructor certification, standardized curriculum, an automated national registry for successful program completers, and assessment and certification programs that are nationally endorsed and supported by leading contractors, associations and manufacturers. NCCER credentials are portable and industry-recognized around the country for those who successfully complete programs and/or assessment requirements.

As the accrediting body for the industry, NCCER establishes the benchmark for quality training and assessments. By partnering with industry and academia, NCCER has developed a system for program accreditation that is similar to those found in institutions of higher learning. Through master trainers, NCCER certifies the local craft instructors. This process insures that NCCER training programs meet the standards of instruction set by the industry. There are more than 4,700 master trainers and 47,000 craft instructors within the NCCER instructor network. Our instructors for the NCCER occupational strands in Electrical, HVAC, Construction, Plumbing, and Welding have completed this training. The NCCER curriculum is taught nationwide by contractors, associations, construction users, both secondary and post-secondary schools and technical institutes. Its curriculum is recognized by multiple Departments of Education and is in compliance with the DOL Office of Apprenticeship requirements for time-based training.

NCCER

Students interested in attending NCCER trade programs will need to attend an orientation, and complete a TABE entrance exam

Modules include theory and hands on lab instruction:

Hands-on instruction will be measured by performance standards for specific tasks. Homework will be assigned and content material will be assessed regularly.

Payment plans available for these programs

Included with Each Level One Trade Program is The NCCER Core Curriculum: Introductory Craft Skills

To receive NCCER National Certification for Level 1, you will need to successfully complete the Core Curriculum Exam. Employers today want reassurance that potential candidates can prove that they have all of the skills needed to be successful on the job. The Core Curriculum will demonstrate basic Trade knowledge to employers.

The National Certification is of particular importance if you think you may pursue work outside of the immediate region. Topics include Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills, Basic Employability Skills and Introduction to Materials Handling. Each module will teach academic concepts related to Construction and includes performance tasks that demonstrate the student has learned the proper hands-on related skills. Students must successfully complete the hands-on and written performance assessments to be awarded credit for completion of the Core Curriculum.

Those who successfully pass the NCCER Core Curriculum exam will receive an NCCER transcript for each module completed. NCCER Certificates of Completion will only be issued upon successful completion of each level. Upon completion of all NCCER levels, the student will be issued a transcript and diploma. For more information about NCCER credentials, log onto <http://www.nccer.org/training-and-certifications>.

Employers are also interested in a candidate's ability to "SHOW UP" and be "ON TIME". OUBOCES' new transcript will outline each student's attendance performance. This critical piece of information may be the deciding factor that will help students land that new job!

Coming this Spring!

NCCER Project Management

NCCER Electrical Level 1-134 Hours

The Occupational Electric Program follows the NCCER Level 1 curriculum. Upon successful completion of Level 1, students will receive a certificate of completion and may sit for the Electrician Level One Assessment to receive an NCCER entry-level certification.

Level 1 includes the following modules:

Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction, Residential Electrical Services and Electrical Test Equipment.

For those already working in the field, an assessment to demonstrate mastery of Level 1 skills is possible at the discretion of Orange-Ulster BOCES Staff.

NCCER HVAC Level 1 – 124 Hours

The Occupational HVAC program follows the NCCER Level 1 curriculum. Upon successful completion of Level 1, students will receive a certificate of completion.

Level 1 includes the following modules:

Introduction to HVAC, Trade Mathematics, Copper and Plastic Piping Practices, Soldering and brazing, Ferrous Metal Piping Practices, Basic Electricity, Introduction to Cooling, Introduction to Heating and Air Distribution Systems.

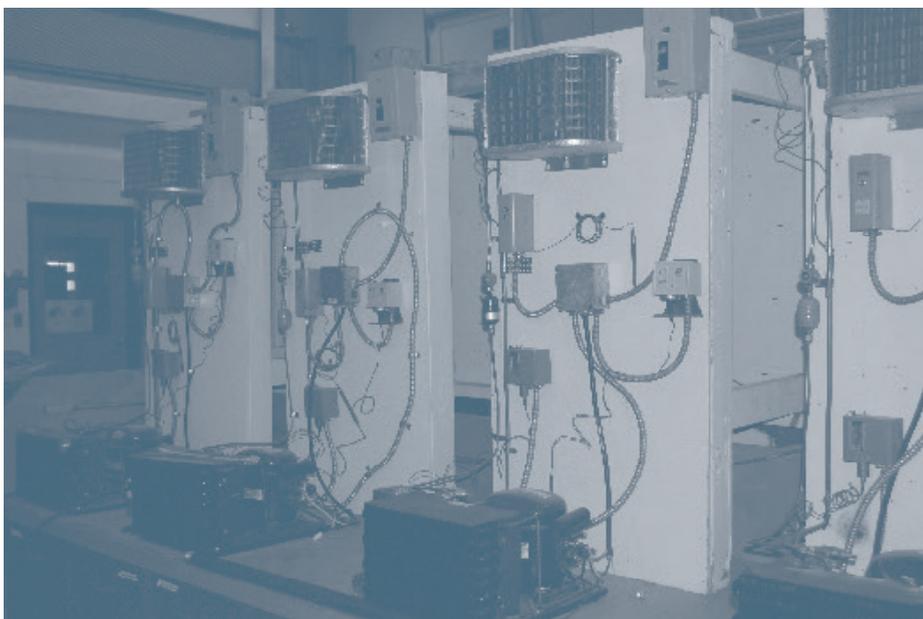
NCCER Welding Level 1 – 308 Hours

The Occupational Welding program follows the NCCER Level 1 curriculum. Upon successful completion of Level 1, students will receive a certificate of completion.

Level 1 includes the following modules:

Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW Equipment and Setup, Shielded Metal Arc Electrodes, SMAW – Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW - Groove Welds with Backing and SMAW – Open V-Groove Welds.

Curriculum will cover topics and hands-on skills that correlate directly to the American Welding Society SENSE Standards and Guidelines. In addition to the NCCER curriculum, additional instruction will be provided to teach students skills needed to pass the American Welding Society (AWS) exam.



Plumbing NCCER Level 1 -137Hours

Most people are familiar with plumbers who come to their home to unclog a drain or install an appliance. In addition to these activities, however, plumbers install, maintain, and repair many different types of pipe systems.

Level 1 includes the following modules:

Plumbing Safety, Plumbing Tools, Plumbing Math, Plumbing Drawings, Plastic Pipe and Fittings, Copper Pipe and Fittings, Cast-Iron Pipe and Fittings, Carbon Steel Pipe and Fittings, Corrugated Stainless Steel Tubing, Fixtures and Faucets, Introduction to Drain, Waste, and Vent (DWV) Systems and Water Distribution Systems.

Employment of plumbers, pipefitters, and steamfitters is projected to grow 26 percent from 2010 to 2020, faster than the average for all occupations. Demand for plumbers is expected to come from new building construction and stricter water efficiency standards for plumbing systems, such as low-flow toilets and showerheads.

The construction of new power plants and factories should spur demand for pipefitters and steamfitters. Beginning in 2011, employment of sprinklerfitters and plumbers is expected to increase as states adopt a change to the International Residential Code that requires new single- and double-family homes to have fire sprinkler systems.

100-Hour Coordinated Externship For all NCCER Programs

This exciting new offering is an optional add-on component for students who have successfully met all course requirements and demonstrated the competency and professionalism necessary for field placement.

Only those who have the recommendation of their instructor and have successfully completed the Program will be eligible for an externship placement. In addition to expanding on the theory and skills learned in the classroom, this component is designed as the chronological next-step in your journey to achieving your career aspirations by placing you directly in the field.

Eligible students must make themselves available for placement during the times provided by the externship coordinator and the externship site. It is the student's responsibility to make arrangements with their current employer, childcare provider or any other possible barriers that affect availability. Securing internship sites is highly competitive as there are many agencies that also seek placement for their students in our area. Students must provide their own transportation to the site—travel outside the immediate area may be required for the placement most beneficial to the student.

Only students who have demonstrated the necessary mastery of their program will be recommended by BOCES for this valuable opportunity. Fee: \$500

NCCER CERTIFIED PROGRAMS FOR THE TRADES SCHEDULE

NCCER Electrical Level 1- 136 Hours, (34 sessions), \$2,147

Order Book on-line

A1398WI-14 Goshen 5:00PM-9:00PM Tu-Th 9/16/14-12/10/14

NCCER Plumbing Level 1- 128 Hours, (32 sessions), \$2,099

Order Book on-line

A1399FA-14 Goshen 5:00PM-9:00PM M-Th 11/10/14-1/27/15

NCCER HVAC Level 1 - 128 Hours, (32 sessions), \$2,099

Order Book on-line

A1303FA-14 Goshen 5:00PM-9:00PM M-Th 9/9/14-11/4/14

NCCER Welding Level 1- 308 Hours, (77 sessions), \$5,075

Order Book on-line

A9025 FA-14 Goshen 5:00PM-9:00PM Tu&Th 9/9/14-6/9/15

AUTOMOTIVE ACADEMY

Are you interested in Automotive Repair and Maintenance as a career? Orange-Ulster BOCES has a state-of-the-art training facility. Our experienced instructors are ready and willing to help you learn the skills necessary to obtain employment with a comprehensive knowledge of the automobile and its systems. New for the 2013-2014 school year, is a coordinated externship which will give students the experience necessary to obtain employment.

Over the course of one year, six modules will be offered. Some of the modules require Unit 1 (Electrical Systems) and Unit 2 (Engines & Cooling) as a prerequisite, which allows students to join the program throughout the year. take Unit 1 & 2 and take the rest on your schedule. If you are already in the trade & wish to by-pass the electrical course or only to take some modules, approval can be granted by the instructor. Call the registration office for assistance.

Automotive Academy Unit 1: Electrical Systems – 48 Hours

Unit 1 covers series and parallel circuits, and lays the foundation for all future automotive courses dealing with electrical and computer systems in the modern automobile. Battery, starting and charging systems will also be addressed. This Unit serves as a prerequisite for most other Units in the Automotive Program. Textbook required: order online.

Automotive Academy Unit 2: Engines and Cooling Systems – 48 Hours

Unit 2 of the expanded Automotive Academy is an in-depth introduction to engines and cooling systems. Break down engines, learn about timing systems and belts, troubleshoot cooling systems, and perform routine maintenance. Textbook required – order online. See our FAQ for information about ASE testing and certification. Prerequisite: Unit 1 Electrical Systems

Automotive Academy Unit 3: Brakes – 48 Hours

Learn how disc and drum brake systems work, including component inspection and repair, master cylinder testing and repair, and bleeding the brake system. Expanded curriculum also covers antilock braking systems and restraint systems (seatbelts and airbags), as well as all electronic systems relating to brakes. Includes: Antilock Brakes (ABS), Electronic Traction Control (ETC), Electronic Stability Control (ESC) Prerequisite: Unit 1 Electrical Systems & Unit 2 Engines & Cooling.

Automotive Academy Unit 4: Suspension, Tires and Alignment – 48 Hours

Learn how suspension systems work, including: components, testing, repair shocks and struts, tire service, CV axle inspection, removal and replacement, all joints, tie rod ends and break and pinion steering. Also included are: mounting, dismounting, and balancing tires, four-wheel alignments (including castor, camber, and toe) using electronic alignment equipment, and electronic suspension. Prerequisite: Unit 1 Electrical Systems & Unit 2 Engines & Cooling.

Automotive Academy Unit 5: Ignition Systems – 48 Hours

Learn how automotive ignition and charging systems work, familiarize yourself with vital components and learn common procedures including battery testing and maintenance. Includes: basic distributor based ignition, modern electronic ignitions system, interpretation of oscilloscope and scanner testing equipment. Prerequisite: Unit 1 Electrical Systems & Unit 2 Engines & Cooling.

Automotive Academy Unit 6: Fuel Systems – 48 Hours

Learn about the different fuels used to power modern automobiles. This class focuses on the components and functions of the fuel delivery system as well as how to diagnose and troubleshoot various common problems. You will become proficient in the use of automotive scanning tools and trouble codes used in the industry. Prerequisite: Unit 1 Electrical Systems & Unit 2 Engines & Cooling.

100-Hour Coordinated Externship:

Those students completing all six modules and receiving a recommendation from the OUBOCES instructors, will be eligible for a coordinated externship. When applying for a position, employers will often ask for experience as well as a training credential. Therefore, this new component has been added and designed as the chronological next-step in your journey to achieving your career aspirations by placing you directly in the field.

Eligible students must make themselves available for placement during the times provided by the externship coordinator and the externship site. It is the student's responsibility to make arrangements with their current employer, childcare provider or any other possible barrier that affects availability. Securing externship sites is highly competitive as there are many agencies that also seek placement for their students in our area. Students must provide their own transportation to the site. Travel outside the immediate area may be required for the placement most beneficial to the student.

SAVINGS: Pay for all the modules at the time of registration and you will receive a discount.

AUTOMOTIVE SERVICE EXCELLENCE (ASE) STUDENT CERTIFICATION

ASE Student Certification: The definitive measure of students' knowledge gained in automotive training programs nationwide.

The ASE Student Certification program is especially designed to evaluate and certify students who are near the end of their studies in the areas of Automobile Service, Collision Repair & Refinishing, and M/H Truck. The National Institute for Automotive Service Excellence (ASE) developed the exams in partnership with Automotive Youth Educational Systems (AYES), National Automotive Technicians Education Foundation (NATEF), and SkillsUSA.

For students, ASE Student Certification can be thought of as the first step in building a career as a service professional by providing them with their first industry-recognized certification through ASE. FEE: \$500

See the ASE website for further information regarding certification.

ASE Exam Prep

Look for our new prep series in the Winter/Spring Catalog

Automotive Modules - 48 Hours, (16 sessions), Tuition - \$789 per Unit

Unit 1: Electrical Systems

Order Book Online

A1242FA-14 Goshen 6:00PM-9:00PM Tu&Th 9/9/14-11/4/14

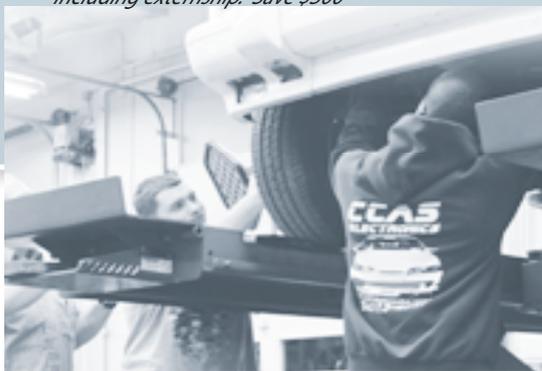
Unit 2: Engines and Cooling Systems

A1241FA-14 Goshen 6:00PM-9:00PM M, W 9/29/14-11/24/14

Unit 3: Brakes

A1245WI-14 Goshen 6:00PM-9:00PM M&W 12/1/14/-2/10/15

*Pay by module or enroll in complete program for \$4,934
Including externship. Save \$300*



HEALTH CAREERS ACADEMY

Practical Nurse (PN) Program - 1104 Hours

The PN program adheres to NYS approved curriculum and is comprised of 1104 hours of instruction. Successful course completion is required to be eligible to sit for the Practical Nurse State Board Exam. Our program has a proven success record; our first time State Board pass rate consistently beats the NYS average. Our instructors have an average of 25 years of experience.

LEVEL I

- Foundations of Nursing
- Infection Control and Safety
- Nursing Across the Lifespan
- Fundamentals of Nursing
- Pharmacology
- Anatomy & Physiology
- Perioperative Nursing Care

LEVEL II

- Medical/Surgical Nursing Care
- Obstetrical Nursing Care
- Pediatric Nursing Care
- Emergency
- Mental Health
- Leadership

Please note admission to the PN program is very competitive and many requirements must be met, both prior to registering and throughout the duration of the program.

ADMISSION REQUIREMENTS:

- High School Diploma or High School Equivalency (with scores)
- Attend PN Information/Financial aid session
- Successful completion of the TABE test
- Successful completion of the TEAS test
- \$250.00 non-refundable registration fee (MasterCard, Visa or money order)
- Interview with Team Leader/Instructor
- 2 professional references (forms provided at the interview)

AFTER RECEIPT OF ACCEPTANCE LETTER:

- Pass a urine drug screen & criminal background check
- Submit a completed physical exam
- Provide a current immunization record
- Obtain valid American Heart Association Healthcare Provider CPR card (Adult, Infant & Children)

Classes begin in September, and follow a traditional school calendar, Monday through Friday, between the hours of 8:00am-3:00pm. Currently there are no evening or weekend classes. Admission testing is offered from January through June. Interested candidates should attend an information session, which will provide details about enrollment and financial aid. Please refer to the information session schedule on the OUBOCES website.

"Thanks to the Orange-Ulster BOCES LPN Program, I was prepared with an elite educational foundation, specialized skills, and the confidence I needed to be successful in a diverse medical field."

-Matthew Agazzi, LPN/Clinical Supervisor,
2008 Orange-Ulster BOCES Graduate



2014 PRACTICAL NURSE INFORMATION SESSIONS

All information regarding enrollment and financial aid will be provided; this is the first step to enroll in the PN program. Students must attend one of these events.

Registration is not required to attend an Info Session

Date	Time	Location
Friday February 6, 2015	9:00am - 11:00am	Carl Onken Conference Center
Friday March 6, 2015	9:00am - 11:00am	Carl Onken Conference Center
Thursday March 19, 2015	6:00pm - 8:00pm	Carl Onken Conference Center
Friday April 10, 2015	9:00am - 11:00am	Carl Onken Conference Center
Thursday April 23, 2015	6:00pm - 8:00pm	Carl Onken Conference Center
Friday May 1, 2015	9:00am - 11:00am	Carl Onken Conference Center
Thursday May 21, 2015	9:00am - 11:00am	Carl Onken Conference Center

Please arrive a few minutes before the scheduled time, no one will be admitted after the information session has started.

Information Sessions will be held at:

Orange Ulster BOCES, Carl Onken Conference Center
 53 Gibson Road, Goshen, NY 10924
 Behind the Career and Technical Building (845) 781-4642

2015 Tuition:

Full-Time: \$12,415 (approximately)
 Approximate cost of books, uniforms & fees: \$800.00

Personal Care Aide/Home Health Aide - PCA - 40 Hours, HHA- 90 Hours

A Personal Care Aide (PCA) provides personal care such as bathing, grooming and dressing to the elderly or infirmed. Successful completion of the 40-hour portion of the class results in a Department of Health certificate. A Home Health Aide (HHA) can perform all skills that a PCA can as well as certain health related tasks such as measuring blood pressure, pulse and temperature. Successful completion of this portion of the class results in a Department of Health certificate that is necessary to gain employment in Home Care Agencies and Assisted Living Facilities. Students are encouraged to pursue both certifications, however students may choose to limit their program to PCA.

Admission Requirements Prior to Registration

- High School Diploma or High School Equivalency Diploma strongly recommended before applying for work in the field
- Attend a scheduled orientation
- Successful TABE assessment
- Background check required for HHA program

Program Costs, Inclusions and Options

Additional requirements & purchases:

- Required textbook(s) to be ordered online (ouboces.org, click orange Adult Education tab, left margin; order your books, click health tab then scroll to category)
- Completed physical examination prior to clinical placement with 2 step-PPD required
- Required uniform (inquire in class)

FEATURED CAREER (COVER)

Sterile Processing Technician 678 Hours (Clinical Hours Included)

**This past year New York State passed legislation requiring that all
Sterile Processing Technicians be certified as of January 2015**

Sterile Processing Technicians, are medical support workers who sterilize and prepare equipment and instruments, such as surgical tools. Would-be sterile processing technicians can find employment in hospitals, medical laboratories and other facilities where sterilized equipment is needed.

These technicians must be knowledgeable about the guidelines for sterilization, since medical equipment must be completely decontaminated before use. Often, they also are responsible for maintaining necessary supply levels in sterile storage areas.

Topics Covered:

- Decontamination
- Cleaning
- Sterilization of surgical instruments
- Packaging/sterilization of supplies
- Disinfect and sterilize equipment
- Receive, stock and distribute supplies
- Ensure supplies are up to date
- Inventory and fill procedure and case carts
- Assemble specialty surgical trays
- Filling special requests as needed
- Complete required computer functions on patient care and financial systems



Admission Requirements

Prior to Registration

- High School Diploma or High School Equivalency Diploma
- Attend a scheduled orientation
- Successful TABE assessment
- Pass a urine drug screen & criminal background check
- Interviewed by program coordinator

Additional Requirements & Purchases

- Required textbook(s)
- Required uniform (inquire during registration)
- Completed physical exam prior to clinical placement
- International Association of Healthcare Central Service Material Management (IAHCSMM) Exam \$125

Salary Information and Career Outlook

According to PayScale.com, the salary range for the middle half of central supply technicians was \$24,096-\$34,030 per year as of November 2010. The U.S. Bureau of Labor Statistics reported that the number of jobs for medical equipment processors, including Sterile Processing technicians, was expected to increase nearly 13% between 2008 and 2018 (www.bls.gov).

If you have ever considered teaching,
OUBOCES is often in need of teachers for all
of the Health Care Training Programs offered.

Send your resume to:

June.Franzel@OUBOCES.org

CALL: (845) 781-6715 EXT. 2 FOR INFORMATION!

Orange-Ulster BOCES has a 96% Prometric (CNA) PASS RATE in New York State

15

HEALTH CAREERS ACADEMY

Nurse Assistant (NA) - 130 Hours

Train for an in-demand job as a Certified Nursing Assistant. As a CNA, you will assist patients with healthcare needs under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).

What You'll Do

Working closely with patients, you will be responsible for basic care services such as bathing, grooming, and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. CNAs give patients important social and emotional support, and also provide vital information on patient conditions to nurses.

This 130-hour course includes classroom sessions and clinical practice that satisfies the NYS mandated supervised hours of clinical practice in a residential health care facility. Reimbursement for part of the training and/or testing fees paid directly by the individual may be available if the individual obtains Residential Health Care Facility (RHCF) Nurse Aid employment or an offer of (RHCF) Nurse Aid employment within 12 months of completion of the training program, or within 12 months of the date of testing (Employer provides reimbursement).

Admission requirements prior to registration

- Successful TABE Admission assessment
- Call for testing & registration information: 845-781-6715 x 2

Program Requirements

- Uniform: Royal Blue Scrubs
- Completed physical examination prior to clinical placement with 2 step - PPD required.

Included:

- Clinical component to satisfy NYS requirement
- NYS Testing fee
- Textbook(s)



"I attended the CNA Program at OUBOCES in 2008 after receiving my HSED from the BOCES Second Chances program. I have always wanted to be a nurse and I thought that the CNA program would be a great start. I learned many skills on how to assist people with their daily living. I was able to get a job with in three months of graduating that I loved. I am now in my 8th month of the BOCES Practical Nursing program and will become a Practical Nursing in June. Becoming a nurse has always been my greatest goal and OUBOCES has helped me to reach that goal!

-Rachel Young, Practical Nursing OUBOCES

NATIONAL HEALTHCAREER ASSOCIATION (NHA) & ORANGE-ULSTER BOCES



We are pleased to announce our recent affiliation with the National Healthcareer Association (NHA). Recommended and approved by colleges and healthcare career programs around the country, NHA's certification and continuing education programs have helped nearly 200,000 individuals earn a higher pay scale, better job opportunities, career advancement and security. That number grows by the minute as the healthcare industry grows, and as more states require certification for healthcare professionals.

NHA Exams offered for the following programs:

Phlebotomy, EKG, Clinical Medical Assistant, Health Information Technician

Professional Medical Assistant Program

Students wishing to maximize their employment opportunities may wish to enroll in the Professional Medical Assistant Program. Local employees have expressed a need to see potential employees trained in.

- Medical Assistant
- Phlebotomy
- EKG
- & Have Externship Experience

In response to these needs, interested students who enroll & successfully complete the three NHA programs and become certified may also enroll in the externship program and receive a \$300 discount. Students enrolling in the externship must have a recommendation from all three instructors. Contact the registration office if you are interested in this program.

Clinical Medical Assistant Certification Program -240 Hours

The Clinical Medical Assistant Certification Program consists of the foundations of the medical field; terminology, anatomy and physiology, and medical law and ethics. There is no billing or coding in any unit of this program. Students will learn the skills they will need to function in a medical setting. The primary tasks focused on are patient history, height, weight, vitals, and blood pressure. An in-house clinical practice program designed to hone the skills taught and prepare students for the optional externship component is offered. Some class meetings might take place at an alternate location and might meet outside of scheduled hours—students are responsible for their own transportation.

Admission Requirements Prior to Registration

- High School Diploma or High School Equivalency Diploma strongly recommended before applying for work in the field
- Attend a scheduled orientation
- Successful TABE assessment

Program Costs, Inclusions and Options

Additional requirements & purchases:

- Required textbook(s) to be ordered online (oubooces.org, click orange Adult Education tab, left margin; order your books, click health tab then scroll to category)
- Completed physical examination prior to clinical placement with 2 step-PPD required
- Required uniform: light gray scrubs
- Payment plan available for this program

Optional for additional fee:

- National Healthcareers Association exam \$149
- 100-Hour Coordinated Externship \$500

Health Information Technician - 300 hours

Traditionally holding the title of Certified Billing and Coding Specialist would be enough to fulfill job requirements for reimbursement in the medical office. Today it is essential to specialize in Electronic Health Records as well. This dual certification creates the role of the Health Information Technician.

Health Information Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.[1]

President Barak Obama said, "To improve the quality of our health care while lowering its costs, we will make the immediate investments necessary to ensure that within five years, all of America's medical records are computerized." Implementing electronic health records has created the position of Health Information Technician to the health care setting.

According to the Department of Labor's Occupational Outlook Handbook; Employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will mean more claims for reimbursement from insurance companies. Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

This three in one program sets you up for success in the health care industry by providing instruction of basic anatomy and physiology (including medical terminology), the basic principles, regulations, and guidelines of the insurance claim processing procedures, the principles and guidelines of diagnostic and procedural coding, along with, terminology of EHR systems and the practical use of such systems in a health care provider office setting.

Upon successful completion of the Health Information Technician course students are ready for an entry-level position in a medical office setting and will be prepared to sit for two NHA national certification exams to become a Certified Billing and Coding Specialist, as well as, a Certified Electronic Health Record Specialist (CEHRS).

Admission Requirements Prior to Registration:

- U.S. High School Diploma or equivalent required. NOTE: OUBOCES reserves the right to refuse on-line/distance learning diplomas or diplomas not issued through a State Education Department.
- General keyboard and computer skills required
- Attend a scheduled orientation
- Successful TABE assessment

Program Costs, Inclusions and Options

Additional requirements & purchases:

- Required textbook(s) to be ordered online
- Required uniform: Hunter Green Scrubs
- Completed physical exam prior to clinical placement, only if participating in an optional externship.
- Payment plan available for this program

Optional for additional fee:

- National Healthcareers Association certifying exam \$105
- 100-Hour Coordinated Externship \$500

EKG Technician - 102 Hours

If you already work in the healthcare field and would like to add an additional credential to increase your value, then consider the new EKG Technician Program. The EKG Tech is an important member of the patient-care team responsible for working with patients who experience chest pain or other cardio-related symptoms. Students will practice on EKG equipment as well as learn about stress testing, electrocardiography and the heart's anatomy and physiology. EKG Technicians work in hospitals, physicians' offices and cardiovascular clinics. The optional National Healthcareer Association (NHA) national certifying exam will be scheduled at the end of the course.

Admission Requirements Prior to Registration

- High School Diploma or High School Equivalency Diploma strongly recommended before applying for work in the field
- Attend a scheduled orientation
- Successful TABE assessment

Program Costs, Inclusions and Options

Additional requirements & purchases:

- Required textbook(s) to be ordered online (ouboces.org, click orange adult education tab, left margin; order your books, click health tab then scroll to category)
- Required uniform: Light Gray Scrubs
- Completed physical exam prior to clinical placement only if participating in an externship placement.

Optional for additional fee:

- National Healthcareers Association exam \$105
- 100-Hour Coordinated Externship, Fee: \$500

Phlebotomist Certification Program 155 Hours

The Phlebotomy course is designed to provide the skills necessary to become an entry-level phlebotomist in nursing homes, doctors' offices, blood collection centers and hospitals. Eighty (80) classroom hours will be devoted to venipuncture and proper methods of blood collection, safety precautions and infection control. Clinical assignments of an additional 75 hours will be made to various area health care facilities, labs or hospitals upon successful completion of the classroom portion of the course. Clinical time will vary from scheduled classroom time—most clinical assignments are scheduled during the day and may require travel. It is the student's responsibility to make work, childcare and transportation arrangements in order to be available for clinical assignment. Students are not certified until they pass the NHA Certification Exam.

Admission Requirements Prior to Registration

- High School Diploma or High School Equivalency Diploma strongly recommended before applying for work in the field
- Attend a scheduled orientation
- Successful TABE assessment
- Mandatory interview by the program coordinator

Program Costs, Inclusions and Options

Additional requirements & purchases:

- Required textbook(s) to be ordered online
- Required uniform: Light Gray Scrubs
- Completed physical exam prior to clinical placement with updated immunizations
- 75-hour clinical component

Optional for additional fee:

- National Healthcareers Association exam \$105

100-Hour Coordinated Medical Externship For all NHA Programs

This exciting new offering is an optional add-on component for students who have successfully met all course requirements and demonstrated the competency and professionalism necessary for field placement in the following programs:

Health Information Technician, Medical Assistant and EKG Technician (depending on availability).

Only those who have the recommendation of their instructor, successfully completed the PROGRAM and passed the NHA exam will be eligible for an externship placement. In addition to expanding on the theory and skills learned in the classroom, this component is designed as the chronological next-step in your journey to achieving your career aspirations by placing you directly in the field.

Eligible students must make themselves available for placement during the times provided by the externship coordinator and the externship site. It is the students' responsibility to make arrangements with their current employer, childcare provider or any other possible barriers that affect availability. Securing internship sites is highly competitive as there are many agencies that also seek placement for their students in our area. Students must provide their own transportation to the site—travel outside the immediate area may be required for the placement most beneficial to the student.

Only students who have demonstrated the necessary mastery of their program will be recommended by BOCES for this valuable opportunity. Cost: \$500

It is strongly recommended that students seeking employment take advantage of the opportunity to get hands on experience. Students receive the experience needed for employment, the references needed for employment, and are sometimes offered employment opportunities.

HEALTH CAREER ACADEMY

Surgical Technologist - 970 Hours

A9092WI-15 Arden Hill 8:30 AM-3 PMM-TH January 2015

Sterile Processing Technician - 678 Hours, \$7,269

Order Book Online, Uniform and Testing Fee not included

A5546FA-14 Arden Hill 9:00AM-1:00 PM..... M-Th 9/8/14- 6/9/15

Nurse Assistant - 130 Hours, \$1,545

Uniform not included

A5650FA1-14 Arden Hill 8:30AM-3:00 PMM-Th 9/15/14- 10/28/14

A5650FA2-14 Arden Hill 8:30AM-3:00PM M-Th 11/3/14 - 12/17/14

A5650FA3-14 Arden Hill 8:30AM-12:30PM M-F 9/8/14 - 10/28/14

A5650FA4-14 Newburgh 1:00PM-4:00PM..... M-Th 9/22/14- 12/16/14

A5650FA5-14 Newburgh 8:30AM-3:00PM..... M-Th 11/10/14- 1/8/15

A5650FA6-14 Newburgh 5:00PM- 9:00PM..... T, Th 10/21/14- 1/28/15

A5650FA7-14 Arden Hill 5:00PM-9:00PM..... Tu-W-Th 10/21/14- 1/28/15

A5650FA8-14 Arden Hill 5:00PM-9:00PM..... Tu-Th 10/9/14- 1/20/15

PCA/HHA, PCA- 40 Hours, HHA- 105 Hours, PCA Tuition - \$550, PCA/HHA- \$1,650

Uniform not included

A5651PH3-14 Newburgh 1:00PM -4:00PMM-Th 10/6/14-2/5/15

Health Information Technician- 300 Hours, (75 sessions), \$3,658

Order book online, Uniform and Testing Fee Not Included

A5568FAA-14 Arden Hill 8:30AM -12:30PMM-Th 8/4/14 - 1/8/15

A5568FAB-14 Newburgh 5:00PM-9:00PM Tu,W, Th 11/19/14- 5/12/15

EKG Technician- 102 Hours, (17 sessions), \$1,245Uniform & Testing Extra, Order Book Online
A9091FA-14 Arden Hill

5:00PM-9:00 PM

T, TH

11/4/14 - 2/19/145

Clinical Medical Asst. Certification-240 Hours, \$3,050Uniform & Testing Extra, Order Book Online
A5570FA1-14 Arden Hill

8:30AM-3:00PM

M-Th

9/8/14-11/19/14

A5570FA2-14 Newburgh

8:30AM-12:30PM

M-Th

9/22/14- 1/26/15

A5570FA3-14 Arden Hill

5:00PM-9:00PM

Tu-Th

11/12/14- 4/28/15

Phlebotomy - 155 Hours, (27 sessions), \$1,845

Uniform & Testing Extra, Order Book Online

A9089FA1-14 Arden Hill

1:00PM-4:00PM

M-Th

9/8/14-10/27/14

A9089FA2-14 Newburgh

1pm to 4pm

Tu-F

10/29/14- 12/19/14

Practical Nursing - 1,104 Hours, Tuition \$12,415

Uniform & Testing Extra (Attend mandatory information session for more details)

A9000FA-14 Arden Hill

8:00AM - 3:00PM

M-F

9/8/14- 6/19/15

CONSTRUCTION CONTINUING EDUCATION:**OSHA 10 Hour Course**

Every employee deserves to go home from work as healthy as they were when they arrived at work. This course will help you to gain the skills needed to work safely and protect your health and well being. Successful completion of this 10 hour training class will result in the student receiving an Occupational Safety and Health Administration (OSHA) 10 hour card and in many cases will also help to improve your employability.

Refrigerant Handling for Certification

Students will prepare for taking the Refrigeration Service Engineers Society Certification, which meets the EPA requirements for proper use of refrigerants, including recovery, recycling and reclamation. Exam will be given in class. A payment of \$30 will be collected on test date. Order text online.

Computer Aided Design- 24 Hours, (8 sessions), \$349

Order book on-line

A2551FA-14 Goshen

6:00PM-9:00PM.....

T & Th

10/7/14-10/30/14

Refrigerant Handling for Certification - 9 Hours, (3 sessions), \$150

Order book on-line

A1341FA-14 Goshen

6:00PM-9:00PM

M-W

11/10/14-11/13/14

Computer Aided Design - 24 Hours

When it comes to software training programs, there is rarely a one-size-fits-all solution. Whether a user is entering a new career field and wants to learn the basics or is a seasoned professional seeking certification, AutoCAD training can be customized to meet a user's specific needs.

Computer-aided design (CAD) package AutoCAD is used by professionals in a wide range of industries. Industrial designers, technicians, interior designers, architects, engineers and workers in many other career fields rely on this software to help them find and implement design solutions. While these professionals once relied on a drafting board, a parallel ruler, triangles, a compass, and other drafting tools, they now rely on CAD software. Essentially, AutoCAD has made the proverbial drawing board a thing of the past.

Who will succeed in AutoCAD courses?

According to career information from Ferguson's Career Guidance Center, users of CAD software should be good problem solvers, logical and analytical, and be attentive to details--it's important for these professionals to get the little things right. Additionally, some of the best designers also have training in other technical design aspects.

Students are introduced to the AutoCAD drawing environment and the necessary skills to begin creating and editing drawings. The focus of this course is on using accurate and efficient techniques to drawing and modifying basic shapes. No AutoCAD experience is necessary, but participants are expected to be comfortable opening, saving and closing files; moving, copying and deleting files; locating files in different folders; and reading blueprints.

Students will learn:

- Interfacing with AutoCAD
- Using Accurate Drawing Techniques
- Displaying Areas of a Drawing
- Working with Object Properties
- Creating and Editing Shapes
- Adding Text and Dimensions
- Printing



HELP FOR THE HOMEOWNER:

Basic Carpentry for Women - 36 Hours

Look around your house. There are probably a hundred little things that you'd like to change, repair, improve, or redo. This course can show you how to do it yourself. Get hands-on training from an experienced instructor who will show you how to: operate most major hand and power tools, measure, cut, and install most common building materials, and how to plan and complete small to medium-sized projects around the house. Bring your toolbox and tools (if you already have them) and our instructor will make sure you learn how to use them. If you don't have any tools, learn what you need to be prepared and self-sufficient around the house. Eye protection required (goggles). Work gloves recommended. Materials fee included in the tuition.

Basic Home Repair for Men- 36 Hours

Learn a variety of basic home repairs that could save you big money. We will cover basic carpentry, sheet rocking, basic plumbing, basic residential wiring, weatherizing, ceramic tile cutting and installation, shelving installation,- you won't be disappointed! Eye protection required. Work gloves recommended. Materials fee included in the tuition.

Home Staging - 6 Hours

In this course you will learn what Home Staging is and what it is not: staging versus interior design versus re-design. Topics include vacant and occupied staging and color and space staging. This class will inspire you to try what you learn on your own home! Home Staging is an up and coming business that as the economy turns, and the real estate market comes back, will aid individuals and real estate agents to sell their homes quickly and for more money. Myths and misconceptions as to what Home Staging really is will come to light in this introductory course and show you how cost effective Staging is. Visualizations and a little homework will help you understand the power of Staging. The instructor Claudia Jacobs of Claudia Jacobs Designs LLC, is a professional stager, decorator and re-designer. She was voted 2011 RESA (Real Estate Staging Association) Professional Stager of the Year in the Northeast. Claudia is a weekly columnist for the Times Herald- Record's Claudia's Corner on Sundays and Hudson Valley Insider on Tuesdays.

HELP FOR THE HOMEOWNER

Basic Home Repair for Men - 36 Hours, (12 sessions), \$494

A1433WI-14 Goshen 6:00PM-9:00PM M & W 9/17/14 - 10/29/14

Basic Carpentry for Women - 36 Hours, (12 sessions), \$494

A1432FA-14 Goshen 6:00PM-9:00PMT & Th 9/30/14- 10/30/14

Home Staging- 6 Hours, (2 sessions), \$62

A3707FA-14 Goshen 6:00PM-9:00PM T & Th 10/7/14 & 10/9/14

**DO YOU HAVE A
SKILL OR TALENT
YOU WOULD LIKE TO SHARE?**

Consider Becoming an Adult Educator

TRANSPORTATION:

Heavy Equipment Operator - 75 Hours

This class will introduce individuals into the world of operating heavy equipment. The class will include measuring the ground height using a tripod and builders level, operating a bulldozer, backhoe and excavator. Amounts of material for a job and simple job estimating will be introduced.

Forklift Operator Training – 15 Hours

This introductory course will teach you the fundamentals of operating a forklift. This section is designed for those with little or no experience operating a sit-down counterbalanced forklift and serves as a prerequisite to the following Forklift Certification Class. Basic safety will also be covered. If you have little or no experience, you will first need this class to pass the certification test.

Forklift Certification – 9 Hours

This nine- hour course covers all the OSHA requirements necessary for 3-year certification. If you have little or no experience on a counterbalanced lift truck, you must first take Forklift Operator Training or you risk not being issued a certification.

Locomotive Engineer – 65 Hours

This 65-hour course is designed to prepare you for pre-employment as a Locomotive Engineer, Conductor, Dispatcher, Operator or Management Trainee candidate at a public transportation provider or freight railroad. The goal of this course is to help accelerate your opportunities of employment in the Transportation Industry and also prepare you for a railroad's training academy once employed. Classes will be held at varying locations and times.



COME LEARN ABOUT
OPPORTUNITIES TO BECOME A LOCOMOTIVE ENGINEER
WEDNESDAY, SEPTEMBER 10
6:00 PM TO 7:30 PM
GOSHEN, CTEC - ROUNDROOM

EQUIPMENT OPERATOR SCHEDULE

Forklift Operator Training- 15 Hours, Tuition - \$210

M3008FA-14	Goshen	6:00PM-9:00PMM&W	9/17/14-10/1/14
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Forklift Certification- 9 Hours, (3 sessions), Tuition - \$169

M3009FA-14	Goshen	6:00PM-9:00PM M&W	10/6/14-10/15/14
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Heavy Equipment Operator - 75 Hours, (19 sessions), Tuition - \$1,099

A3025FA-14	Goshen	3:30-6:30PM	Tu, Th & Sat	9/16/14-10/30/14
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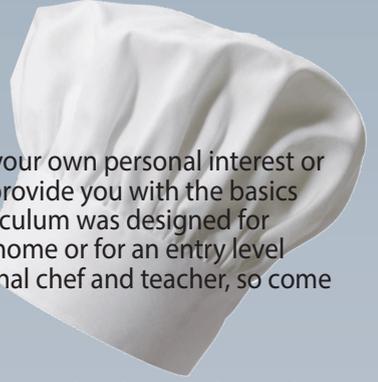
Locomotive Engineer- 65 Hours,(14 sessions), Tuition- \$749

A1400FA-14	Goshen	6:00PM-9:00PMTu	9/20/14-11/11/4
	Newburgh	9:00AM-1:00PMSat	

CULINARY:

Chef Essentials - 75 Hours

Have you considered becoming a chef, either for your own personal interest or to enter the food service industry? This course will provide you with the basics in food preparation, safety and sanitation. The curriculum was designed for a comprehensive background in preparing food at home or for an entry level position in the workforce. Chef Andre is a professional chef and teacher, so come join him for a fun filled educational experience.



Students will learn:

- Fundamental Culinary Techniques: Learning about product knowledge and the evolution of food
- Stocks, soups, and sauce preparations: This is an introduction to all the basics of the different ingredients and techniques of creating recipes
- Basic vegetable and starch accompaniments
- Sensible plate garnish and menu development
- Basic cold and hot food preparations
- Food safety and sanitation principles
- How to apply fundamental culinary techniques such as saute, braise, roast, fry and poach

In this fun and informative class we will cover a minimum of one hundred recipes.

**YOU MAY NOT BE THERE
BUT YOU CAN
Dine as if you were!**

Cuisines of Italy - 3 Hours

Buona Sera!!!! Or as they say "Good evening" in Italian. Discover the flavors of the Italian Provinces of where the main dishes evolved from Italy. From making fresh pasta, identifying the proteins that are used in traditional dishes to the proper cooking techniques of the side dishes of escarole, risotto and traditional starch cookery.

South American Cuisines - 3 Hours

Spice up the evening with aromatic flavors of the south. This cuisine we will be waking up flavors of chipotle spices to discovering how to make traditional Mole sauce. This class will implement the different cooking techniques in everyday living in South America.

Asian Cuisine - 3 Hours

This class will take you into the mainland Chinese culture dishes, from using spicy chili peppers to discovering the different uses of curry, and implementing the different cooking techniques of the traditional proteins.

Gutentag!!!! German Cuisine - 3 Hours

This class will give you the knowledge of a traditional dinner course representing the finest gourmet dishes. From decadent sausage selections to your traditional braises as Sauerbraten. Learn how to pair different traditional beers and wines from Germany as well.



Raw Foods Cooking- 15 Hours

Discover the magic of creating fabulous organic raw vegan cuisine for optimum health and rejuvenation! Dozens of superb culinary presentations will show you everything you need to know to create a wide variety of delicious easy-to-prepare raw recipes. Learn how to use the equipment and supplies for a raw kitchen. This course will be taught by Professional Chef and teacher, Chef Genovese.

Holiday Cookies - 6 Hours

If you would like some new ideas or your annual holiday gift is fresh-baked cookies for your family, friends and co-workers, why not spend two evenings working with Chef Andre from Orange-Ulster BOCES. In this class Chef Andre will make a variety of holiday cookies from classic sugar to those with a modern twist. Bring a friend for this fun, and collaborative, cookie-making party.

Soups, Soups, Soups - 3 Hours

Baby it's cold outside. Put down the canned stuff and join Chef Andre for an evening of healthy and easy soup making. Learn the secrets behind some of the timeless recipes that professional chefs use in the workplace.

Gingerbread Houses - 6 Hours

Get into the holiday spirit by decorating and building an authentic gingerbread house. Bring a friend, listen to music and drink some spiced cider while you build an amazing centerpiece for the holidays. Chef Andre will make sure your masterpiece will be the talk of the season.



BAKING BOOTCAMP PLUS - 30 HOURS

Bake, taste, learn and have fun exploring the world of baking. Your exploration will take place under the guidance of an experienced chef in a first class teaching kitchen. Orange-Ulster BOCES's Chef Blaine will cover the fundamental skills and techniques for bakers of all skill levels. Hands on practice and instruction help students master concepts and techniques. Small class sizes allow for individual attention. Fulfill your dreams of creating that perfect cake or pastry.



CULINARY ACADEMY SCHEDULE

INTERNATIONAL COOKING CLASSES - 3 Hours Each, Tuition - \$42, \$15 Supply Fee

Cuisines of Italy

A5131FA-14 Goshen 6:00PM-9:00PM Th 10/16/14

Cuisines of South America

A5132FA-14 Goshen 6:00PM-9:00PM Th 11/13/14

Asian Cuisine

A5133FA-14 Goshen 6:00PM-9:00PM Th 9/18/14

Gutentag! German Cuisine

A5134FA-14 Goshen 6:00PM-9:00PM Th 10/30/14

If you register for all 4 International courses you will receive a \$30 discount, please call the registration office to register for all four at once!

Chef Essentials- 75 Hours, (25 sessions), Tuition - \$799, \$300 Supply Fee

A5130FA-14 Goshen 6:00PM-9:00PMM&W 9/10/14 - 12/17/14

*NO CLASS on 12/3 or 12/10

Raw Foods - 15 Hours, (5 sessions), Tuition - \$169, \$15 Supply Fee

A5141A-14 Goshen 6:00pm-9:00PM W 10/1/14-10/29/14

Holiday Cookies - 6 Hours, (2 sessions), Tuition - \$69, Supply Fee - \$15

A5142FA-14 Goshen 6:00PM-9:00PM W&Th 12/10/14 & 12/11/14

Gingerbread Houses- 6 Hours, (2 sessions), Tuition - \$79, Supply Fee - \$15

A5143FA-14 Goshen 6:00PM-9:00PM W&Th 12/3/14 & 12/4/14

Soups, Soups, Soups 3 Hours, Tuition - \$42, \$10 Supply Fee

AxxxxFA-14 Goshen 6:00PM-9:00PM Th 11/6/14

Baking Bootcamp Plus - 15 Hours, Tuition - \$184, \$50 Supply Fee

AxxxxFA-14 Goshen 6:00PM-9:00PM Th 11/6/14

PHOTOGRAPHY:

Digital Photography-Beginner - 12 Hours

We start with a beginner's overlook of the digital camera and then walk you through all the equipment, cords, CDs and manuals that came in the box when you purchased your camera. Learn how to get the most from your camera without being overwhelmed with confusing technology. Understand the buttons and menus to take good quality pictures. Learn how to install your camera's software and download your images to your computer. Also learn how to take care of your camera, charge the batteries and install flash cards, etc. Resize, print and email your pictures in short easy steps. This course also teaches how to use the basic functions of your camera such as flash modes, scenes, face detect, zoom, ISO, white balance, etc. Set your camera up to work for you quickly and easily. Learn photography techniques that help you take better photographs. Any digital camera is welcome. Bring your camera, software, cables and documentation to each class.

Digital Photography—Intermediate - 12 Hours

Gain a thorough understanding of your camera's settings and functions (Compacts and SLR's with advanced settings.) This is a class for those who already know how to use their camera to take automatic pictures and download them to their computer. If you are ready to move beyond the automatic mode (A) and into the program mode (P) of your camera, then you are ready for Intermediate instruction. Your camera should have a program (P) mode with advanced settings to take this class. Most compact and SLR cameras have this mode. You will learn all the camera's settings from exposure control to focus control. Learn the effects of ISO, drive mode, white balance and flash. Learn about focus points and how to use them properly. We'll cover picture styles, live view, lenses, custom white balance and more.

Digital Photography—Advanced - 12 Hours

Take your digital camera to its maximum abilities. Learn your camera's advanced features and take pictures like the pros. This class is for those who are comfortable with how their digital SLR camera works but need to know how to make this technology work for them. Covered in this class are: Aperture and Shutter Priority modes, depth of field, custom exposure using a gray card, advanced white balance (when white isn't supposed to be white), mixed lighting temperatures, painting with light, long exposure photography, external bounce flash, slow sync, high dynamic range, histogram, understanding bokeh, golden mean, shooting RAW and more.

Photoshop Elements – 12 Hours

After you've taken your digital photographs and downloaded them to your computer you need to edit them. Photoshop Elements is a powerful photo editing program that allows you to improve the quality of your images by sharpening, cropping, blending and editing. Learn how to lighten and darken photos, add text, cut out and paste in and much more. You'll also learn some unique tricks like creating a black and white photo with one color element, making borders, 3D effects, etc.



Photoshop Elements and Photography Hands on Class – 12 Hours

This is a hands-on class for those who want to combine what they learned about their camera and what they learned about Photoshop Elements. Each day of this class there is a different project that the class works on as a team. We create a photo with our camera utilizing props and ourselves as models, then we import those photos into Photoshop Elements, blending and tweaking them to create astonishing art. Projects may include but not limited to: multiple self portraits, focus stacking, photo merging, floating people, colored smoke and more. This class requires that you know the basics of photography and Photoshop Elements and how to work your camera. A digital SLR works best but compact cameras can work here too.

Digital Photography - Beginner- 12 Hours, Tuition - \$145

A2769FA-14 Goshen 6:00PM-9:00PM M,T & Th 9/9/14-9/16/14

Digital Photography - Intermediate-12 Hours, Tuition - \$145

A2761FA-14 Goshen 6:00PM-9:00PM T & Th 9/18/14-10/2/14

Digital Photography - Advanced- 12 Hours, Tuition - \$145

A2775FA-14 Goshen 6:00PM-9:00PM T & Th 10/7/14-10/16/14

Photoshop Elements - 12 Hours, Tuition - \$145

A3040FA-14 Goshen 6:00PM-9:00PM T & Th 10/21/14-10/30/14

Photoshop Elements & Photography Hands On- 12 Hours, Tuition - \$145

A2765FA-14 Goshen 6:00PM-9:00PM T & Th 11/4/14-11/18/14

MUSIC:**Beginning Piano & Keyboard – 30 Hours**

Ever dream of playing your favorite songs? How about being able to read music? Learn the basics of music step-by-step with expert guidance, the same found in the best private lessons. No previous music instruction needed. You will understand how rhythm works, how to read melodies, playing with two hands, chords and much more. Student will benefit from having a piano or keyboard to practice weekly assignments on outside of class—with most lessons running well-over \$20 for 30 minutes of instruction, this is an amazing deal! The instructor will provide the required lesson book for a fee of \$12.00 payable at the first class. Bring a spiral 8" x 11" notebook to first class.

Intermediate Piano & Keyboard – 30 Hours

Learn quickly and easily how to comfortably make two hands work together on the piano or keyboard. With a fully licensed, experienced instructor, this class offers the same instruction found in the best private lessons. Those who have completed Beginning Piano or who have some previous music knowledge will be best prepared for this instruction. Students will study from the John Schaum Book A which may be purchased at the first session for under \$10. Recommended that the students have a piano or keyboard at home to practice daily assignments. Everyone learns at their own pace. Goals include songs, piano technique and musical expression. Prerequisite: Beginning Piano & Keyboard.

Advanced Piano & Keyboard - 30 Hours

Learn to play your favorite piano music (be it jazz, pop, classical or traditional music) through special projects while improving your technique in weekly assignments guided by a fully licensed, experienced instructor. Recommended that students have a keyboard or piano in their home for daily practice. For the first class, students will need to bring their favorite performance music (which may be purchased at their local music store or from the internet). They will also need a spiral notebook and the Schaum or Bastien book they are studying in. Goals include: building a repertoire, greater enjoyment, grace and ease of performance, in-depth piano technique. Prerequisite: Intermediate Piano & Keyboard

MUSIC SCHEDULE**Beginning Piano & Keyboard- 30 Hours, Tuition - \$279 + Book Fee**

A1130FA-14 Goshen 6:00PM-9:00PM M 9/15/14-11/24/14

Intermediate Piano & Keyboard-30 Hours, Tuition - \$279

A1131FA-14 Goshen 6:00PM-9:00PM T 9/16/14-11/25/14

Advanced Piano & Keyboard

A1132FA-14 Goshen 6:00PM-9:00PM Th 9/11/14-11/20/14

INFORMATION TECHNOLOGY & WEB DESIGN:

A+ Certification - 72 Hours

Order Book Online

A+ Certification is the industry-wide standard for entry level Computer Technicians. This prep course provides instruction in hardware and software including: repair, upgrade and troubleshooting Windows compatible computers. Students will prepare for the current Comp TIA A+ exams. Prerequisite: Basic computer knowledge. Please note: OUBOCES does not offer these exams at this time. Please visit VUE.COM or PROMETRIC.COM for testing sites and vouchers. Comp TIA recommends 6 months of hands on experience before taking the exam. Text: Order Online, see "Purchase Textbooks" tab at top of registration page.

A Beginner's Guide to Windows 8/8.1 - 6 Hours

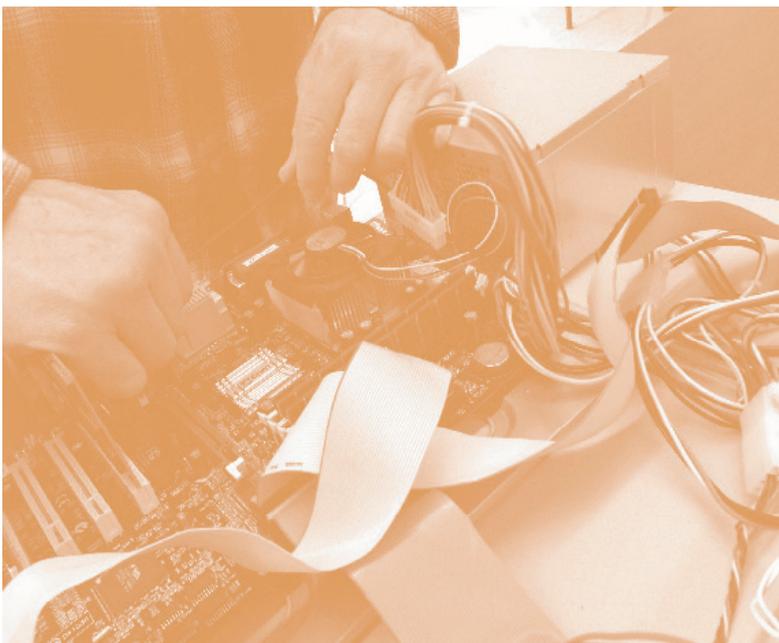
Taking a look at Windows 8 for the first time may leave you a little unsure about where to go. Compared to previous editions of Windows, the new Start Screen in Windows 8 offers new ways to access your files and programs however it does take a bit of getting used to. This class will take you through the basics to point you in the right direction. Students will want to bring their laptop (with Windows 8 installed) to class. Instructor will lecture, and students will use their own laptop for hands-on experience in class.

Microsoft Word 2013 - 6 Hours

Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful class gets you started with the Word program in Office 2010, and provides lots of power-user tips and tricks as well. You'll learn about Word's new templates and themes, touchscreen features, and other advances.

Microsoft Excel 2013 - 6 Hours

Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful class gets you started with the Excel program in Office 2010, and provides lots of power-user tips and tricks as well. You'll learn about Excel's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool.



IC3- 99 Hours****If you are in need of Computer Skills****

This program is highly recommended for those people looking for an Office Job

Check out Administrative Assistant on Page 32

Are you beginning a new job and need a complete upgrade on your computer skills. IC3 is a Certificated Program which will bring you up to speed on the latest office technology. This program will show you how the programs relate to one another and help you become an efficient and competent office employee. The IC3 Certificate will prove to any potential employer that you can deliver the latest office technology skills.

This courseware is targeted towards people who are new to computers or have limited exposure to a computer prior to taking this course. The intent of this courseware is to introduce computer knowledge and skill sets that a participant can acquire and then apply to tasks he/she may want to perform on a computer device.

Students will learn:

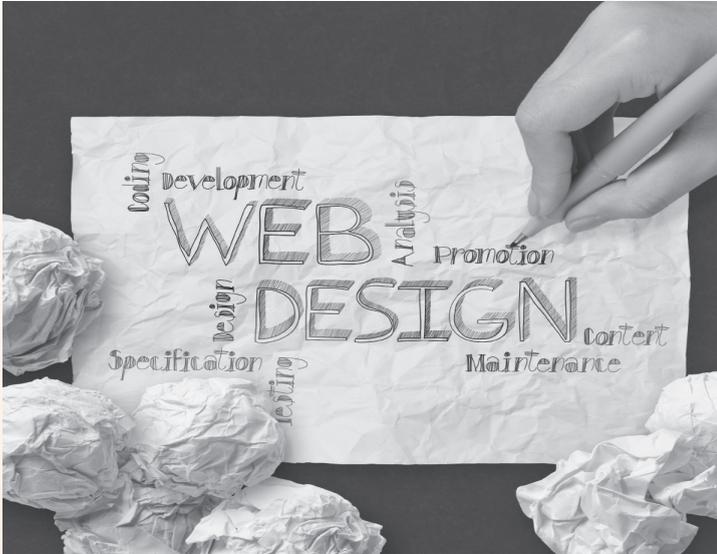
- Computing Fundamentals - knowledge and use of computer hardware, software, and operating systems.
- Key Applications – MS Word, MS Excel, MS Powerpoint
- Living Online – Working in an Internet or networked environment, including basic knowledge of networks and the Internet, skills in specific application such as electronic mail software and Web browsers, skills required to find and evaluate information, and an understanding of issues related to computing and the Internet being used at work, home and school.



WEBSITE DESIGN:

WordPress -12 Hours

WordPress, is free web software you can use to create a beautiful website or blog. This class introduces you to WordPress and gets you started down the road on running and maintaining your own website or blog. The class starts with how to obtain your own web presence and how to install the WordPress program. You'll learn how to setup a theme and create templates. In a day you'll understand about editing images and optimizing them for your website. You'll know enough about WordPress to get a basic website up and running.



INFORMATION TECHNOLOGY SCHEDULE

A Beginner's Guide to Windows 8 - 6 Hours, Tuition - \$109

A2079FA-14 Goshen 6:00PM-9:00PM M 10/20/14-10/27/14

Microsoft Word 2013 - 6 Hours, Tuition - \$109.....

A2445FA-14 Goshen 6:00PM-9:00PM W 10/1/14-10/8/14

Microsoft Excel - 6 Hours, Tuition - \$109.....

A2501FA-14 Goshen 6:00PM-9:00PM W 12/3/14-12/10/14

WordPress - 12 Hours, Tuition - \$218.....

A2076FA-14 Goshen 6:00PM-9:00PM W 10/22/14-11/12/14

A+ Certification

Order Book Online

A2500FA-14 Newburgh 6:00PM-9:00PM T & Th 9/16/14-12/10/14/14

IC3 - 99 Hours, Tuition \$999

Order Book Online

A2078FA1-14 Goshen 6:00PM-9:00PMM & W 9/23/14-2/5/15

A2078FA2-14 Newburgh 12:30 - 3:30M - Th 9/15/14-11/13/14

A2078FA3-14 Newburgh 12:30 - 3:30M - Th 11/17/14-1/28/14

BUSINESS ACADEMY:**WANT AN OFFICE JOB?**

Have you dreamed of having that perfect office job? Well, training is the key to getting that job. Combine the following trainings to build your resume and get the job! Students who complete all five courses will receive an OUBOCES Administrative Assistant certificate.

Get started today.....

ADMINISTRATIVE ASSISTANT

- Basic Office Bookkeeping
- Advanced Office Bookkeeping
- Quickbooks
- IC3 (from the Information Technology Academy)
- Notary Public
- Administrative Professional Skills (Look in the Winter/Spring Catalog)

Basic Office Bookkeeping – 30 Hours

Learn basic bookkeeping practices including: general journal, cash journal, ledger accounts, journalizing, posting, trial balance, 6-column worksheet, closing ledger and bank reconciliation. Two office simulations will reinforce subject material.

Text: Order Online, see order text tab at top of registration page.

Advanced Office Bookkeeping - 30 Hours

Build your knowledge base. Instruction will include: journalizing purchases and sales on accounts, sales tax, recording cash payments and receipts, subsidiary ledgers, 8 column worksheet and partnership financial statement, adjusting and closing entries and more.

Prerequisite: Basic Bookkeeping.

ADD QUICKBOOKS TO YOUR BOOKKEEPING TRAINING!!!**Quickbooks – 18 Hours**

This condensed program is designed to give you basic knowledge of Quickbooks. The program will cover getting started, setting up, working with lists and bank accounts, entering sales, accounts receivable, and accounts payable. Quickbooks is America's best-selling accounting software--come let our experienced instructor show you why. This class goes great with our bookkeeping courses. Windows and basic computer experience required.

Text: Order online, all students will need a flashdrive.

Notary Public Workshop - 3 Hours

This workshop will prepare you for the written examination and appointment as a Notary Public in New York State. Terminology review and an application for an appointment will be furnished. US Citizenship required. Notary Exam is given at the 39 West Street, Newburgh location. Please call 518-474-4429 with questions regarding the Notary Exam. Order Required Text Online prior to class, see order text tab on top of registration page, Passbook, Notary Public, current date.

Students are encouraged to combine these programs with funding sources available to OUBOCES students, such as Literacy and SNAP. Attend an orientation to meet with a case manager to make this happen!!!

How to Sell Anything on eBay – 6 Hours

This class teaches you how to find items to sell and how to determine their value. Learn the proper way to create a listing that will drive more bidders to your auction. You will also learn techniques to get the best photographs and descriptions of your items, how to leave feedback and use your eBay account to track your auctions. We will list an item on eBay and expose secrets and tips as we explain each step along the way. You will learn how to use PayPal to make and receive payments as well as how to ship and calculate shipping charges.

How to Sell Anything on Amazon - 6 Hours

For years eBay ruled the e-commerce roost. Each holiday people spent more time and looked at more pages on eBay than any other online shopping websites. But that is changing. Amazon has opened its site to independent sellers and is becoming more popular, while eBay's auctions are dwindling. This class will shed light on the advantages and disadvantages to selling on Amazon. Learn about the different Amazon accounts for selling products, books, music and more. You'll learn how to obtain UPC bar codes for your own products or sell existing products through Amazon independent seller accounts or Amazon pro advantage accounts. You'll learn about Amazon's fees, types of accounts, how to create a successful product details page, pricing strategies, packing and shipping, fulfillment by Amazon, winning the buyer's box and more. You'll also see an existing business currently selling its own products on Amazon using different methods.

Self-Publish Your Own Book – 6 Hours

Learn how to self publish your own book. Based on the instructor's experience of self-publishing Maze Zing, this course takes you from idea to the booksellers. It teaches about different types of publishing, writing manuscripts and submitting your work. Learn how to copyright and trademark your work to protect yourself. Learn about ISBN numbers and listing with the Library of Congress.

BUSINESS ACADEMY SCHEDULE

How to Sell On Amazon - 6 Hours, (2 sessions)- Tuition- \$105

A2053FA-14 Goshen 6:00PM-9:00PM M 9/22/14-9/29/14

How to Sell on Ebay- 6 Hours, (2 sessions)- Tuition- \$105

A2055FA-14 Goshen 6:00PM-9:00PM M 11/17/14-11/24/14

Self-Publish Your Own Book- 6 Hours, (2 sessions), Tuition - \$105

A8010FA-14 Goshen 6:00PM-9:00PM M 11/3/14-11/10/14

Notary Public Workshop - 3 Hours, (1 session), Tuition - \$40,

[Order Book Online](#)

A7001FA1-14	Goshen	6:00PM-9:00PM	Tu	9/16/14
A7001FA2-14	Goshen	6:00PM-9:00PM	Tu	10/21/14
A7001FA3-14	Goshen	6:00PM-9:00PM	Tu	11/18/14
A7001FA4-14	Goshen	6:00PM-9:00PM	Tu	12/16/14

Basic Office Bookkeeping - 30 Hours, (15 sessions), Tuition - \$334

[Order Book Online](#)

A2011FA-14 Newburgh 4:00PM-6:00PMM & W 9/29/14-11/19/14

Advanced Office Bookkeeping

[Order Book Online](#)

A2014FA-14 Newburgh 4:00PM-6:00PMM & W 12/1/14-1/28/15

PERSONAL ENRICHMENT

Getting Paid To Talk: Voice-Overs as a Profession - 2.5 Hours

This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. We will cover all the basics, including how to prepare the all-important demo. Learn how to be successful and earn a great income in this exciting field. Class participants will even have a chance to record a commercial script under the direction of our Voice Coach Producer.

Creative Writing – 30 Hours

Get your creative writing juices flowing either for the first time, or maybe you want to finish that novel that you started and is collecting dust on the shelf. This ten-week course will cover all aspects of creative writing for whatever purpose. Writing exercises on character development, plot, setting, dialog, plus lots of writing. Plus, how to properly proofread and edit your work. Class time will be set aside for discussions on publishing options, and creative writing contests. Students need only bring a notebook and pen/pencil.

Journaling to De-stress – 18 Hours

This six week course will cover various journal writing techniques that will create a successful journal writing practice. Topics covered: how journal writing can take stress out of relationships, can provide ways to communicate more successfully, and also how a journal can end up being a bestselling memoir.

Your Instructor.....

MJ Hanley-Goff has been a professional writer and journalist for over twenty years. She was a regular contributor to Long Island's Newsday and Times Herald-Record, and her work has also appeared in NY House Magazine, Hudson Valley Magazine, and Orange Magazine. A former editor of Hudson Valley Parent magazine, Hanley-Goff is also the author of the novel, "The Bench," (2007); and her latest, "How Writing Can Get You Through Tough Times: No Experience Necessary." Hanley-Goff has presented highly successful writing workshops through Orange County, and is thrilled to be able to awaken the writer inside all of us.

PERSONAL ENRICHMENT

Creative Writing- 30 Hours, Tuition - \$289

A6102FA-14	Goshen	6:00PM-9:00PM	M	9/22/14-12/1/14
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Journaling to De-Stress - 18 Hours, Tuition - \$169

A6103FA-14	Goshen	6:00PM-9:00PM	W	10/1/14-11/5/14
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Defensive Driving- 6 Hours, Tuition - \$50.....

A3015FA1-14	Goshen	6:00PM-9:00PM	Tu-Th	9/16/14 & 9/18/14
A3015FA2-14	Goshen	6:00PM-9:00PM	Tu-Th	10/14/14 & 10/16/14
A3015FA3-14	Goshen	6:00PM-9:00PM	Tu-Th	11/18/14 & 11/20/14
A3015FA4-14	Goshen	6:00PM-9:00PM	Tu-Th	12/9/14 & 12/11/14

Voice Overs as a Profession 2.5 Hours, Tuition - \$35

A6100FA-14	Goshen	6:30PM-9:00PM	W	11/12/14
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**DO YOU HAVE A
SKILL OR TALENT
YOU WOULD LIKE TO SHARE?**
 Consider Becoming an Adult Educator

Defensive Driving - 6 Hours

Orange-Ulster BOCES offers the defensive driving insurance point reduction program approved by the NYS Department of Motor Vehicles through the New York Safety Program. This course should be taken every three years to earn a 10% discount on your liability and collision insurance premiums and may be repeated every 18-months for a deduction of up to four points from your driver's license. Bring your license to the first class. All classes are 6 hours.



Orange-Ulster BOCES Job Fair for Health Careers



Orange-Ulster BOCES HSE Graduation Ceremony 2013

SECURITY GUARD/CPR & AED

8 Hour Pre-Assignment Training Course for Security Guards

This is an 8-hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course.

16-Hour On-the-Job Training Course for Security Guards

This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course.

8-Hour Annual In-Service Training Course for Security Guards

This is an 8 hour course that must be completed within 12 calendar months from completion of the 16 Hour On-the-Job Training Course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct.

100 % Attendance is required for any of the three security courses offered. If there are any issues that the Director of the school cannot resolve, please call the Division of Criminal Justice Services at (518) 457-4135.

American Heart Association First Aid & CPR/ AED

Heartsaver(R) First Aid and CPR/AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use and critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies.

SECURITY GUARD SCHEDULE

16-Hour On-the-Job Training for Security Guards- 16 Hours, Tuition - \$185

M8501FA-14 Goshen 8:00AM-4:00PM Sat 10/11/14 & 10/18/14

8-Hour Annual In-Service Training for Security Guards- 8 Hours, Tuition- \$94

M8502FA1-14 Goshen 8:00AM-4:00PM Sat 11/15/14

8-Hour Pre-Assignment Training for Security Guards- 8 Hours, Tuition - \$94

M8500WFA1-14 Goshen 8:00AM-4:00PM Sat 9/27/14

M8500WFB2-14 Goshen 8:00AM-4:00PM Sat 11/1/14

First Aid, CPR/AED- 6 Hours, Tuition - \$69

M5511FA1-14 Goshen 8:00AM-4:00PM Tu,Th 10/21/14 & 10/23/14

M5511FA2-14 Goshen 8:00AM-4:00PM Tu,Th 11/18/14 & 11/20/14

Ordering Books

Go to ouboces.org & click on the orange Adult Education tab
In the left margin choose order your books, and follow directions

Council on Occupational Education

Orange-Ulster BOCES Division of Adult Education has been accepted as a Candidate for accreditation with the Council on Occupational Education.

The Council's mission is "assuring quality and integrity in career and technical education." The programs submitted for approval are:

- Practical Nursing
- Sterile Processing
- NCCER Welding

The programs under review will follow the Orange-Ulster BOCES Board approved refund policy.

Each program supplies students with a student handbook which outlines all details related to the program and includes:

- Refund Policy
- Student Behavior Policy
- Student Grievance Procedures
- Faculty and Credentials
- Grading System
- Attend and Orientation for all Program Details*

Council on Occupational Education
 7840 Roswell Road
 Building 300, Suite 325
 Atlanta, GA 30350
 Telephone (Local): 770-396-3898
 Telephone (Toll-Free): 800-917-2081
 FAX: 770-396-3790
 www.council.org

FALL 2014 SCHOOL CALENDAR

		September 2014						
		S	M	T	W	T	F	S
1	Labor Day		(1)	2	3	4	5	6
2	Conference Day							
3	First Day of School for Students	7	8	9	10	11	12	13
24	Early Dismissal Drill	14	15	16	17	18	19	20
25	Rosh Hashanah	21	22	23	24	(25)	26	27
		28	29	30				

		November 2014						
		S	M	T	W	T	F	S
10	Conference Day							
11	Veterans Day							1
27-28	Thanksgiving Recess	2	3	4	5	6	7	8
		9	10	(11)	12	13	14	15
		16	17	18	19	20	21	22
		23/30	24	25	26	(27)	(28)	29

		October 2014						
		S	M	T	W	T	F	S
4	Yom Kippur							
13	Columbus Day							
		5	6	7	8	9	10	11
		12	(13)	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	

		December 2014						
		S	M	T	W	T	F	S
22-31	Winter Recess							
25	Christmas Day							
		1	2	3	4	5	6	
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	(22)	(23)	(24)	(25)	(26)	27
		28	(29)	(30)	(31)			

ONLINE COURSES:

Learn from the comfort of home



Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. All courses begin on the third Wednesday of each month and run for six weeks (with a two-week grace period at the end). Courses are project-orientated and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

In tough economic times, it is sometimes difficult to participate in a costly certificated program that can help you get the job you want or advance in the one you have.

Well, we've heard your concerns and the Orange-Ulster BOCES is pleased to announce its partnership with Gatlin Education Services, that will allow you to finance a menu of on-line certificated program offerings. Listed below are just some of the courses offered!

- Administrative Dental Assistant
- Forensic Computer Examiner
- Paralegal
- Pharmacy Technician
- Travel Agent Training
- And Much More!

Advanced Fiction Writing

In this course, you'll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published.

Effective Selling

In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

Debt Elimination Techniques That Work

If you want to stop the financial hemorrhaging, keep more of your hard-earned money, reduce stress, and get more enjoyment out of life, this is the course for you. Note: no insurance, investments, or get-rich-quick schemes will be offered.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success.

How To Get Started:

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

**COURSES START
AS LOW AS: \$89**

**GIVE US A CALL AND
ENROLL NOW!**

(845) 781-4363 EXT. 2

Log on to:

www.ed2go.com/ouboces for
more course offerings.



Literacy Orange
70 Fulton Street Middletown NY 10940



Newburgh Adult Learning Center
39 West Street

Stop by our Family Welcome Centers Today! Check our Website Regarding Information About Our Literacy Zones

Our Literacy Zone focus is to:

- Identify educational limitations in the community and explore ways the Literacy Zone can meet those needs.
- Establish bridges and build relationships with organizations that enhance service to students.
- Match students with available resources in the community.
- Assist students in pursuing and reaching their goals.
- Inform students about classes and programs available through the Literacy Zone.
- Encourage regular class attendance and assist with barriers preventing students from coming to class.

"Let us provide you with the necessary guidance to enhance your life"

- Addiction
- Child Services
- Employment & Training
- Financial Services
- Health Services
- Housing
- Immigration
- Parenting Support
- Veterans Services

Community Partnership Agencies are...

- * ACCES - VR
- * CASH Coalition
- * Catholic Charities
- * Department of Health
- * Independent Living
- * Jewish Family Services
- * Latinos Unidos
- * Literacy Orange
- * Maternal Infant Services
- * Orange County Youth Bureau
- * RECAP - Head Start
- * SUNY Orange
- * WIA Workforce Investment Board
- * Legal Services of the Hudson Valley
- * Cornell Cooperative Extension
- * NEH Human Services
- * Newburgh and Middletown YMCA
- * Ramapo Catskill Library System
- * Orange County Department of Social Services
- * Orange County Employment and Training
- * Orange County Office of the Aging
- * Orange County United Way
- * Orange County Veterans Coalition
- * Middletown Cares Coalition
- * Pathstone
- * Safe Harbors of the Hudson
- * Team Newburgh
- * Digestive Disease Center
- * Workforce Development Institute
- * United Healthcare



English as a Second Language Aprender Ingles como Segundo Idiomas

- Multi level classes offered
- Opportunities to advance to High School Equivalency Classes
- Programs include information about Immigration, Health, Employment, Finances, and much more!
- Varios niveles ofrecidos
- Oportunidades para avanzar al programa Equivalencia de Escuela Secundaria
- Programas incluyen informacion sobre Inmigracion, Salud, Empleo, Finanzas y mas!

LOCATIONS

LOCALIZADOS

NEWBURGH

Newburgh Learning Center
39 West Street

MIDDLETOWN

Middletown Learning Center
90 North Street
Middletown High School
64 Garner Avenue Extension

MONROE

Monroe-Woodbury HS
155 Dunderberg Road

WARWICK

Pine Island Elementary School
20 School House Road

Warwick Reformed Church
16 Maple Avenue

PINE BUSH

Pine Bush High School
Route 302

HIGHLAND FALLS

Highland Falls Middle School
52 Mountain Road

To register for an ESL class please call 845-781-6715 ext. 1

Para inscribirse en una clase de Ingles como Segundo Idioma por favor llame:

845-781-6715 ext.1

CALL: (845) 781-6715 EXT. 2 FOR INFORMATION!

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HIGH SCHOOL EQUIVALENCY CLASSES

New York State has a new High School Equivalency Exam
Test Assessing Secondary Completion (TASC)

BOCES is a TESTING SITE for the TASC

Orange-Ulster BOCES has worked closely with the New York State Education Department to pilot the new electronic TASC exam at the BOCES's sites. This experience plus extensive professional development has helped prepare our teachers to provide students with the education necessary to pass the exam.

OUBOCES offers
Technology Based
Instruction
and a Support Staff
to assist you with
Finding a Job
and/or Continuing with
College



To become an HSE student you must.....

- Be 21 years old
- Attend an orientation
- Complete the Test for Adult Basic Education

One of the top rated
literacy programs
in the Hudson Valley!!

Class Locations:

Newburgh Adult Learning Center

Middletown Adult Learning Center

Port Jervis County Building and Middle School

Pine Bush High School

Monroe-Woodbury High School

New locations coming for fall, call the number below for more information....

HIGH SCHOOL EQUIVALENCY DIPLOMA PREPARATION

Call Now To Enroll! (845) 781-6715 Ext 1

SECOND CHANCES YOUTH PROGRAM (AGES 16-21)

IN PARTNERSHIP WITH: ORANGE COUNTY EMPLOYMENT & TRAINING,
SUNY ORANGE AND MIDDLETOWN ENLARGED CITY SCHOOL DIST.

- Did you leave school before getting your High School Diploma?
- Are you having trouble getting or keeping a great job?
- Here's your **second chance!** (It's free for eligible students)



You Will:

- Work toward your High School Equivalency
- Be instructed in a small group setting
- Develop workplace skills / Seek employment
- Receive individual academic attention
- Work with teachers who want to see you succeed!
- Work with case managers to develop employment skills and find a job

Classes are offered in Newburgh & Middletown

NEWBURGH CALL (845) 781-6715 EXT. 10705

MIDDLETOWN CALL (845) 343-6627

SOME WORDS FROM OUR 2014 STUDENTS

"At some point I gave up on my education but the Second Chances Youth program has helped me reach my goals with school and a future career!" - Kasi

"Second Chances gave me hope and the confidence to fight for the goals I want to achieve!" - Andres

"In The Second Chances program I improved in all the academic areas, and I also gained a sense of relief, 'I did it!'" - Casey

"The Second Chances Program helped me out so much by improving my overall academic level. The teachers also worked with me one-on-one which in turn helped me understand things even better!" - Miguel

"After dropping out of high school I felt hopeless and disoriented but thanks to Second Chances I am back on track. Not only did I receive my HSE, but they also offered me a PCA/Personal Care Aid class. Thanks to BOCES my life has changed from negative to positive!" - Thelma

Second Chances Youth Program- Orientation

**Please call ahead to schedule an orientation date.

Seats are limited, reservations required**

Newburgh: (845) 781-6715 EXT. 10705

Middletown: (845) 343-6627

Orientation Dates:

(Student must attend ONE of the following dates)

For the September Session:

August 5th, 12th, 19th, 26th, OR September 2nd @1:00pm

For the January Session:

November 25th, December 2nd, 9th, 16th, OR 30th @1:00pm

PLEASE CALL AHEAD TO SCHEDULE

CALL: (845) 781-6715 EXT. 2 FOR INFORMATION!

ATTENTION FOOD STAMP RECIPIENTS!

You may be able to receive the following services and opportunities through OUBOCES from the SNAP Grant; however, you must ONLY be receiving Food Stamps, not in conjunction with TANF or any other form of government "Cash" assistance, in order to participate. If you are receiving Food Stamps, and you do not have a High School Diploma or HSED, you may be eligible for the following services:

- Career exploration with a counselor to complete a Career Plan
- Earn your High School Equivalency Diploma and improve your literacy skills
- Participate in Job Skills Training
- Receive a National Certification for a career in the Medical or Construction field
- Receive Job Placement Support



If you are currently a Food Stamp Recipient, or you would like to complete a prescreening to see if you are eligible to receive food stamps, please call 781-6715 ext. 10822 to speak with Lindy.

JOBS SKILLS TRAINING OFFERED WITH THE PROGRAM:

Medical Programs:

- Nursing Assistant
- Clinical Medical Assistant
- Electronic Health Records Specialist
- Billing and Coding Specialist
- EKG Technician
- Phlebotomist

Construction Programs:

- Electrical Level 1
- HVAC Level 1
- Welding Level 1

Customer Service Training:

- Customer Service Specialist

ORANGE WORKS CAREER CENTERS

What is Orange Works?

Collaborative one-stop employment centers, providing services to individuals seeking career opportunities and businesses building their workforces.



Job Seekers can access necessary tools for conducting an aggressive job search. Our resource area has a library, computers to prepare resumes, copiers, telephones, fax machines, related workshops and other services. Career assessment, testing and retraining programs are also available for targeted individuals.

Businesses can use the facility for recruitment purposes, such as posting job openings and meeting with potential hires. Our staff will provide links to services and programs, such as On-the-Job Training and government tax credit incentives. Save time, effort and money in pre-screening! Call us for your employment needs and visit one of our centers today!

Marie Blair- Coordinator

Fulton Plaza
33 Fulton St.
Middletown, NY 10940
845-346-1100

Maple Building
3 Washington Ctr. 4th Fl.
Newburgh, NY 12250
845-568-5090/5377

Orange County Workforce Investment Board,
Orange County Government, In partnership with Orange County Employment & Training Administration, Orange-Ulster Board of Cooperative Educational Services, Orange County Community College & New York State Department of Labor

LOCATIONS:

Newburgh Adult Learning Center (39 West Street, Newburgh NY)

From East I-84: Take Route 84 to exit 10 onto 9W South. Turn right on Broadway. Turn right on West Street. 39 West Street is on the left.

From Goshen: Start out going Southeast on CR-100/Gibson Rd. Turn Left onto NY-17A. Turn Right onto NY-17M. Merge onto NY-17W. Merge onto I-84E via Exit 121E toward Newburgh. Merge onto NY-300/Union Ave via Exit 75 toward I-87/Thruway. Turn Left onto NY-17K East which turns into Broadway. Turn left onto West Street. Drive approximately one block to the school on the left.

Middletown Adult Learning Center (90 North Street, Middletown, NY) (Second Floor)

From Route 84: Take exit 4W to Route 17 W. Take Exit 120. Follow NY 211 W to North Street in Middletown for 2.6 miles. Turn slight left onto North Street. 90 North Street is on your right.

From Route 17: from Route 17 West take Exit 120. Follow NY 211 W to North Street in Middletown for 2.6 miles. Turn slight left onto North Street. 90 North Street is on your right.

Regional Education Center at Arden Hill (4 Harriman Drive Goshen, NY)

Coming from N.Y.C. Regional Ed Center at Arden Hill

From the Thruway take Exit 16 heading West on Route 17 for approximately 15 miles.

From Route 17 take Exit 125 (Rt 17M West- South Street). Turn left onto Rt 17M (.02 miles). Turn left at light onto South Street. Take first left onto Harriman Drive and the Regional Education Center at Arden Hill is on your right.

Coming from Binghamton

Take Route 17 (Quickway) to Exit 125 (Rt 17M East- South Street). Turn right onto Harriman Drive. The Regional Education Center at Arden Hill is on your left.

Coming from Albany

On the Thruway, take Exit 17 at Newburgh into Route 84 heading West for 18 miles. Take Exit 4E to Route 17 East toward N.Y.C. for 6 miles. Take Exit 125 (Rt 17M East- South Street). Turn right onto Harriman Drive. The Regional Education Center at Arden Hill is on your left.

Career and Technical Education Center (53 Gibson Road, Goshen, NY)

Coming from Binghamton ABC sign post

Take Route 17 (Quickway) to Exit 124 (Florida/Goshen). Take a left at exit ramp light, which puts you on Route 17A going towards Florida, NY. Follow directions for Route 17A below.

Coming from Albany

On the Thruway, take Exit 17 at Newburgh into Route 84 heading West for 18 miles. Take Exit 4E to Route 17 East toward N.Y.C. for 6 miles. Take Exit 124 (Florida/Goshen). Take a left at exit ramp light. Follow directions for Route 17A below.

Coming from N.Y.C.

On the Thruway take Exit 16 heading West on Route 17 for approximately 15 miles.

Take Exit 124 (Florida/Goshen) and take a left at exit ramp light. Take another left at the next light. This puts you on Route 17A going toward Florida, NY. Follow directions for Route 17A below.

Route 17A: Directions to Orange-Ulster BOCES

Take 17A south out of Goshen towards Florida. You will see Suresky Auto Dealer on your right. Continue straight about a mile to the next traffic light and make a RIGHT onto Gibson Road. Just over the crest of the hill you will see the BOCES campus on your left.

DO YOU HAVE A
SKILL OR TALENT
YOU WOULD LIKE TO SHARE?

Consider Becoming an Adult Educator

GENERAL INFORMATION:

Further information regarding OUBOCES programs may be obtained by calling the OUBOCES Office of Adult Educational Services in NEWBURGH (845) 781-6715 Ext. 2, between 8 AM & 3 PM Monday-Friday. Registrations must be received two business days prior to class start.

REFUND POLICY

Occupational Certification Programs*

This pertains to all Occupational Health and Construction Trade Programs exceeding 100 hours that offer a national certification:

1. Refunds for classes canceled by Orange-Ulster BOCES

If tuition and fees are collected in advance of the start date of a program and the agency cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for students who withdrew on or before the first day of class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, \$100 of the tuition and fees is retained by the agency. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

All Other Classes

Prior to the 1st Class Meeting: 100% refund, minus \$10 drop fee. **Thereafter, NO REFUND.**

(Any refunded money will be for tuition only and does not include book or supply fees. Please allow 45 days for refunds on checks and any cash payments.)

COST OF EVENING COURSES & BOOKS

Includes tuition. Textbooks and supplies are not included in tuition costs. These additional fees are paid at time of registration. Order books online at www.ouboces.org and click on Adult Education. Classroom supplies may include such items as welding gloves, food for culinary classes and floral design materials. Many courses require approved eye protection. The course instructor will explain specific requirements.

ORDERING BOOKS

Go to ouboces.org & click on the orange Adult Education tab. In the left margin choose order your books, and follow directions

PREREQUISITE REQUIREMENTS

Some courses have prerequisite requirements. A student planning to register for an advanced course without having taken the basic course(s) should first inquire at the OUBOCES Office of Adult Education Services for advisement.

CLASS/PROGRAM COMPLETION CERTIFICATE

Adult Education Services will award a completion certificate to students who successfully complete class requirements and maintain 80% attendance. For programs offering national certification (NCCER, NHA, etc.), students will need to maintain a 90% attendance rate to receive an OUBOCES certificate of completion as well as to sit for national certification exams.* Computer labs and courses less than 10 hours do not qualify for certificates. Print your name on the registration form as you wish it to appear on the certificate; later changes in spelling will result in a \$5.00 fee.

COURSE CANCELLATION

The offering of all courses is at the determination of the Orange-Ulster BOCES, which reserves the right to cancel courses at any time.

PERSONS WITH DISABILITIES

Our facilities are accessible to persons with disabilities. Please notify us at the time of registration to discuss your individual requirements.

SPECIAL FEES

Change of program fee - \$10.00

(for each "drop" of course)

Returned check fee - \$25.00

Duplicate document fee - \$5.00*

*Students who request duplicate receipts, transcripts or completion certificates are required to pay a \$5.00 fee for each instance. Please allow two (2) weeks for request fulfillment. Records are kept for six (6) years.

DISCLAIMER

We require our instructors to teach in their areas of expertise. Our instructors are not permitted to use the classroom for personal gain, nor to solicit clients or customers. Therefore, we are not responsible for any advice or consultation given beyond classroom setting and course curriculum materials.

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

We do not assume any responsibility, real or imposed, for the loss of personal property or the injury of any student.

EMERGENCY CLOSINGS & DELAYS

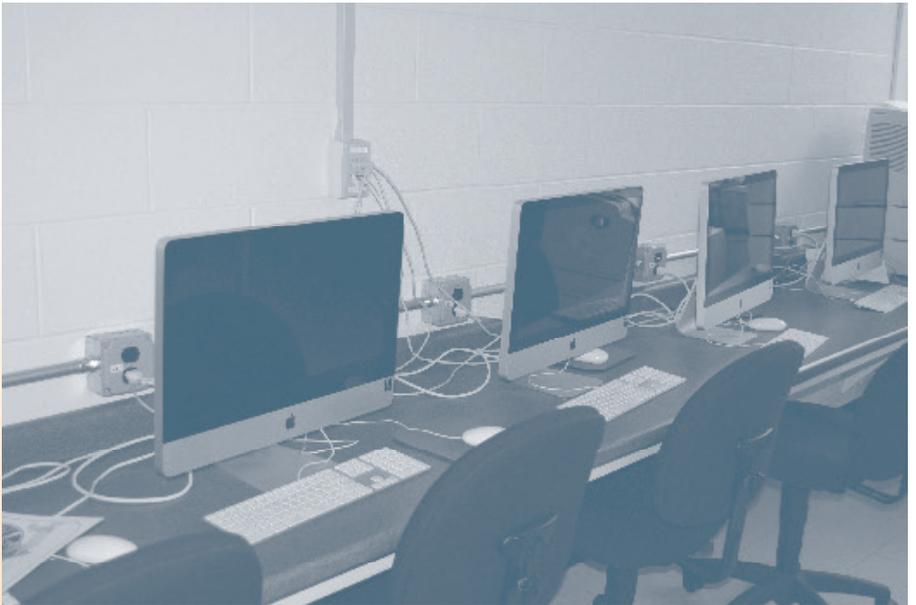
School closings will be announced on the OUBOCES website, through OUBOCES News Notifier, local radio stations or call 781-6715 ext. 9 for announcement.

EOE

The Board of Cooperative Educational Services, sole supervisory district of Orange-Ulster counties, operates all programs in compliance with the federal and state laws which prohibit discrimination because of race, color, religion, sex, age, national origin, handicap or marital status. The compliance officer is Pamela Rourke, Assistant Superintendent for Personnel, 845-291-0100. A copy of the grievance procedure is available from her office.

NO CHILDREN

Children may not accompany their parents to class.



CALL: (845) 781-6715 EXT. 2 FOR INFORMATION!

REGISTRATION FORM (one per person)

DO NOT use this form to register for NCCER, NHA or any other programs that offer National Certification. See beginning of catalog for info on how to enroll in those programs.

Locations & Miscellaneous Information for Registering

MiddletownAdultLearningCenter:781-6715x2

90 North Street (next to library)
Middletown, NY 10940
Hours: M-Th; 9 AM to 1 PM

Goshen Main Campus: CTEC (during school calendar)

53 Gibson Rd
Goshen, NY 10924
Hours: M-Th; 5:15 PM to 8:30 PM
Sept 10th - June 25th

NewburghAdultLearningCenter:-781-6715x1

39 West Street
Newburgh, NY 12550
Hours: M-F; 9AM to 3 PM & 6-8 PM

Fax Registration:

Fax this completed registration form w/ credit card number and expiration date (printed clearly) to: 845-562-5124

By Mail:

OUBOCES Adult Learning Center
39 West Street
Newburgh, NY 12550

By Phone:

845-781-6715 x 2 (registration)
Monday – Friday; 8:00 AM to 3:00 PM

Online: www.ouboces.org

To save time register on-line now!

Complete all of the following information. Print CLEARLY.

Last Name: _____ First Name: _____
 Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Home # _____ Work # _____
 Cell # _____ DOB (mm/dd/yyyy) _____
 Email: _____
 Emergency Contact (1): Name _____ Phone: _____
 Emergency Contact (2): Name _____ Phone: _____

Student's Sex: M F High School Grad? Yes No
 High School Equivalency Diploma? Yes No Handicapped? Yes No
 Ethnic Group: American Indian/Alaskan Native Asian Pacific Islander Black Hispanic White

COURSE NUMBER	COURSE TITLE	TUITION

Registrations must be received 2 business days prior to start of class.

TOTAL \$ _____

VISA OR MASTERCARD (CIRCLE ONE)

CC # _____ - _____ - _____ - _____ EXP DATE ____/____

CHECK# _____ PAYEE NAME: _____

ADDRESS: _____ CITY _____ STATE: _____ ZIP _____

VOUCHER AGENCY _____

CONTACT NAME: _____ PHONE # _____

ORANGE-ULSTER BOCES

Adult & Continuing EDUCATION



Fall 2014 Course Catalog



Orange-Ulster BOCES
39 West Street
Newburgh NY 12550

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