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Certificates for the Digital Economy

- ★ A+ Certification, pg 12
- ★ Network + Certification, pg 12
- ★ Microsoft Certified Systems Engineer (MCSE), pg 14
- ★ Microsoft Office User Specialist (MOUS), pg 13
- ★ Cisco Certified Network Associate (CCNA), pg 16
- ★ Cisco Certified Network Professional (CCNP), pg 16
- ★ Oracle Certified Professional (OCP), pg 14
- ★ Certified Internet Webmaster (CIW), pg 36
- ★ Linux + CompTIA Certification, pg 12
- ★ IC³, pg 13



Classes begin the week of Sept. 30

Classes start the week of Sept. 30*

**Register by mail
or in-person up
to September 24**

Monday	Tuesday	Wednesday	Thursday	Saturday
SEPT. 16 (closed)	17	18	Open House 19	21
23	24	25	26	28
Sept. 30 Classes begin	OCT. 1	2	3	5
7	8	9	10	12
closed 14	15	16	17	19
21	no evening classes at Dix Hills 22	23	24	26
28	29	30	31	NOV. 2
4	5	6	7	9
closed 11	12	13	14	16
18	19	20	21	23
25	26	no evening classes 27	closed 28	closed 30
DEC. 2	3	4	5	7
9	10	no evening classes at Dix Hills 11	12	14
16	17	18	19	21
closed 23	closed 24	no classes 25	no classes 26	no classes 28
closed 30	closed 31	JAN. 1 closed	2	4
6	7	8	9	11
13	14	15	16	18
closed 20	21	22	23	25
27	28	29	30	FEB. 1
3	4	5	6	8

**Call 631/
667-6000
x320
for further
information!**

IMPORTANT DATES TO REMEMBER

Mail Registration Through Sept. 17
 In-Person Registration, Aug. 29–Sept. 24. . . . M-Th, 8:30 AM–7:30 PM
 Fridays (8:30 AM–3 PM)
 Open House Sept. 19 (7:30 PM)
 Classes begin Week of Sept. 30

*High School Diploma, ABE & ESL, Early Bird Courses, and some licensing programs begin earlier. These dates are noted in the course description.

Frequently asked questions about adult education at BOCES

Courses in career and technical education are tailored to meet the specific needs of adults. Our programs change to keep up with advances in technology and to help you develop the new skills needed in the ever-changing world of work. Some courses encourage job advancement; others provide new career opportunities. Courses can also be taken for personal enrichment or interest.

Here are your choices

We offer a wide range of full-time and part-time courses for adults. Find the course or program that's right for you!

1. Part-Time Courses

Our part-time courses are perfect for those with a busy schedule. Classes meet once or twice a week for three or four hours. They provide the hands-on training you need to bring your skills up-to-date and help your resumé catch the eye of employers. Successful completion of your course leads to a certificate and CEUs to give your career the boost it needs.

2. Licensing, Certificate & Full-Time

Earn a license or certificate that employers nationwide recognize. These courses meet several times a week for four hours or more each class session. Successful completion of your program of study will qualify you to sit for the national exams leading to licensure or certification in your field.

3. Business & Industry Training

Tech's intensive, one-day and half-day seminars are perfect to help employees learn the skills needed to keep Long Island businesses competitive. These classes are open to individuals and to groups of employees from one company. They can be taken at Tech or they can be scheduled at the work site. Call 631/667-6000 x320 today for a no cost, no obligation evaluation of your company's training needs.

4. Health & Safety

Employers and individuals will find Health and Safety courses valuable in meeting requirements established by governmental agencies. These courses can be scheduled at Tech or at the work site. Call 631/667-6000 x320 for more information or a no cost, no obligation evaluation of your health and safety education needs.

5. General Education Programs

It's never too late to learn! If you've always dreamed about finishing your high school education or you want to learn English, Tech offers free classes and study-at-home programs that

will fit your individual needs. Don't wait any longer to take advantage of these programs that can give you a head start. Call 631/667-6000 x327 for more information.

6. Online Courses (See pgs 44–45) or go directly to www.careerlearn.org

Instructor-Led Courses

In our instructor-led courses, you are assigned an instructor who will answer specific questions, lead weekly chat room discussions, and evaluate your work. You can study at the time of day you prefer, so long as you keep pace with the course schedule. After all assigned work and final exam are successfully completed, you will receive a certificate of completion. Purchase your textbook online. No software to buy.

Self-Paced Tutorials

With our tutorials you learn online at your own pace. If you register for our self-paced tutorials, you are issued a password valid for a period of time depending on length of your course. Complete as little or as much of the course as you desire. E-mail support is available. No software or textbooks to buy.

Enhanced Tutorials

Enhanced tutorials have audio lectures given by a cyber-instructor. You can listen to your cyber-instructor and work online 24 hours a day, 7 days a week. In addition to the audio lectures by the cyber-instructor, each course has a pre-test to determine your ability, a series of lessons to help you gain the knowledge that you need, and a post-test to see your improvement. No software or textbooks to buy.

How do I register for classes?

Choose one of these 6 easy ways:

1. By mail
2. By phone
3. By fax
4. In-person
5. By company purchase order
6. Online at www.wilsontech.org/register



See inside back cover for registration form & details.

What if I do not have a high school diploma?

A high school diploma is not required for most of our evening classes. Western Suffolk BOCES also offers a variety of no-cost ways to complete your high school education. To work toward your high school diploma or your equivalency diploma (GED), see pg 49 or call our Career Center at 631/667-6000 x327.

How can I get to Wilson Tech?

Wilson Tech campuses are centrally located and easily accessible by major roadways or public transportation. Maps are on page 50 or at our web site, www.wilsontech.org.

Public Transportation options to Wilson Tech/Dix Hills campus on weekdays, 8 AM–3 PM:

1. **From S. Huntington & Dix Hills:** S29 to Rt. 231 at Lake Ave. Connect with free BOCES shuttle.
2. **From Huntington/Huntington Sta.:** S1, H9A or H9B to Walt Whitman Mall. Connect with free BOCES shuttle.
3. **From Northport & Greenlawn:** H4S to Walt Whitman Mall. Connect with free BOCES shuttle.
4. **From Dix Hills & Wheatley Heights:** S23 to Wyandanch train station. Connect with free BOCES shuttle.
5. **From Amityville, Copiague, & Lindenhurst:** S33 to Wyandanch train station. Connect with free BOCES shuttle.

For more information about bus routes, times and shuttle locations, visit or call the Career Center at Wilson Tech, 631/667-6000 x327.

Does Western Suffolk BOCES offer other services?

Yes! Admissions counselors are available to help you make the best possible class choices. Career counseling, GED programs, and English as a Second Language (ESL) classes are offered at Western Suffolk BOCES and community sites. Tech's job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. To meet with a career counselor, call our Career Center at 631/667-6000 x327 from 8 AM–9 PM Mon.–Thur. or 8 AM–4 PM on Fri.

Does BOCES offer financial aid or tuition assistance?

- We provided more than \$1 million in financial aid and tuition assistance for our adult students last year. We offer financial aid for Aircraft Maintenance, Sonography, Practical Nursing and Surgical Technology. Contact our Financial Aid office at 631/667-6000 x320 for information.
- Grant funds and tuition assistance are available for single parents, displaced homemakers, veterans, and adults experiencing other barriers to employment. Call 631/667-6000 x195 to find out more about tuition assistance.
- We also offer convenient monthly payment plans for licensing & full-time programs. Call

631/667-6000 x353 or ask about this option when you register.

Can I receive tax incentives for BOCES courses?

The Taxpayer Relief Act of 1997 created the Lifetime Learning Credit, which is a tax incentive to help you offset the cost of your continuing education course work. A family can claim on its tax return a credit equal to 20% of \$5,000 of educational expenses, so the maximum benefit is \$1,000 for each tax year. For further information, contact your tax advisor.

Are there any additional costs?

We make every effort to include all costs, including books and basic hand tools, as part of course tuition. In limited instances students are required to purchase personal protective equipment or personal tools. Your course description in this catalog will indicate any additional costs or requirements.

Will I receive a certificate and CEUs?

Yes, you will! Certificates of completion are issued to all career & technical education students who have successfully completed a course. To be eligible for a certificate, you must attend 80% of the class sessions (unless otherwise stipulated) and complete all other course requirements with a grade of 80% or above. You will also earn one CEU for every 10 hours of study completed.

Do Tech courses qualify for veteran's benefits?

Yes, veterans may qualify for free training at Wilson Technological Center through the Division of Veteran Affairs. Contact your local Veterans' representative or call 631/667-6000 x195 to speak with our veterans' advisor.

Does Tech offer gift certificates?

There's no greater gift than the gift of learning! We will gladly issue a gift certificate in any denomination to the person of your choice. To order, use your credit card at www.wilsontech.org or send a check or money order in the amount desired to: Office of Continuing Education, Western Suffolk BOCES, 17 Westminster Ave., Dix Hills, NY 11746

Need a Diploma & Career Training?

If you're over 21 and lack a high school diploma or a GED, you can qualify for tuition-free training as part of your Tech program. Contact a career counselor for information at 631/667-6000 x327.

Evening & Full-Time Courses

Classes begin the week of Sept. 30



APPEARANCE ENHANCEMENT

Appearance Enhancement programs have their own financial aid and refund policy. Call 631/667-6000 x320 for information.

Appearance Enhancement (Make-Up Hours)
If you lack hours to meet state licensing requirements, you can take just the hours you need. Transfer credits can also be evaluated and credit given if approved. A student must successfully complete a module's minimum hours to receive credit.

303-31 Open enrollment. \$8 per hour.
Call 631-367-6000 ext 327 for an appointment.

Cosmetology State Board Prep

This class prepares students to take the NYS Licensure Test.

955-31 Open enrollment. Call 631-367-6000 ext 327 for appointment.

Esthetics—Advanced

For licensed Cosmetologists who would like to enhance their understanding of skin care and receive a certificate for advanced training. Classes begin each month.

976-31 T/Th 6-10 PM (140 hrs, 14 CEUs)
\$950, Sept. 30–June 12
Northport, Cosmetology Lab



Full-time Appearance Enhancement Courses*

Indulge your interest in looking great by learning to help others look their best. A recent shortage of trained salon professionals has led to higher pay for licensed cosmetologists. Start your career in cosmetology now! Convenient monthly payment plans available. For more information, call the Career Center at 631/667-6000, ext. 327.

Cosmetology

For those with artistic flair, cosmetology offers a wide variety of opportunities. Learn care of the skin, hair, scalp, and nails in this 1,000-hour program as you prepare for NYS licensing. Students are required to purchase a cosmetology kit, text, and designated uniform. Information about these will be provided during the first class.

989-31 M-F 8 AM–2:30 PM (1,000 hrs, 100 CEUs) \$4,985

Northport, Cosmetology Lab

989-32 M-Th 6–10 PM (1,000 hrs, 100 CEUs) \$4,985

Northport, Cosmetology Lab

Esthetics (skin care and make-up)

Esthetics, the field of skin care and make-up, is now a specialty requiring a separate NYS license in Esthetics. This 600-hour course will cover anatomy and physiology, bacteriology, sterilization, structure and function of the skin, facial procedures, use of various machines, waxing, basic make-up techniques, and business practices. Students will prepare for the State Board examination. Classes begin each month and take approximately five months to complete.

983-31 M-F 8 AM–2:30 PM (600 hrs, 60 CEUs) \$3,890

Northport, Cosmetology Lab

983-32 T/Th 6–10 PM (600 hrs, 60 CEUs) \$3,890

Northport, Cosmetology Lab

Nail Specialty License Program (manicuring)

Prepare for the new NYS licensure of Nail Specialty. The curriculum consists of eight modules. Tuition includes textbook and nail kit. Two classes will be held on Saturday.

923-31 M-Th 6–10 PM (250 hrs, 25 CEUs) \$1,805, Sept. 30–Feb. 3

Northport, Cosmetology Lab

Waxing License Program

Be prepared for the new license requirements for waxing! Get ready for the state licensing exam with this 75-hour course that includes 10 hours, professional requirements; 20 hours, safety & health; 10 hours, skin structure, disorders & diseases; and 35 hours, removal of superfluous hair.

436-31 M/W 6–10 PM (75 hrs, 7.5 CEUs) \$515, Sept. 30–Dec. 16

Northport, Esthetics Lab

New students can begin on the first school day of every month.



NYS Automotive Technical Training Program

ATTP is nationally recognized and approved by the NYS Department of Motor Vehicles. **These courses are for the experienced field technician.**

Courses **1234** must be taken in order. Begin in October with FEET and complete the entire series of four courses by January!

1 Fundamental Engine Electronics Training (FEET)

Key components of this course include circuit design, wiring principles, and the use of electronic testing equipment. Armed with a diagnostic chart, a scope, and a wiring diagram, the in-service technicians will get a hands-on approach to industry-wide electrical testing, diagnostic and repair techniques. (Prerequisite: none)

250-31 T/Th 6-10 PM (24 hrs, 2.4 CEUs)
\$365, Oct. 1-17
Dix Hills, Auto Lab I

2 Systems Training in Engine Performance (STEP)

In-service technicians will learn the causes of excessive emissions and fuel evaporative systems. Other essential areas covered include AIR injection reaction systems, fuel evaporation control systems, exhaust gas recirculation systems and catalytic converters. (Prerequisite: FEET)

252-31 T/Th 6-10 PM (24 hrs, 2.4 CEUs)
\$365, Oct. 24-Nov. 12
Dix Hills, Auto Lab I

3 Computerized Automotive Performance Systems (CAPS)

Learn to diagnose and repair computerized engine control systems. Emphasis is on sensors, actuators, and fuel management. Prepare yourself to keep pace with the new challenges created by the microprocessor. (Prerequisite: STEP)

254-31 T/Th 6-10 PM (24 hrs, 2.4 CEUs)
\$365, Nov. 14-Dec. 5
Dix Hills, Auto Lab I

4 Fuel Injection Systems Training (FIST)

Learn how modern fuel delivery systems work and how to repair them. The course combines the theory, diagnostics, and service procedures for both foreign and domestic manufacturers' fuel injection systems. Air, fuel, and electronic management, along with their major components such as fuel injectors, filters and pumps are among the other essentials included in FIST. (Prerequisite: CAPS)

256-31 T/Th 6-10 PM (24 hrs, 2.4 CEUs)
\$365, Dec. 10-Jan. 7
Dix Hills, Auto Lab I

Training in Anti-lock Brake Systems (TABS)

This hands-on course focuses on servicing the complete brake system, including ABS systems. Boost your confidence as you study disc and drum brake theory, hydraulic systems, power assist units and sensors. (Prerequisite: one year of field experience or FEET)

257-31 T/Th 6-10 PM (30 hrs, 3 CEUs)
\$440, Jan. 9-Feb. 4
Dix Hills, Auto Lab I

System Training in Air Conditioning (STAC)

Hands-on training in diagnosing and repairing A/C electrical and electronic components. Use manifold gauge sets and vacuum pumps to test the performance and stabilization of A/C units. A must for mechanics who work with automotive HVAC systems.

260-31 M/W 6-10 PM (30 hrs, 3 CEUs)
\$440, Nov. 4-Dec. 4
Dix Hills, Auto Lab I



Commercial Driver (CDL)

Prepare for the NY State CDL written exam and a career as a commercial driver. Test-taking techniques and review of CDL laws and regulations will be covered. Dept. of Motor Vehicle booklets will be provided.

11-31 T 6-8:30 PM (7.5 hrs, .7 CEUs)
\$85, Oct. 15, 29, Nov. 5
Dix Hills, Bldg. C, Rm 11



Automotive Service Excellence (ASE) Testing Center #8059

Wilson Tech is an ASE regional testing center. Employers can certify their mechanics in diesel/gasoline engines, electrical systems, painting and refinishing, automatic transmission, manual drive trains, axles, HVAC, cylinder head repair, suspension, steering, and brakes. Mechanics can validate their skills and specialization.

Fall 2002 ACT/ASE Testing: Nov. 7, 12, 14
Call 1-800-553-6244, x 1433 to register.
Registration begins Sept. 3.

Makeup Artistry

Gain an overview of the cosmetics and fragrance industry. Students will become familiar with different manufacturers, marketing strategies, trade associations and trade publications. Course work will include terminology, product knowledge, and application techniques used in retail marketing. Find out about career opportunities in the cosmetic, fragrance and related industries.
 810-31 W 6:30–9:30 PM (24 hrs, 2.4 CEUs)
 \$185, Oct. 2–Nov. 20
 Dix Hills, Bldg. C, Cos. Lab



AUTOMOTIVE

Auto Mechanics

Full-Time

Learn the theory and skills needed for light and heavy duty repairs to the automobile engine and transmission, chassis and suspension systems. Students use up-to-date electronic and hydraulic test equipment to precisely diagnose today's sophisticated automobile.

981-31 M-F 9 AM–2:30 PM (500 hrs, 50 CEUs)
 \$3,185, Sept. 9–Feb. 14,
 Northport Campus, Auto Lab

New students can begin on the first school day of every month.

Automotive Mechanics I

A general introduction to automotive cooling; fuel, electrical and ignition systems; tune-ups; drive lines and components; and suspension, steering and brake systems.

216-31 M 6:30–10 PM (42 hrs, 4.2 CEUs)
 \$245, Dix Hills, Auto Lab II

Auto Mechanics II

This course prepares mechanics for advanced levels of troubleshooting, vehicle servicing, diagnostics, engine mechanical, engine performance, electrical systems, fuel systems, brakes, suspension, steering and alignment. Prerequisite: Auto Mechanics I or prior experience

1805-31 W 6:30-10 PM (42hrs, 4.2 CEUs)
 \$270
 Northport, Auto Lab

Auto Body Refinishing

Learn techniques of spraying, use of various solvents, surface preparation, and masking procedure. Hands-on applications will help you to develop skills you'll need to excel.

204-31 Tu 6:30–10 PM (42 hrs, 4.2 CEUs)
 \$270
 Dix Hills, Bldg. C, Auto Body Lab II

Auto Body Repair

Learn the fundamentals of metal and damage stress repair, and the use of auto body tools and plastic filling.

206-31 M 6:30–10 PM (42 hrs, 4.2 CEUs)
 \$245
 Dix Hills, Bldg. C, Auto Body Lab I

Brakes, Drums and Discs

Learn the principles of maintenance and repair of the hydraulic brake system, drum and disc service, the requirements of brake drums, rotors, wheel cylinders, calipers and master cylinders.
 222-31 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
 \$225, Northport, Auto Lab

Pinstriping & Custom Painting

This hands-on course will build your skills at preparing, designing, and applying your own designs.
 232-31 Tu 7–10 PM (24 hrs, 2.4 CEUs) \$175
 Oct. 1–Nov 26
 Dix Hills, Bldg. C, Auto Body Lab I



AVIATION

Aircraft Maintenance Technology

Prepare for the Federal Aviation Administration (FAA) certification in Airframe and/or Powerplant (A&P licenses). Career opportunities abound for certified aviation technicians.

This program provides both the hands-on experience and the related knowledge to service, repair and overhaul reciprocating and turbine engines and components, powerplant control systems, instrumentation, and induction and exhaust systems. You will practice the skills you need in airframe and powerplant overhaul as you work under very rigid procedures and the close supervision of inspectors.

Three curriculum areas must be successfully completed to be eligible to take the Airframe and Powerplant Maintenance exams. They include General, 400 hours; Airframe I and II, 755 hours; and Powerplant I and II, 755 hours. Upon successful completion of all exams, the candidates receive their licenses.

Semesters begin September and January. Financial aid is available, call 631/667-6000 x320. Program is offered at Tech's new Aviation Facility at Republic Airport in Farmingdale.

Aircraft Maintenance Technology

Open House

**Wilson Tech's Aviation Facility
 at Republic Airport
 August 29, 1 PM and 7 PM**

Tour our new facility with its modern equipment. Find out why Tech's low cost training program will position you for a great career with two FAA licenses. Call 631/752-1957.

Full-Time Days:

- 940-31 M-F 8 AM–2:30 PM, (400 hrs, 40 CEUs)
\$3,210, General AMT
Sept. 9–Dec. 18
- 935-31 M-F 8 AM–2:30 PM (378 hrs, 37.8 CEUs)
\$3,210, Airframe II
Sept. 9–Dec. 12
- 944-31 M-F 8 AM–2:30 PM (378 hrs, 37.8 CEUs)
\$3,210, Powerplant II
Sept. 9–Dec. 12

Avionics–Basic

Topics covered will include aircraft schematic interpretation, symbols and application. Additional focus will be placed on basic navigation systems, digital buses, electrical generation, communications and modern cockpit applications based on the Boeing 767. The class will greatly benefit pilots and A & P technicians. Books additional, approximately \$30.

- 4002-31 T 6:45–10:15 PM (45 hrs, 4.5 CEUs)
\$390, Oct. 1–Jan. 14
Aviation Facility, Rm 105
Republic Airport, Farmingdale

Designated Mechanic’s Exam

Applicants seeking an Airframe and/or Powerplant license from the FAA can register to take the oral and practical exams at Wilson Tech’s Dix Hills campus. Prior to registering, however, students must be authorized to sit for the exam. For requirements, call 667-6000, ext. 320. To schedule pre-test interview, contact the Designated Mechanics Examiner at 631-752-1957. The Testing Center is open Monday through Thursday from 3 to 8 PM.

- 9430-31 General and Airframe or
General and Powerplant, \$395
- 9431-31 Airframe or Powerplant, \$200
- 9432-31 Airframe, Powerplant, and
General AMT, \$590

Preventative Maintenance for Owners/Operators of Aircraft

Learn to perform basic maintenance tasks on your aircraft. Topics include hardware, corro-

sion, greasing, oil changing, plug cleaning, etc.
4000-31 W 6:30–10 PM (42 hrs, 4.2 CEUs)
\$260, Aviation Facility, Rm 105
Republic Airport, Farmingdale

Private Pilot Ground School

Learn principles of flight, engines, weather, navigation, and FAA regulations. Those who successfully complete the course will receive the instructor’s authorization to take the FAA written examination.

- 118-31 Tu 6:45–10:15 PM (42 hrs, 4.2 CEUs)
\$260, Aviation Facility, Rm 103
Republic Airport, Farmingdale



BUSINESS/OFFICE SKILLS

Office Technologies Full-Time

Acquire skills in various office settings. Learn office procedures including keyboarding, business mathematics, business communications, Windows, Word, Access, PowerPoint, office machines, and personal presentation.

- 994-31 M-F 8:15 AM–3 PM (500 hrs, 50 CEUs) \$3380
Sept. 9–Jan. 17
NACEC Campus, Amityville
- 994-32 M-F 9 AM–2:30 PM (500 hrs, 50 CEUs) \$3380,
Sept. 9–Feb. 14
Northport, Rm 203

Accounting Principles–Basic

Learn basic accounting including the complete accounting cycles of sole proprietorships and partnerships through hands-on problems in the computer lab using Quickbooks. Apply the concepts & skills you’ve learned to realistic business simulations. Textbook(s) included.

- 300-31 Tu 6–10 PM (24 hrs, 2.4 CEUs) \$349
Oct. 1–Nov. 12
Dix Hills, Bldg. C, Rm 16

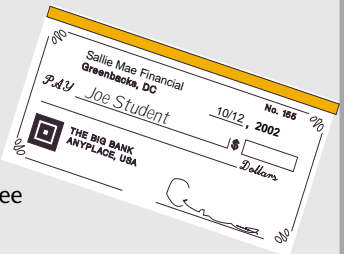
Student Loan Program

Don’t let finances prevent you from learning the skills necessary for the job you want!

Career Training Loan from Sallie Mae Financial

- Low interest rate begins at Prime + 1% with 2% loan fee
- Covers full tuition (no incidental loans available)
- 30 minimum monthly payments
- Apply with co-signer (parent, spouse, etc) to strengthen your application.
- Up to 15 years to repay.

Loans available to those eligible students enrolled in full-time programs. For more information or to apply online for the SLM (Sallie Mae) Career Training Loan, go to www.careerlearn.org/salliemae. For questions or details to mail the application, call Sallie Mae Financial at 1-877-834-9853. The registrar at Western Suffolk BOCES will answer questions via e-mail at registrar@wsbores.org or phone at 1-888-972-6237.



The Future is in Your Hands!



See a Career Counselor Today!

In a one-hour, individual session with a career counselor, plan a program of study that will help you reach your career goals. After completing your program, you will receive a special certificate that you can add to your resumé. You will also be eligible for help preparing your resumé and cover letter and for lifetime assistance from our Job Placement Office.

512-31 Schedule an appointment with a counselor upon registration. \$60

Accounting Principles–Adv.

Cover the accounting cycle of a merchandising business organized as a corporation as well as activities performed by entry level account employees. Topics include special journals, plant assets and depreciation, inventory, notes and interest, distribution of dividends, and accrued revenue and expenses. The computer lab will be used for specific accounting problems and exercises. Prerequisite: Accounting Principles-Basic. The same textbook as “Basic” will be used.

301-31 Tu 6–10 PM (24 hrs, 2.4 CEUs)
\$295, Nov. 19–Jan. 7
Dix Hills, Bldg. C, Rm 16

Bookkeeping

An overview of systems and processes with emphasis on principles and procedures of double entry systems incorporating the theory of debit and credit. Review journals, ledgers, and financial statements used in accounting cycle. Textbook included.

304-31 Tu 6:30–10 PM (42 hrs, 4.2 CEUs)
\$270, Manor Plains, Rm 208

Civil Service Test Preparation

If you need help to prepare for an important exam such as a Civil Service test, this is the course for you! Learn test-taking techniques for short answer, multiple choice and essays. Emphasis on finding clues and patterns in questions. Analogies and vocabulary also emphasized. Review sample questions.

308-31 T 6–9 PM (9 hrs, .9 CEUs) \$89
Oct. 1, 8, 15
Dix Hills, Bldg. C, Rm 17

E-Bay: Selling on the Internet

Earn cash by selling household items on the Internet. Learn the steps required to list and sell items on eBay including authorization set-up, creating descriptions, drafting e-mail correspondence, shipping and pricing. Prerequisite: Computer knowledge.

407-31 Th 6:30–9:30 PM (3 hrs, .3 CEUs)
\$35, Nov. 14,
Dix Hills, Bldg. C, Rm. 10

Entry Level Office Prep **NEW**

Prepare yourself for today's workforce. This “hands-on” course teaches you the basics of daily administrative tasks related to entry level jobs in customer service, reception, administration and office management. Highlights: Microsoft Outlook 2000, Customer Service and Relationship Building Skills, Telephone Techniques, and the basics of Writing Skills for Business.

9079-31 T/Th 9 AM–12 NOON (48 hrs, 4.8 CEUs) \$350
Sept. 10–Oct. 31
Northport, Rm 206

Notary Public Test Preparation

Prepare for the Notary examination. This course reviews the law, both statutes and judicial decisions, governing the practice of the Notary Public in NYS. Great, too, for any Notary to know more about his/her rights and responsibilities.

312-31 M 7–10 PM (3 hrs, .3 CEUs) \$65
Oct. 7
Dix Hills, Bldg. C, Rm 26

8037-31 Online \$50, www.careerlearn.org
Instructor-led

Operate an e-Commerce Website

Work with classmates to operate an e-commerce website that generates increased patronage for participating restaurants and revenues for a charitable organization. Familiarize yourself with the e-commerce business model and its use in today's business environment. eCommEd™ from Genium Group, Inc. is an adult education distance learning module that shows you how to make use of recent advances in technology.

8242-31 Oct. 7–Jan. 15, (42 hrs, 4.2 CEUs, 12 weeks)
Online \$230, instructor led
www.careerlearn.org

Small Business & Self-Employed Workshop Series **NEW**

Guest speakers from NYS and the US Dept of Labor will discuss your business' state income tax and sales tax obligations as well as federal

wage and hour laws. Western Suffolk BOCES in partnership with the Internal Revenue Service is presenting a series of six workshops covering: tax advantages and disadvantages of the various forms of business organizations, tax forms and payments for which your business is liable, records to keep and how to keep them, business expenses you are entitled to deduct as well as business use of the home, employment taxes including the forms and payments necessary if you hire people to work in your business.

9023-31 M 7-9 PM (12 hrs. 1.2 CEUs) \$50
Sept. 30-Nov. 18
Dix Hills, Bldg. C, Rm 11

Taxes for the Home-Based Business NEW

This workshop is for small businesses and self-employed individuals who operate their businesses from their homes. Learn the requirements for qualifying to deduct expenses, how to figure the deduction and depreciation on your home, records you should keep and what happens when you sell your home.

364-31 Th 7-9:30 PM (2.5 hrs, .25 CEUs)
\$15, Oct. 3
Dix Hills, Bldg. C, Rm 26



CAREER DEVELOPMENT

Customer Relationship Management

Learn techniques that successful businesses use to market their products and services. Starting with the fundamentals of building consume loyalty we will focus on developing listening and communication skills, effective questioning techniques, information gathering, setting up a data gathering structure and relationship marketing to grow your business.

9047-31 M-Th 10 AM-4:15 PM (21 hrs, 2.1 CEUs) \$225, Oct. 7-10
Northport Campus, Rm 209



COMPUTERS

In all of our computer courses, each student has his/her own workstation.

Access 2000-Introduction

Learn to use this leading database management system for Microsoft Windows to create database tables, forms, and reports. Also learn how to sort, filter and export data to other programs.

400-31 Th 6:30-9:30 PM (36 hrs, 3.6 CEUs)
\$235
Manor Plains, Rm 205

9001-31 Th 6-9 PM (6 hrs, .6 CEUs) \$110
Sept. 5, 12
Manor Plains, Rm 109

8004-31 Online \$205, www.careerlearn.org
Instructor-led

8137-31 Online \$75, www.careerlearn.org
Enhanced tutorial

Access 2000-Intermediate

Continue with more complex projects including multiple table queries, calculations and reports.

Intensive Seminar:

9002-31 Th 6-9 PM (6 hrs, .6 CEUs) \$110
Sept. 19, 26
Manor Plains Campus, Rm 109

8002-31 Online \$205 www.careerlearn.org
Instructor-led

8138-31 Online \$75, www.careerlearn.org
Enhanced tutorial

Desktop Publishing with Word 2000

Use Word for your desktop publishing projects! Learn basic design principles and effective use of graphics. Also, page layout tips, use of typefaces, computer-generated graphics, scanned images, photography and line art.

9003-31 Tu 9 AM-12 NOON (3 hrs, .3 CEUs)
\$60, Sept. 24
Northport Campus, Rm 206

Excel 2000-Beginning

Learn to create financial reports, inventory sheets, commission statements and other reports with this leading spreadsheet program. Knowledge of computers required.

402-31 M 6-10 PM (24 hrs, 2.4 CEUs)
\$185, Sept. 30-Nov. 18
Dix Hills, Bldg. A, Comp. Lab

402-32 M 6-10 PM (24 hrs, 2.4 CEUs)
\$185, Nov. 25-Jan. 13
Dix Hills, Bldg. A, Comp. Lab

402-33 Sa 8 AM-12 NOON (24 hrs, 2.4 CEUs)
\$185, Oct. 19-Nov.23
Dix Hills, Bldg. A, Comp. Lab

8016-31 Online \$150, www.careerlearn.org
instructor-led

Intensive One-Day Seminars

9004-31 W 9 AM-4 PM (6 hrs, .6 CEUs) \$110
Sept. 25
Northport Campus, Rm 206

8077-31 Online \$110, www.careerlearn.org
Instructor-led

8147-31 Online \$75, www.careerlearn.org
Enhanced tutorial

Excel 2000-Intermediate

Build on the skills learned in the beginning Excel course. Topics include working with multiple workbooks; linking multiple worksheets; utilizing styles and templates; using nested functions; applying range names; enhancing charts; lookup tables; conditional and database functions; creating, editing, and modifying toolbars/menus/keyboard shortcuts; using forms. Prerequisite: Excel-Beginning or knowledge of the program.

404-31 Sa 8 AM-12 NOON (24 hrs, 1.2 CEUs)
\$240, Jan. 4-Feb. 8
Dix Hills, Bldg. C, Rm 16



Confused about computers? Start here!

Each student has his/her own computer.

Computer Kindergarten for Adults

This user-friendly workshop is for first-time computer users. We start with how to turn on your computer and go from there! Overcome your fears and discover the wonders of computers in this slow-paced workshop using IBM computers. 6 hours, .6 CEUs \$69.

- 500-31 T/Th 9 AM-12 PM, Oct. 1, 3
Northport Campus, Rm 206
- 500-32 M/W 6-9 PM, Oct. 21, 23
Dix Hills, Bldg. C, Rm 16
- 500-33 T/Th 9 AM-12 PM, Nov. 12, 14
Northport Campus, Rm 206
- 500-34 M/W 9 AM-12 PM, Jan. 6, 8
Northport Campus, Rm 206
- 500-35 M/W 6:30-9:30 PM, Jan. 6, 8
Dix Hills, Bldg. C, Rm 16
- 500-36 Sa 9:30 AM-12:30 PM, Oct. 12, 19
Dix Hills, Bldg. C, Rm 18

Computer Comfort

Find out what computers can do for you. Learn to use a computer for word process-

ing, E-mail and the Internet. This "hands-on" course will help you get off to a confident start. Prerequisite: Computer Kindergarten for Adults (above). 15 hours, 1.5 CEUs, \$139

- 502-31 T/Th 9 AM-12 PM, , Oct. 29, 31, Nov. 5, 7, 12
Northport Campus, Rm 204
- 502-32 M/W 6-9 PM, Nov. 18, 20, 25, Dec. 2, 4
Manor Plains, Rm 109
- 502-33 Sa 9:30 AM-12:30 PM, Jan. 4, 11, 18, 25, Feb. 1
Dix Hills, Bldg A, Comp. Lab

Keyboarding-Beginning

If you are a beginning typist or just wish to develop keyboard skills, this "touch system" method will help. Emphasis will be on mastery of the keyboard and some personal and business applications.

- 506-31 Th 6:30-9:30 PM (24 hrs, 1.2 CEUs) \$225, Oct. 10-Dec.5
Northport Campus, Rm 203

Intensive One-Day Seminar

- 9005-31 W 9 AM-4 PM (6hr, .6 CEUs) \$110, Sept. 25
Northport Campus, Rm 206
- 8148-31 Online \$75, www.careerlearn.org
Enhanced tutorial

Microsoft Office Overview

Take care of all your business needs with Microsoft Office. Learn the basic functions of Word, PowerPoint, Excel, and Access. Whether you are new to Microsoft Office or a current user, you will gain practical tips and shortcuts that make even your most complex projects faster and easier to complete.

- 9007-31 Tu 9 AM-4 PM (6 hrs, .6 CEUs) \$110
Oct. 8
Northport Campus, Rm 207
- 9007-32 Tu 9 AM-4 PM (6 hrs, .6 CEUs) \$110
Dec. 3
Northport Campus, Rm 206
- 8043-31 Online \$110, www.careerlearn.org
Instructor-led

Microsoft Office-Intermediate

Broaden your skills as you learn more of the intricacies of this very useful software. Work with files; share information between applications; and prepare charts, graphics, and slide shows.

Learn the Microsoft Office Shortcut Bar.

- 9008-31 Th 9-4 PM (6 hrs, .6 CEUs) \$110
Dec. 5
Northport Campus, Rm 206

PowerPoint 2000

Create eye-catching presentations with PowerPoint. This class will include working with templates, animation and transition effects.

- 410-31 Tu 6-9 PM. (12 hrs, 1.2 CEUs) \$120
Oct. 1-Oct. 22
Manor Plains, Rm 205

3-hr Overview

- 9009-31 F 9-12 NOON (3 hrs, .3 CEUs) \$59
Sept. 27
Northport Campus, Rm 206
- 8165-31 Online \$75, www.careerlearn.org
Enhanced tutorial

Power Point 2000-Intermediate

Improve your PowerPoint techniques: Slide Master, advanced animation and transition effects, importing charts and graphics, and linking from Word and Excel, bitmaps and Word art.

3-hr Overview

- 9014-31 F 1-4 PM (3 hrs, .3 CEUs) \$59
Oct. 25
Northport Campus, Rm 206
- 8166-31 Online \$75, www.careerlearn.org
Enhanced tutorial

You'll Always Be in Demand!



Computer Service Field Technician Certificate Program

This is the perfect job title to fit today's business needs. Become the all-around technician that companies turn to when their computers are "down." With a hands-on approach to servicing computer hardware, you will learn the benefits of good software engineering.

After you successfully complete the following seven courses, you will receive your certificate as a Computer Service Field Technician. This certificate will tell prospective employers that you have the skills and experience to keep their computer systems up even in their most demanding periods. Lifetime job placement available from Tech's Placement Office.

Courses may be taken in any order or concurrently. Prerequisite: Basic computer knowledge. Those with additional experience in the workplace or those who have successfully completed any of the courses below can have their experience and BOCES credits applied to this certificate program.

Take the following courses:

- Computer Electronics/Construction (pg 15)
- Computer Repair (pg 12)
- A+ Core (pg 12)
- A+ DOS (pg 12)
- Network+ (pg 12)
- IC³ (pg 13)



Certification Programs



A+ and Network+ Certification are testing programs sponsored by the Computing Technology Industry Association (Comp TIA) to certify the competency of service technicians. Anyone who wants to have nationally recognized credentials as a competent computer technician should have both these certificates. The program is supported by major computer hardware and software vendors, distributors, retailers and publications, as well as leading industry service organizations.

A+ Certification Preparation Core

This core course, taught by certified technicians and instructors, helps prepare you for the A+ Certification exam. Prerequisite: Computer Electronics/Construction or Computer Repair, Peripherals, and Applications. Textbook included.

600-31 M 6:30-10 PM (42 hrs, 4.2 CEUs) \$339,

Dix Hills, Bldg. C, Rm 225

8006-31 Online, \$270, Instructor-led
www.careerlearn.org

A+ Operating Systems Technology (DOS/Windows Module)

Build on the skills learned in the A+ Certification core course. Prepare for certification as a technician of Windows systems.

602-31 W 6:30-9:30 PM (30 hrs, 3.0 CEUs) \$259, Oct. 2-Dec. 18
Dix Hills, Bldg. C, Rm 226

8007-31 Online, \$225, Instructor-led
www.careerlearn.org

Linux + Certification Prep

The Linux + Certification Preparatory Course will prepare the student to take the

Linux + CompTIA Exam Certification. Course topics will include: Planning, Installation, Configuration, Administration, and Maintenance of Linux Systems. Hardware Identification, Installation, Maintenance and Troubleshooting will also be covered.

240-31 Tu 6-10 PM (12 hrs, 1.2 CEUs)
\$275, Oct 1-Oct 15
Dix Hills, Bldg. C, Rm 226

Network+ Certification

Go further in your networking career! Network+ is the logical step to follow A+ Certification. This course prepares technicians for CompTIA's new vendor-neutral, certification exam. Course includes both lecture and labs mapped to CompTIA's Blueprint for Network+ exam. Receive a CD-ROM containing interactive practice tests and labs. Students will purchase a study guide. Prerequisite: A+ Certification or equivalent knowledge.

614-31 W 6:30-10 PM (42 hrs, 4.2 CEUs)
\$375, Dix Hills, Bldg. C, Rm 221

8083-31 Online, \$295, Instructor-led
www.careerlearn.org

Quickbooks for Business 5.0

Quickbooks is the most widely used accounting package for small businesses. Learn how to use this program to maintain your business accounts, create invoices, prepare financial statements, and create inventory records.

- 412-31 W 6–10 PM (24 hrs, 2.4 CEUs)
\$185, Oct. 2–Nov. 6
Dix Hills, Bldg. C, Rm 18
- 412-32 W 6–10 PM (24 hrs, 2.4 CEUs)
\$185, Nov. 13–Jan. 15
Dix Hills, Bldg. C, Rm 18
- 8206-31 Online \$75, www.careerlearn.org
Enhanced tutorial

- \$185, Oct. 3–Nov. 7
Dix Hills, Bldg. C, Rm 10
Sa 8 AM–12 NOON (24 hrs, 2.4 CEUs)
- \$185, Oct. 26–Dec. 7
Dix Hills, Bldg. C, Rm 18
9012-31 F 9–4 PM (6 hrs, .6 CEUs) \$110
Sept. 20
Northport Campus, Rm 206
- 9012-32 M 9–4 PM (6 hrs, .6 CEUs) \$110
Nov. 4
Northport Campus, Rm 206
- 8072-31 Online, \$170, www.careerlearn.org
Instructor-led
- 8181-31 Online, \$75, www.careerlearn.org
Enhanced tutorial

UNIX Fundamentals

This class is sponsored by Cisco Networking Academy and Sun Microsystems and is intended for new users of UNIX.

Students will learn fundamental command-line features of the Solaris environment including file system navigation, file permissions, the VI text editor, command shells and basic network use. Common Desktop Environment (CDE) features include standard desktop tools, text editor, printing and mail.

- 237-31 T/Th 6–10 PM (70 hrs, 7 CEUs)
\$675, Oct. 1–Dec. 3
Dix Hills, Bldg. C, Rm 226

Word 2000–Introduction


Use Word to create documents, glossaries, spikes, and macros and learn to automate document preparation with Word templates.

- 426-31 Th 6–10 PM (24 hrs, 2.4 CEUs)

Word 2000–Intermediate

Build on the skills gained in the intro course. Topics include working with multiple documents; creating, editing and printing a mail merge; working with tables; using columns; automating Word's features; creating, editing, and modifying toolbars/menu/keyboard shortcuts; using forms and templates. Prerequisite: Word–Introduction or knowledge of program.

- 428-31 Th 6–10 PM (24 hrs, 2.4 CEUs)
\$240, Nov. 14–Jan. 2
Dix Hills, Bldg. C, Rm 10
- 9041-31 F 9 AM–4 PM (6 hrs, .6 CEUs) \$110
Sept. 27
Northport Campus, Rm 207
- 9041-32 Th 9 AM–4 PM (6 hrs, .6 CEUs)
\$110, Nov. 7
Northport Campus, Rm 207
- 8182-31 Online, \$75, www.careerlearn.org
Enhanced tutorial



Open New Career Doors!

Certificate Programs

Earn one or more certificates that tell prospective employers you have mastered the skills necessary for today's workplace.

IC³- Internet & Computing Core Certification

This certificate signifies that you have mastered the basic skills used in most offices. Successfully complete Computer Comfort, Word-Intro, and Word-Intermediate and then sit for the three core exams (Computing Fundamentals, Key Applications and Living Online) at Tech's MOUS Certification Center. Students may also challenge the exams by submitting proof of relevant course work or work experience.

20-31 \$33 per exam

MOUS–Microsoft Office User Specialist

Build on your skills as you continue your education. Earn all three MOUS certificates and give yourself plenty of career opportunities. Your resumé will look strong and you will be well prepared to handle the most complex tasks in the office. Or, use your new skills to qualify for that promotion.

For the **Core Certification** in Office 2000, you must successfully complete one of the following exams: Word, Excel, PowerPoint, Access or Outlook. For the **Expert Certification** in Office 2000, you must successfully complete either Word or Excel. For the **Master Certification** in Office 2000, you must successfully complete all five exams. The Testing Center is open Tuesday and Thursday from 3–9 PM. Register to take these exams at Wilson Tech. For information, go to www.careerlearn.org/mous or call 631-667-6000 ext. 320.

20-31 \$75 per test

Certificate
Program**ORACLE® Internet Academy**

Gain the skills of an Oracle Certified Professional and become a key player in interactive web sites! Students will learn Java and database programming skills for the web. In three semesters Tech's Oracle Academy will help ready you for the OCP certification exam. With your OCP, you'll be prepared for a career as a database administrator or manager. Prereq: basic word processing.

Database Fundamentals:

Learn database development, modeling, design and normalization for online business applications. Also, SQL, PL/SQL blocks and simple applications with WebDB.

617-31 T/Th 6-10 PM (96 hrs, 9.6 CEUs)
\$599, Oct. 1-Jan. 7
Aviation Facility, Republic
Airport, Farmingdale

Microsoft Certified Systems Engineer CertificationCertificate
Program**MCSE Training for Microsoft Windows 2000 Professional**

Here's a certification program that will put your career on the fast track! Become a Microsoft Certified Systems Engineer (MCSE) for Windows 2000. Apply your experience as an information technology professional with proven expertise in a computing environment of medium to large organizations for this certification. **Microsoft recommends that an MCSE in the Windows 2000 track have at least one year of experience implementing and administering a network operating system.** To help you prepare for the five core exams and two elective exams required for this certification, Tech offers this series of prep courses. After successful completion of courses 1-4 you can **receive a 10% rebate** upon your written request.

Prep Course for Core Exam 1

(Exam 70-210) Installing, Configuring & Administering Microsoft Windows 2000

This course will guide the student through all phases of the Microsoft Certification Exam. Includes: installing Windows 2000 Professional; implementing and conducting administration of resources; implementing, managing and troubleshooting hardware devices and drivers; and monitoring and optimizing system performance and reliability. Develop the expertise businesses require. Practice sessions will help students apply what they have learned. Suggested textbooks additional, approximately \$100. Recommended prerequisite: Introduction to Computer Networking (Course 12-61, see page 16).

7002-31 M/W 6-10 PM (50 hrs, 5 CEUs)
\$349, Sept. 30-Nov. 18
Dix Hills, Bldg C, Rm 224

Prep Course for Core Exam 2

This course guides and prepares the student to sit for Core Exam 2 (Exam 70-215). Topics covered include: Installing Windows 2000 Server and configuring and troubleshooting network connections, installing, configuring, and troubleshooting access to resources, configuring and troubleshooting hardware devices and drivers.

7004-31 T/Th 6-10 PM (50 hrs, 5 CEUs)
\$349, Oct. 1-Nov. 14
Dix Hills, Bldg C, Rm 224

Prep Course for Core Exam 3

(Exam 70-216) This course provides students with the background necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing and WINS in a Windows 2000 network infrastructure.

7003-31 M/W 6-10 PM (50 hrs, 5 CEUs)
\$349, Sept. 30-Nov. 18
Aviation Facility, Republic Airport

Prep Course for Core Exam 4

(Exam 70-217) This course introduces students to the installation, configuration and the ability to troubleshoot the components of Active Directory. Other topics covered include: moving server objects between sites, transferring Operations Master roles, implementing an organizational unit (OU) structure, and implementing and troubleshooting group policy.

7005-31 T/Th 6-10 PM (50 hrs, 5 CEUs)
\$349, Oct. 1-Nov. 14
Aviation Facility, Republic Airport

Prep Course for Core Exam 5

Choose one of the following (Spring 2003):

(Exam 70-219): Designing a Microsoft Windows 2000 Directory Services Infrastructure

(Exam 70-220): Designing Security for a Microsoft Windows 2000 Network

(Exam 70-221): Designing a Microsoft Windows 2000 Network Infrastructure

Word for Windows—Advanced

Learn advanced word processing techniques including mail merge, autotext, templates, labels and tables, frames and textboxes, and macros.

- 429-31 W 9–4 PM (6 hrs, .6 CEUs) \$110
Jan. 8
Northport Campus, Rm 206
- 8183-31 Online, \$170, www.careerlearn.org
Instructor-led



COMPUTER PROGRAMMING

Fundamentals of C++ Beginning

This first section of a two-part course will show you how to reap the benefits of good software engineering and code reuse by using C++ and object-oriented programming techniques in business applications.

- 407-31 M 7–10 PM (15 hrs, 1.5 CEUs) \$205
Sept. 30–Nov. 4
Aviation Facility, Rm 104
Republic Airport

Fundamentals of C++ Intermediate

This is the second section in a two-part course covering the C++ language. This course will introduce data structures, such as arrays and structs as handled by C++. C++ classes provide the foundation for object-oriented design and programming for the integration of the language structures, loops, if/else blocks and functions learned in beginning course.

- 409-31 M 7–10 PM (15 hrs, 1.5 CEUs)
\$205, Nov. 18–Dec. 16
Aviation Facility, Republic Airport

Visual BASIC 6.0—Introduction

Visual Basic is a programming tool that can help you quickly develop programs for the Windows environment. This course teaches you how to create a screen with drop down lists, window-type buttons, and menus.

- 418-31 Tu 6–9:30 PM (35 hrs, 3.5 CEUs)
\$305, Oct. 1–Dec. 3
Northport, Rm 204



Continuing Education Units

Upgrade your credentials and improve your chances for advancement in the workplace with Continuing Education Units (CEUs). For every 10 hours in a class you complete at Wilson Tech, you will earn one CEU. CEUs are a clear sign to your employer that you have gained new skills. CEUs are often accepted for partial credit by colleges as well as for advancement on the job. You can be assured of the quality of Tech programs!



COMPUTER REPAIR/ELECTRONICS

Computer Electronics/Construction

Learn basic electronics as applied to computer repair. Digital circuits as used in modern computers are discussed. Other topics include: DOS, Video Cards, Hard Drives, Floppy Drives, and various types of test equipment. Students will also learn to purchase necessary components and peripherals such as disk drives, motherboards, keyboards, printers, etc. Specific instructions on connecting these parts to produce your own customized microcomputer system are provided.

- 604-31 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
\$315
Aviation Facility, Rm 124
Republic Airport
- 604-32 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
\$315, Dix Hills, Bldg. C, Rm 225

Computer Repair, Peripherals, and Applications

A hands-on, hardware-oriented approach to understanding and repairing all types of personal computers and peripheral devices. Prerequisite: Computer Electronics or equivalent experience.

- 606-31 W 6:30–10 PM (42 hrs, 4.2 CEUs)
\$230
Aviation Facility, Republic Airport

Electronics—Introduction

Grasp the principles of electronic circuit elements including resistors, capacitors, inductors, diodes, transistors, and solid state devices. Laboratory work will include current, voltage and resistance measurements, introduction to electronic power supplies, filter network, basic transistor amplifier circuits and analysis of electronic drawing. Textbook provided.

- 608-31 W 6:30–10 PM (42 hrs, 4.2 CEUs)
\$310, Dix Hills, Bldg. C, Rm 225

Router Lab

Move up the career ladder in Information Technology. This hands-on course provides a strong background for you to work toward a number of IT certificates. Adding hands-on experience looks great on a resumé.

- 21-31 M 6–10 PM (32 hrs, 3.2 CEUs)
\$175, Sept. 30–Dec. 2
Dix Hills, Bldg. C, Rm 224
- 21-32 Th 6–10 PM (32 hrs, 3.2 CEUs)
\$175, Oct. 3–Nov. 21
Dix Hills, Bldg. C, Rm 224

Router Lab—Adv. NEW

This lab has an instructor to answer your questions as they arise. This in-depth course is geared to those working in the IT field or entering it with some background or experience. Prerequisite: CCNA certification

- 580-31 W 6-10 PM (32 hrs, 3.2 CEUs)
\$225, Dec. 4–Feb. 12
Dix Hills, Bldg. C, Rm 224



Cisco Networking Academy at Wilson Tech



Computer networking technicians have interesting careers! Tech's Cisco Academy can help you prepare for two different certificates—Cisco Certified Network Associate (CCNA) and the more advanced Cisco Certified Network Professional (CCNP). Those without a technical or computer background can prepare for entering by successfully completing the introductory course. Those with experience in computer networking may qualify to take a Challenge Exam on material covered in Intro and Course 1. Call a counselor at 631/667-6000 x195 for more information. All courses provide both classroom and laboratory experience.

To earn a CCNA: Upon satisfactory completion of Cisco Courses 1, 2, 3, and 4, you are eligible to sit for the CCNA exam. **To earn a CCNP:** After completing your CCNA certification, you can work towards your CCNP. You must receive a passing grade in each of Cisco Courses 5, 6, 7, and 8 as well as pass the Cisco exam at the end of each of these courses. If you want to register for CCNP and you do not have a CCNA, you must take and pass a challenge exam.

All classes are held at Dix Hills campus, Bldg. C.

Intro to Computer Networking

12-31 T/Th 6–9:30 PM (42 hrs, 4.2 CEUs)
\$450, Sept. 24–Nov. 5, Rm 221

Cisco Networking-Course 1

First of four courses on current and emerging networking technology. Instruction includes safety, networking terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, bridges, hubs, routers, star topology, IP addressing, and network standards. Prereq: Intro or practical experience.

13-31 T/Th 6–10 PM (70 hrs, 7 CEUs)
\$375, Sept. 24–Nov. 26, Rm 222
13-32 T/Th 3–5:30 PM (70 hrs, 7 CEUs)
\$375, Sept. 17–Jan. 4, Rm 222
13-33 T/Th 6–10 PM (70 hrs, 7 CEUs)
\$375, Nov. 12–Jan. 23, Rm 222

Cisco Networking-Course 2

Lots of hands-on activities help you learn: safety networking, networking protocols, network standards, LANs, WANs, OSI models, ethernet, token ring, fiber distribution data interface, TCP/IP addressing protocol static and dynamic routing, and router configuration. Prereq: Course 1.

15-31 T/Th 6–10 PM (70 hrs, 7 CEUs)
\$375, Feb. 11–May 6, Rm 222

Cisco Networking-Course 3

Learn new content and extend networking skills. Covers switches, LANs and virtual local area network design, configuration and maintenance. Develop practical experience related to Novell IPX, IGRP routing protocol and access control lists. Prereq: Course 2

17-31 T/Th, 6–10 PM (70 hrs, 7 CEUs)
\$375, Spring 2003

Cisco Networking-Course 4

Introduces new content and extends previously learned networking skills. Topics covered include wide area networks, integrated services data network, point-to-point protocols, frame relay, configuration and maintenance. Prereq: Course 3

19-31 T/Th 6–10 PM (70 hrs, 7 CEUs)
\$375, Sept. 24–Nov. 26, Rm 223

After successful completion of courses 1–4 you can receive a 10% rebate upon your written request.

CCDA – Cisco Certified Design Associate **NEW**

This is a prep course for CCDA Certification Exam. It focuses on the design of small to medium sized networks including internetworking technologies, network topologies, routing switching, Wan and Lan protocols. The CCDA is an entry-level certification in the Cisco Network Design Track. The completion of the dual tracks of Network Support and Network Design are critical to the understanding of network administration and to the career path of the network administrator. Prerequisite: CCNA- Textbook required.

150-31 T/Th 6–10 PM (70 hrs, 7 CEUs)
\$ 375, Dec. 3–Feb. 4, Rm 223

Cisco Networking-Course 5

High-level performance tasks include selection and configuration of a scalable IP address solution including route summarization. Learn to redistribute multiple routing protocols given a network specification, and configure and test border router connectivity into an ISP network using BGP and internetwork connectivity. Prepares you to sit for the Building Scalable Cisco Networks (BSCN), Exam # 640-503 (Routing).

21-31 Sa 8 AM–3 PM (70 hrs, 7 CEUs)
\$375, Oct. 5–Dec. 14, Rm 223

Cisco Networking Instructor-Level 1

This class begins with a Cisco Networking Academy orientation that covers the key components of the academy program. Learn the techniques of teaching Level 1 to prepare students to go on to Cisco 2,3,4.

8100-31 Sa 8 AM–3 PM (48 hrs, 4.8 CEUs)
\$375, Oct. 5–Nov. 23, Rm 222



CONSTRUCTION

Blueprint Reading

Knowing the basics of reading blueprints is sure to give you more career options! Topics emphasize residential construction including orthographic projections, scaling, dimensioning, symbols, plot plans, preliminary/working drawings.

700-31 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
\$300, Manor Plains, Rm 208

Cabinetmaking–Introduction

Study cabinetmaking styles, including European or contemporary frameless cabinetry. As this type of construction grows more popular, it allows designers and builders to add unique qualities to their respective crafts. Learn the application of plastic laminate and wood veneer finishes to countertops, bath and kitchen cabinetry, tables, and more.

702-31 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
\$270
Dix Hills, Bldg. D, Carpentry Lab

Home Inspection–Introduction

Learn what a home inspection is and how it differs from an engineer's report. We will discuss proper inspection techniques (interior and exterior), heating, plumbing, environmental hazards, layout and design, as well as different forms used by home inspectors. A must for anyone considering a career in Home Inspection.

706-31 Th 6:30–9:30 PM (21 hrs, 2.1 CEUs)
\$235, Oct. 3–Nov. 14
Dix Hills, Bldg. C, Rm 11

Home Inspection–Advanced

This second course focuses on more technical detail of a house. Discuss: plumbing, heating, electrical, roofs, structure, and basements. Learn how to market your business and understand legal aspects of a professional home inspector.

Inspection techniques will be based on NAHI & ASHI standards.

708-31 Th 6:30–10 PM (21 hrs, 2.1 CEUs)
\$235, Nov. 21–Jan. 9
Dix Hills, Bldg. C, Rm 11

Home Remodeling I

Learn basic residential construction and remodeling with emphasis on wall construction, framing, and door and window installation.

712-31 Tu 6:30–10 PM (42 hrs, 4.2 CEUs)
\$285, Dix Hills, Bldg. D,
Construction Lab

For Home Remodeling licensing information call the Office of Consumer Affairs, 631/853-4600



CULINARY ARTS

Students will be responsible to bring all supplies. A list will be provided on the first night of class or the instructor will contact students before class begins.

Baking & Cake Decoration

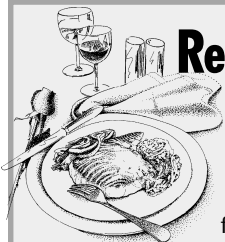
Learn basic principles of measurement; ingredient information; understanding yeast doughs, quick breads, doughnuts, waffles, basic icings and fillings; pies and pastries; cake mixing, baking and decorating cookies. Students supply food.

1002-31 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
\$320, Dix Hills, Bldg. B, Food Lab

Basic Bread Making

Practice various mixing methods, including straight dough, sponge-dough and creaming methods. Study weights and measures and ingredient function. Students supply food.

1037-31 M 6–10 PM (12 hrs, 1.2 CEUs) \$125
Nov. 18, 25, Dec. 2
Dix Hills, Bldg. B, Food Lab



Recipes for Success in the Food Industry

These two certificate programs will give you the foundation you need to be successful in the restaurant and food industry. Learn the techniques of great cooking and baking as well as the business aspects of restaurant management. You'll gain the skills for a responsible position or even for your own business.



Restaurant Management Certificate (133 hrs.)

Specialize in the "Front of the House" and earn a certificate when you successfully complete: Dining Room Management, Party Planning and Catering, Restaurant Financial Management, Food Safety, Beverage Management, Professional Culinary Arts and Catering–Intro., and Nutrition for Good Health.

Culinary Arts Certificate (117 hrs.)

Specialize in the "Back of the House" and earn a certificate when you successfully complete: Baking and Cake Decorating; Cakes, Tortes and Tarts; Basic Bread Baking; Foods of the Mediterranean or Regional American Cuisine (offered in spring 2003); and Healthy Gourmet Cooking.

See course descriptions on page 17, 18.

Beverage Management NEW

This is a primer for restaurant and bar operators. Review the history of wines and wine presentation. Learn to develop drink recipes, properly stock a bar and control beverage costs. No alcohol will be used. Must be 21 years of age.

149-31 Th 6-9 PM (15 hrs, 1.5 CEUs) \$139
Oct. 3-31
Dix Hills, Bldg. B, Food Lab

Cakes, Tortes and Tarts

Learn to make a grand finale to a meal. Gain an in-depth understanding of pastry-making procedures and techniques. Prepare various icings and glazes, temper chocolate for ornamentation and make fruit tarts. Students supply food.

1030-31 M 6-10 PM (12 hrs, 1.2 CEUs) \$125
Oct. 21, 28, Nov. 4
Dix Hills, Bldg. B, Food Lab

Dining Room Management

This overview will cover kitchen technology, restaurant vocabulary, interpersonal communication, personnel management, types of catering, and food safety.

1010-31 W 6:30-9:30 PM (24 hrs, 2.4 CEUs)
\$175, Oct. 2-Nov. 20
Dix Hills, Bldg. B, Food Lab

Foods of the Mediterranean

Introduction to the culinary techniques, ingredients, and flavors of Mediterranean cuisine. Seafood paella from Spain. Homemade pastas from Capri and Ischia (Italy). Sicilian swordfish and tuna dishes as well as tempting appetizers and desserts. Classic Greek dishes including moussaka, pastisio and falafel. Exotic dishes from Morocco such as chicken tangine and glazed salmon. Students supply food.

235-31 T 6-9:30 PM (42 hrs, 4.2 CEUs) \$299
Dix Hills, Bldg. B, Food Lab

Food Safety NEW

Food safety is the core of every restaurant or business within the food industry. Study the HACCP (Hazard Analysis Critical Control Point) plan that represents the flow of food from receiving to service. Covers procedures for complaints and sanitation regulations. This course prepares you for the Suffolk County Food Manager's Certificate.

148-31 M 6-10 PM (12 hrs, 1.2 CEUs)
\$125, Dec. 9-16, Jan. 6
Dix Hills, Bldg. B, Food Lab

Healthy Gourmet Cooking in Three Grand Evenings

A unique opportunity to fully explore foods that are good for you and taste great. Ingredients are easy to purchase and prepare and the food is rich in nutrients. Students supply food.

SOUPS-various stocks and vegetables to make the finest tasting soups.

Bring Your Questions!**Prepare for a Changing World****Open House!**

7:30-9 PM,

Thursday Sept. 19

Wilson Technological Center
17 Westminster Ave., Bldg. C
Dix Hills, NY

Call 631/667-6000, x320
for more information

SALADS-vegetables, pastas, grains, beans, legumes, special dressings.

DESSERTS-delicious and satisfying ingredients without using sugars, eggs or dairy.

1006-31 Tu 6:30-9:30 (9 hrs, .9 CEUs)
\$120, Oct. 1, 8, 15

Dix Hills, Bldg. B, Food Lab

Nutrition for Good Health NEW

Prepare healthy, low fat, low cholesterol and low sodium meals. Learn the secrets to providing heart-healthy and nutritious meals for your family and friends. There will be a materials fee of \$20 payable at the first session.

4036-31 Tu 6:30-9:30 PM (9 hrs, .9 CEUs)
\$120, Oct. 29, Nov. 5, 12

Dix Hills, Bldg. B, Food Lab

Party Planning and Catering

Start with creating your party theme and table settings. Then learn the details you'll need to consider for successful special events from buffets to sit downs.

1012-31 W 6:30-9:45 PM (15hrs, 1.5 CEUs)
\$130, Dec. 4-Jan. 18

Dix Hills, Bldg. B, Food Lab

Professional Culinary Arts and Catering-Introduction

Gain the skills and knowledge utilized by kitchen personnel, including safety, sanitation, formulas, recipes, and food cost control. Learn to prepare salads and appetizers, sandwiches, bakery goods, sauces, soups, meats, seafood, and vegetables. Additional topics: menu planning, costing, sanitation, kitchen management. Students supply food.

1008-31 M 3-6:30 PM (42 hrs, 4.2 CEUs)
\$315, Dix Hills, Bldg. B, Food Lab

1008-32 W 6:30-10 PM (42 hrs, 4.2 CEUs)
\$315, Dix Hills, Bldg. B, Food Lab

Restaurant Financial Management

Learn how to budget your cash flow to cover the cost of food and your staff. Understand what financial considerations lead to successful restaurants.

1014-31 T/Th 6-9:45 PM (15 hrs, 1.5 CEUs)
\$130, Jan. 28, 30, Feb. 4, 6
Dix Hills, Bldg. B, Food Lab



DRAFTING/AUTOCAD

AutoCAD 2002-Introduction

Hands-on introduction to the basic commands and concepts of AutoCAD. Learn to set up, create, save, and plot 2-D drawings using AutoCAD's drawing and editing tools including: layers, blocks, dimensioning, and text. Prerequisite: Drafting or trade experience. One student to a computer. Textbook provided.

1100-31 M 6:30-10 PM (42 hrs, 4.2 CEUs)
\$445
Dix Hills, Bldg. C, Rm 205
1100-32 Th 6:30-10 PM (42 hrs, 4.2 CEUs)
\$445
Dix Hills, Bldg. C, Rm 205

AutoCAD 2002-Intermediate

Completion of this course will result in a thorough understanding of all dialogue boxes typically used in the production of AutoCAD drawings. In addition, special emphasis will be given to the following topics: layer management, creating and modifying dimensions, creating and modifying blocks and block attributes, setting up layouts using paper and model spaces, setting up printers and plotters for varying line weights and file management. Prerequisite: AutoCAD 2002-Introduction

152-31 W 6:30-10 PM (42 hrs, 4.2 CEUs)
\$445
Dix Hills, Bldg. C, Rm 205



ELECTRICAL

Electrical Installation I

Learn the requirements of wiring a house from the service entry through switches and receptacles. Students must provide hand tools, approximately \$75, from a list provided by the instructor at first class. Textbook provided.

1202-31 M 6:30-10 PM (42 hrs, 4.2 CEUs)
\$295
Dix Hills, Bldg. D, Electric II Lab
1202-32 Tu 6:30-10 PM (42 hrs, 4.2 CEUs)
\$295
Dix Hills, Bldg. D, Electric II Lab
1202-33 Tu 3-6:30 PM (42 hrs, 4.2 CEUs)
\$295
Dix Hills, Bldg. D, Electrical II Lab
1202-34 Sa 8:30 AM-12 NOON (42 hrs, 4.2 CEUs) \$295
Dix Hills, Bldg. D, Electrical II Lab

Electrical Installation II

A continuation of Electrical Installation I with emphasis on commercial and industrial systems and problems. Students will purchase hand tools from a list provided by the instructor the first night of class. Prereq.: Electrical Installation I.

1204-31 W 6:30-10 PM (42 hrs, 4.2 CEUs)
\$235
Dix Hills, Bldg. D, Electric II Lab

Electrical Motor Control

Theory and practical application; wiring diagrams for a wide variety of motor installations and controls. Textbook provided.

1206-31 Th 6:30-10 PM (42 hrs, 4.2 CEUs)
\$290
Dix Hills, Bldg. D, Electric II Lab

Industrial Electricity

Learn to install a three-phase electrical service and to meet the industrial/commercial application of the National Electrical Code. You'll also learn lockout/tag out, working "hot" OSHA regulations, field testing equipment, grounding requirements per NEC and GFCI. Work with



Guaranteed Interview with LIRR

The Long Island Railroad is seeking qualified industrial electricians for entry-level positions. Prepare yourself for an interview with this exciting organization! The following coursework will help prepare you for positions ranging from helper, laborer, assistant signalman, electrician and mechanic at salaries ranging from \$15-25/hr. Satisfactory completion of this series of eight courses **guarantees** you an interview with the LIRR. Final hiring decisions

are the prerogative of the LIRR. Prerequisite:

- High School Diploma or GED
- Blueprint Reading, see pg 17.
- Computer Comfort, see pg 11.
- NEC - basic and advanced, see pg 20.
- Electrical I, see pg 19.
- Electrical II, see pg 19.
- Electrical Motor Control, see pg 19.
- Programmable Logic Controllers, see pg 20.
- Industrial Electricity, see pg 19.
- CDL - while this is an elective it is highly recommended, see pg 6.

three phase wiring, delta & wye configurations, and motor loads. Find out about LIRR substation wiring and troubleshooting. Knowledge of coding and electrical experience strongly recommended.

1205-31 T 6-9:30 PM (28 hrs, 2.8 CEUs)
\$320, Oct. 1–Nov. 26
Dix Hills, Bldg. D, Electrical I Lab

National Electrical Code–Basic

This course covers the National Electrical Code, its application for tradepersons, and preparation for the license test. Textbook provided.

1208-31 Tu 6:30–9:30 PM (24 hrs, 2.4 CEUs) \$235, Oct. 1–Nov. 26
Dix Hills, Bldg. C, Rm 9

National Electrical Code–Advanced

Prepare for the Electrician’s License Examination through the study of the National Electrical Code including: electrical safety, fire prevention, and electrical codes. Prereq: Basic

1210-31 M 6–10:30 PM (60 hrs, 6.0 CEUs)
\$345, Sept. 30–Feb. 3
Dix Hills, Bldg. C, Rm 17

Advanced Motor Control–Programmable Logic Controllers (PLC)

An advanced class for the experienced electrician who has knowledge of motor controls and Windows for PCs. Review relays, timers, counters, assembling a PLC with switches, relays and lights, use of the programming software on a PC and learning to program a PLC. Ideal training for traffic controllers or maintenance electricians. Prerequisite: Electric Motor Control or relevant trade experience.

1212-31 Tu 6:30–10 PM (42 hrs, 4.2 CEUs)
\$465, Dix Hills, Bldg. C, Rm 10



EQUESTRIAN STUDIES

A riding program will be held this fall at the Thomas School of Horsemanship on Round Swamp Road, Melville (see map on pg 50). There will be classes for beginners and experienced riders. Five week courses will be taught in Stable Management, Horse Confirmation and Selection, Introduction to Horse Racing and other electives. Please call 631-667-6000, x320 for schedule and cost.



FLORAL ARTS

Floral Design

In this introductory course, students will construct basic, commercial style corsages, centerpieces and arrangements. Learn the principles of floral design, flower availability, how to order from a wholesale florist, pricing, in-store sales, and sending/receiving wire service orders.

1400-31 M 6:45-10:15 PM (42 hrs, 4.2 CEUs)
\$315, Manor Plains, Rm 204

Floral Design–Advanced

An in-depth continuation of topics in the beginning course. Prerequisite: Floral Design

650-31 Th 6:45-10:15 PM (42 hrs, 4.2 CEUs)
\$315, Manor Plains, Rm 204



HEALTH CAREERS

See full-time health careers on pages 26–27

American Association of Allied Health Professionals Certification

The American Association of Allied Health Professionals recognizes the curricula used in the health occupations programs at Western Suffolk BOCES. Students completing a sequence of courses are eligible to sit for the national examinations for certification. \$80 fee for each exam payable to the AAHP. Information will be provided in each health-related course, or call our Health Careers Office at 631/261-3727

Cancer Registry **NEW**

There is a growing demand for certified cancer registrars. Work in a hospital, in a doctor’s office, a government facility or as a consultant. If you are interested and concerned about our health issues, this course is for you. Payment plan available. Prerequisites: Medical Terminology, Anatomy & Physiology.

1507-31 T/Th 6–9 PM (120 classroom hrs, 160 internship hrs, 28 CEUs)
\$1775, Oct.1–Mar. 11
Dix Hills, Bldg. C, Rm 207

Practical Nursing State Board Review

Review important nursing principles and procedures using a case study format. This course combines lecture, video, sample questions, and a self-evaluation test to monitor the student’s progress. Completion of this course will increase your confidence and test taking skills which will enable you to ace the board exam. Maternity, pediatric, medical-surgical, and psychiatric nursing

as well as collecting data, planning care, evaluating outcomes, pharmacology and nutrition are covered. Textbook provided. Call 631/667-6000 x320 to register.

487-31 M-Th (21 hrs, 2.1 CEUs) \$199
5–10 PM; Sept. 23
6–10 PM; Sept. 26; Oct. 1, 3, 7
Northport Campus

Case Management NEW

Since health care in the U.S. has evolved into an environment of managed care the role of the professional case manager has become a vital and crucial link to a successful patient outcome. This course will provide the essentials of the case management process. It is geared to the health care professional (nurses, social workers, vocational counselors) who are interested in entering this field. The first section will cover the evolution of managed care, reimbursement systems, patient assessment, clinical pathways, coordination of resources and discharge planning. Section II includes standards of practice, patient rights, peer review, informal consent and legal issues. The process for licensure and certification requirements will also be discussed.

140-31 Th 9 AM-5 PM (15 hrs, 1.5 CEUs)
\$155, Nov. 14, 21
Northport Campus, Rm 209

Computer Skills for Health Professionals NEW

Increase your efficiency and productivity at work and at home. This course will enable you to improve your job skills and knowledge based on hands-on experience in our computer lab. You can master functions such as word processing, E-mail, and spreadsheets. Discover the many different ways a computer can make your life and job easier. Accessing important websites for nurses will be incorporated. You can't afford to miss this timely and important opportunity!

1534-31 Tu 6-10 PM (20 hrs, 2 CEUs) \$145,
Oct. 1-Nov. 5
Northport Campus, Rm 206

Dietary Aide/Patient Feeder

Become a valued member of the health team by helping patients meet their nutritional needs. Learn safe food handling and preparation of meal trays as well as basic nutritional concepts. Develop communication skills, proper feeding techniques and performance of the Heimlich maneuver. This course will prepare you for dual employment responsibilities in the health care setting.

1533-31 Tu 6:30-9:30 PM (25 hrs, 2.5 CEUs)
\$130, Oct. 1-Dec. 3
Northport Campus

Elder Care NEW

Are you unsure of what's ahead for yourself or someone you love as you or they grow older? This course dispels the myths about aging. The focus of this four part series is to provide practical information regarding the growth process of senior citizens in health and illness. Topics will include how to assess and manage confusion and different types of dementia. Common medications, their risks, benefits and the impact on daily living activities will be explained. Identifying causes of falls and preventative techniques will be discussed. Also presented will be a thorough review of community resources, sup-

port services and housing options that are currently available for the senior citizen.

142-31 W 6-9 PM (12 hrs, 1.2 CEUs)
\$125, Oct. 2, 9, 16, 23
Northport, Conference Rm

EKG Interpretation

For health care professionals who want to upgrade their assessment skills. Review cardiac physiology and then learn to interpret an electrocardiogram. Practice analyzing EKG strips. Learning to recognize both common and life threatening dysrhythmias will enable you to move into an emergency or critical care setting.

1503-31 F 6-9 PM (20 hrs, 2 CEUs) \$185
Oct. 4-Nov. 15
Northport Campus, Rm 211

Electrocardiography (EKG)

Learn to use the electrocardiograph machine to record the electrical charges that occur during a heartbeat. Practice applying leads and recording heart action. Gain the skills you need to work in hospitals, clinics, private physician offices, and ambulatory care centers. Ideal for healthcare workers to enhance their skills.

1502-31 W 6:15-10:15 PM (48 hrs, 4.8 CEUs)
\$310, Dix Hills, Bldg. C, Rm 206

Genetic Counseling NEW

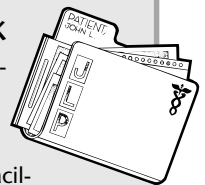
This program will cover the nurse's role with clients considering genetic testing. Included are the medical, psychosocial, legal and ethical implications of genetic testing in the perinatal setting as well as genetic testing for adult onset

Guaranteed Interview with Huntington Hospital **NEW**

Hospital Admissions Clerk

Huntington Hospital is seeking qualified hospital admissions clerks. Prepare yourself for an interview with this exciting health care facility. After successfully completing the following coursework, you will be granted an interview with Huntington Hospital. Final hiring decisions are the prerogative of the hospital.

- Keyboarding (see p.11)
- Computer Comfort (see p. 11)
- Medical Terminology Overview (see p.25)
- Medical Billing/Medical Manager (see p.23)
- Customer Relations Management (see p.10)
- Hospital Admissions Clerk (there will be 24 hours of unpaid internship in addition to the 36-hour class.) (see p. 23)



Is a Health Career Right for You?



Have you ever thought of pursuing a health career? Try one of these basic courses! If you complete the course with satisfactory marks and then decide to pursue your education in BOCES' Practical Nursing, Surgical Technology or Medical Assisting programs, credit for the course will satisfy program requirements as long as you meet entrance requirements and enroll within 12 months.

Anatomy and Physiology I

Study human anatomy and physiology from the cell to tissues, membranes, organs and body systems. Learn the structure and function of the integumentary (skin), musculo-skeletal, cardiovascular and respiratory systems. Discuss common diseases and preventative strategies for proper patient care.

889-31 M-F selected days and hrs (45 hrs, 4.5 CEUs) \$330, Sept. 27–Nov. 20 Northport Campus

889-32 M/W 6–10 PM, selected evenings (45 hrs, 4.5 CEUs) \$330, Oct. 7–Nov. 25 plus 3 Saturday mornings; Oct. 19, Nov. 2, 16 Northport Campus

Anatomy and Physiology, Part II

A continuation of Part I. The course covers a more in-depth study of the human body.

7858-31 M–F, (selected hours and days, 45 hrs, 4.5 CEUs) \$330, Nov. 21–Jan. 29 Northport Campus

7858-32 M/W, (selected hours and evenings, 45 hrs, 4.5 CEUs) \$330, Nov. 25–Jan. 22, plus 2 Saturday mornings, Dec. 14, Jan. 11 Northport Campus

Communications

Those entering or already working in health care will learn how to communicate therapeutically with patients, families and other members of the health care team. Become more efficient as you learn to analyze medical words and interpret commonly used abbreviations. Build your confidence, learn to function more effectively in a group setting.

7857-31 (15 hrs, 1.5 CEUs) \$165, Sept. 5, 9; 8–10 PM

Sept 11, 18; 6–10 PM

Sept 7; Sat. morning Northport Campus

7857-32 M-F MORNINGS (15 hrs, 1.5 CEUs) \$165, Sept. 5–17 Northport Campus

Microbes and Man

An introduction to the basic types of microorganisms and their relationship to health and disease. Methods of transmission of microbes, body defenses and infection prevention techniques are included. The health care workers' responsibility for following infection control practices, preventing the spread of disease and promoting health are stressed.

646-31 Selected days 6–10 PM, Sat. 12–3:15 PM

(15 hrs, 1.5 CEUs) \$195 Sept. 10, 12, 17, 19, 21(Sat.) Northport Campus

646-32 Selected days 9–11 AM (15 hrs, 1.5 CEUs) \$195, Sept. 12–24 Northport Campus

Study Skills

Maximize your learning potential with new study techniques and basic computer skills. Effective learning strategies, test taking skills, time management and problem solving techniques will be stressed. The student will learn how to gain full value from lectures, reading assignments, audio-visual materials, laboratory and clinical practice.

220-31 M-F 9–11 AM (10 hrs, 1 CEUs) \$110, Sept. 5–11 Northport Campus

220-32 W/Th/Sa (10 hrs, 1 CEUs) \$110 Sept. 4; 6–10 PM Sept. 5; 6–8 PM Sept. 7; 8 AM–12 NOON Northport Campus

Want to Learn with Your Children?

- Learn together with your child, ages infant to 7 years.
- FREE classes in GED prep and English
- Career Training
- Job Placement
- Child care, ages 6 weeks to 5 yrs.
- Transportation available.

Call the Starting Together—Even Start Family Literacy Program at 631/667-6000 x364 or 631/261-3832 (free to those who qualify)



illnesses such as Huntington's disease, Alzheimer's disease and various cancers.

141-31 Th 12-4:30 PM (4 hrs, .4 CEUs)
\$45, Nov. 7
Northport Campus, Rm 201

Hospital Admissions Clerk **NEW**

Practice the standard procedures hospitals use to admit patients. Learn the admissions process from intake to patient assignment and become a valuable member of the health care team. Gain an overview of medical coding. Take this course and the five others listed on page 21 and Huntington Hospital will give you an interview. There will be 24 hours of unpaid internship in addition to the 36-hour class.

146-31 Tu 6:30-9:30 PM (36 hrs, 3.6 CEUs)
\$289, Oct. 1-Jan. 7
Dix Hills, Bldg. C, Rm 26 and
internship at Huntington Hospital

Hemodialysis

An introduction to basic hemodialysis. Topics include: anatomy and physiology of the renal system, basic medical office procedures, chronic renal failure, and principles of dialysis. Focus on the role of the technician, the LPN, and the RN in dialysis today. Become familiar with all dialysis standards. Program consists of lecture and clinical/laboratory practice. Students must be available additional days, evenings and Saturdays for clinical hours. Physical examination including immunizations is required prior to first class. Students must purchase uniform (approximately, \$50). Purchase of textbook optional.

1504-31 M/W 6-10 PM (96 hrs, 9.6 CEUs)
\$655, Northport Campus, Rm 103

Infection Control

This course will satisfy the requirements necessary for re-licensure for registered nurses and licensed practical nurses. Call 631/667-6000 x320 for more information.

3056-31 M 3-5 PM (2 hrs, .2 CEUs) \$40,
Sept. 9

3056-32 M 7-9 PM (2 hrs, .2 CEUs) \$40,
Sept. 9

3056-33 M 3-5 PM (2 hrs, .2 CEUs) \$40,
Oct. 28

3056-34 M 7-9 PM (2 hrs, .2 CEUs) \$40,
Oct. 28

3056-35 M 3-5 PM (2 hrs, .2 CEUs) \$40,
Jan. 6

3056-36 M 7-9 PM (2 hrs, .2 CEUs) \$40,
Jan. 6

All classes Dix Hills, Bldg. C, Rm 27

8202-31 Online \$40, www.careerlearn.org
Instructor-led

Intravenous/Central Line Therapy

This course will assist RN's and LPN's to upgrade their knowledge and skills in all aspects of IV administration. Become an expert in peripheral, PICC, triple lumen, implanted ports, intermittent infusion, piggyback systems and TPN. Work

practices that ensure safety and prevention of complications will be stressed.

1509-31 F 6-9 PM (24 hrs, 2.4 CEUs) \$175
Oct. 4-Nov. 22
Northport Campus, Rm 207

Legal Concerns in Nursing

Learn how to significantly increase your protection from legal action and how to deal effectively with it should it occur. Increase your understanding of the Nurse Practice Act, common torts, use of unlicensed assistive personnel and defensive documentation. Current controversial legal issues affecting nursing and types of events that may result in legal action will be discussed.

1511-31 F 6-9 PM (30 hrs, 3 CEUs) \$205
Oct. 4-Dec. 13
Northport Campus, Rm 209

Medical Billing/Medical Manager

Learn to provide billing services by operating the industry-leading software package "Medical Manager". Emphasis will be placed on the individual's responsibility to the office and patients regarding the billing system. Topics include: billing procedures and services, credit and collection policies, and collection problems. Textbooks and diskette included.

1512-31 M 6:45-10:15 PM (42 hrs, 4.2 CEUs)
\$259, Dix Hills, Bldg. C, Rm 10

1512-32 W 6:45-10:15 PM (42 hrs, 4.2 CEUs)
\$259, Northport, Rm 203

1512-33 Sa 8:30 AM-12 NOON (42 hrs, 4.2
CEUs) \$259, Dix Hills, Bldg. C, Rm 10

Medical Coding-Introduction

This course will introduce you to basic guidelines in using the ICD-9-CM and CPT coding manuals. Methods specific for medical offices, and the billing of Medicare and private insurance companies are addressed. Appropriate use of modifiers will also be explored. Basic CPT and ICD manuals will be available for class use. Workbook provided.

1514-31 M 6-10 PM (48 hrs, 4.8 CEUs)
\$345, Dix Hills, Bldg. C, Rm 208

Certificate in Medical Office Procedures

Students successfully completing the following six courses will earn a Medical Office Procedures Certificate. After earning a certificate, you may receive a 10% rebate upon written request.

- Medical Office Assisting I (Admin) p. 25
- Medical Office Assisting II (Clinical) p. 25
- Medical Terminology p.25
- Medical Billing p.23
- Medical Coding p. 24
- Medical Transcription p. 29





American Heart Association (AHA) Approved Courses

CPR for Family and Friends

Help save the life of a loved one or colleague. There is no written evaluation. Students may enroll in either Adult or Infant/Child separately, or register for both at a reduced rate.

Adult

3103-31 W 6-8 PM (2hrs, .2 CEUs) \$39
Sept. 25

Infant/Child

3104-31 W 8-10 PM (2hrs, .2 CEUs) \$39
Sept. 25

Both

3105-31 W 6-10 PM (4hrs, .4 CEUs) \$69
Sept. 25

Heartsaver CPR

Learn CPR and relief of FBAO for adults, children and infants. Instruction on barrier devices, causes and prevention of injuries, and cardio-pulmonary arrest in children is included. Intended for lay rescuers, such as security guards and childcare workers, who require written evaluations and documentation of skills performance. Students may enroll in either Adult or Infant/Child separately, or register for both at a reduced rate. 1-year certification.

Adult

3098-31 W 4-7 PM (3hrs, .3 CEUs) \$39
Oct. 2

Infant/Child

3100-31 W 7-10 PM (3hrs, .3 CEUs) \$39
Oct. 2

Both

3101-31 W 4-10 PM (6hrs, .6 CEUs) \$59
Oct. 2

Heartsaver AED

Learn the basic techniques of adult CPR and use of an automated external defibrillator (AED). Intended for firefighters, police, airline personnel, security guards, and other lay rescuers who may need to respond to a cardiac emergency. A written and skills evaluation are given. Two-year certification.

3099-31 W 6-10 PM (4hrs, .4 CEUs) \$49
Oct. 9

HS-FACTS

A collaboration between the American Heart Association and National Safety Council that combines adult CPR and the use of an AED with basic first aid procedures. Intended for the lay responder, firefighter, police, airline crew, security personnel and family members of high-risk heart patients. A written and skills evaluation are given.

3102-31 M/W 6-10 PM (8hrs, .8 CEUs) \$79
Oct. 21, 23

BLS for Healthcare Providers

Includes adult and pediatric CPR, foreign-body airway obstruction, two-rescuer CPR, barrier devices, and AED. Intended for licensed/certified healthcare providers whose jobs require completion of a written evaluation and successful skills performance or non-licensed healthcare providers who support medical staff in areas of cardiac and respiratory emergencies. A written and skills evaluation are given. Includes text and pocket mask.

3092-31 M/W 6-10 PM (8hrs, .8 CEUs) \$89
Oct. 28, 30

All classes held at Dix Hills, Bldg C, Rm 27
Businesses can arrange for these classes to be given at your site.



Certified Medical Assisting

Are you interested in a fast paced and rewarding career where your knowledge and skills will be in demand in many health care facilities? If so, then a career in Medical Assisting is the answer you have been looking for. You will learn how to assist the physician with patient examinations and diagnostic procedures, perform EKG's and laboratory procedures. You will also study anatomy and physiology, hematology, pharmacology, and the administrative duties involved in running a medical office. A clinical internship will be scheduled in local medical facilities. At the comple-

tion of the program you will be eligible to apply for national certification. Unlimited employment opportunities upon graduation! Additional costs include CPR certification, textbooks, uniforms and physical examination.

NOTE: All applicants must achieve a satisfactory score on the pre-entrance exam. For information and application, please call (631) 261-3727. Clinical times may vary.

486-31 M-F 9 AM-2:30 PM (960 hrs, 96 CEUs) \$6,760, Sept. 9-June 20
Northport Campus



Cardio Pulmonary Resuscitation (CPR) & First Aid

American Red Cross courses taught by certified instructors at our Dix Hills Campus. CPR certification is for one year. First Aid certification is for 3 years.

Adult CPR/AED Training

Learn to recognize emergencies, care for conscious and unconscious choking victims and recognize signs of heart attack. Rescue breathing, cardiopulmonary resuscitation, and use of the automated external defibrillator will be covered.

3241-31 M/W 6:30–9 PM (5hrs, .5 CEUs)
\$45, Nov. 4, 6

Standard First Aid

This course trains individuals to overcome reluctance to act in an emergency and to recognize life-threatening respiratory, cardiac, and other injuries in adults. Learn how to give adult CPR, as well as basic first aid.

3070-31 M/W 6–9:30 PM (7hrs, .7 CEUs)
\$45, Nov. 18, 20

Community CPR

Learn to provide care for an infant, child, or adult who stops breathing, is choking, or whose heart has stopped beating.

3062-31 W 6–9:30 PM (7hrs, .7 CEUs)
\$50, Nov. 13, 20

Infant and Child CPR

Techniques for caring for infants and children up to age 8 differ from that of adults. This class is a necessity for parents, childcare providers, teachers, coaches and others with children in their lives. Included are: rescue breathing, first aid for choking, CPR for infants and children, and injury prevention.

3060-31 M 5–10 PM (5hrs, .5 CEUs) \$40
Nov. 25

Community First Aid & Safety

Learn how to respond to emergency situations, how to care for infants, children or adults with respiratory or cardiac problems, and how to give CPR as well as first aid.

3064-31 M/W 5:30–10 PM (9hrs, .9 CEUs)
\$55, Dec. 2, 4

CPR for Professional Rescuer w/AED

This course teaches professional rescuers and healthcare providers to respond and care for cardiac and respiratory emergencies in infants, children and adults. Skills include pocket mask and BVM use, and Automated External Defibrillation.

3214-31 M/W 5:30–10 PM (9hrs, .9 CEUs)
\$90, Dec. 9, 11

All classes meet at Dix Hills, Bldg C, Rm 27

Medical Office Assisting I (Admin.)

An introduction to the various roles and responsibilities of the medical office assistant in the medical business environment. Emphasis will be placed on front desk reception, communication and listening skills, telephone techniques, medical records and appointment management, account bookkeeping, inventory control, manual billing, and introduction to coding theory. Textbook included. May take concurrently with Medical Office Assisting II.

1516-31 M 6–10 PM (48 hrs, 4.8 CEUs)
\$315, Dix Hills, Bldg. C, Rm 203

Medical Office Assisting II (Clinical)

Learn the skills necessary to work in a doctor's office including sterilization techniques, preparation for and assisting with examinations and treatments, measuring vital signs, height and weight, and patient education. Includes the basics of venipuncture and electrocardiography. Textbook included. May take concurrently with Medical Office Assisting I.

1518-31 W 6–10 PM (48 hrs, 4.8 CEUs)
\$315, Dix Hills, Bldg. C, Rm 203

Medical Terminology (In-depth)

An in-depth look at the meaning and pronunciation of commonly used medical terms and abbreviations. Building a strong medical vocabulary will enhance your success in the health field as well as increase your understanding of medical information. This is a MUST for everyone pursuing a health care profession. Workbook provided.

1520-31 Th 6:30-10 PM (42 hrs, 4.2 CEUs)
\$290, Northport, Rm 109

8035-31 Online \$245, www.careerlearn.org
Instructor-led

Medical Terminology—Overview

An introduction to common medical terms. Increase your ability to make informed health care decisions, understand medical literature and hold knowledgeable conversations with health care personnel. Geared for someone with no medical background or for an introduction to the in-depth Medical Terminology course described elsewhere on this page.

1521-31 M/W 6–10 PM (12 hrs, 1.2 CEUs)
\$165, Sept. 18, 23, 25
Dix Hills, Bldg. C, Rm 203

Full-time Courses in Health Careers

Tech's full-time courses fill quickly. Begin your application process immediately by completing and returning the application form on page 27 for the pre-entrance exam. Call 631/261-3727 **today** if you have any questions.



Diagnostic Medical Sonography

Learn the fascinating field of sonography. This 24-month program integrates basic sciences, medical sciences and instruction in Diagnostic Sonography with supervised clinical experience at several clinical affiliates throughout Nassau and Suffolk Counties. Successful completion of the program leads to a certificate that qualifies you to sit for the registry exam for Diagnostic Medical Sonography.

Prerequisites: high school diploma or equivalent, general physics, biological science, algebra, communication skills and a desire to work in the medical care environment. Classroom instruction is at the Veterans' Administration Medical Center at Northport. Courses begin in July and have vacation during holiday periods.

Accredited by the Commission on Accreditation of Allied Health Programs in collaboration with the American Medical Association. For information and an application, call 631/261-3727 between 9 AM and 3 PM. Financial aid, grants and loans available.

806-31 M-F 8 AM-6 PM (3,125 hrs, 312.5 CEUs) \$9,948
Starting July 2003
VA Medical Center, Northport

The School of Diagnostic Medical Sonography is an integral part of the School of Radiological Sciences at the Department of Veteran's Affairs Medical Center, Northport, NY. The School of Radiological Sciences also offer programs in Radiologic Technology, Nuclear Medicine Technology and Radiation Therapy. For information on any of the programs offered at the Northport VA Medical Center call (631) 261-4400 ext. 2013 or ext. 2015.

Medical Assisting/Lab Assisting

Become one of the most versatile members of the health care team. A career in medical assisting/medical lab prepares you to work in physicians' offices, hospitals and clinics. Duties include running the front office, receptionist functions, bookkeeping, and filing. In the back office, assist the physician with examinations and treatments, medications, perform EKG's and simple laboratory procedures. Study topics including hematology, urinalysis, phlebotomy, basic blood banking, and routinely performed chemistry tests. Clinical experience provided in an area health care facility. Uniform and physical examination required. Job opportunities abound for successful completers. Textbook included. Payment plan available. Contact the Career Center at 631/667-6000 x 327 for an appointment to register.

996-31 M-F 9 AM-2:30 PM (400 hrs, 40 CEUs)
\$2,770, Sept. 9-Jan. 17
Northport Campus
996-32 M-F 9 AM-2:30 PM (400 hrs, 40 CEUs)
\$2,770, Jan. 27-June 6
Northport Campus



Practical Nursing

Learn the skills and knowledge necessary to be a valuable member of today's health care team. The School of Practical Nursing is located at Tech's Northport campus. The program is approved by the NYS Education Department and accredited by the National League for Nursing.

Tech's program helps prepare you for licensure as a practical nurse. The low ratio of students to faculty allows many opportunities for individualized instruction.

For those planning to pursue additional training in the field of nursing, Tech's School of Practical Nursing is affiliated with registered nursing

Get Ready to Succeed!

Prep Classes for Entrance Exams

To enter our LPN, Surgical Technology, Diagnostic Medical Sonography, or Medical Assisting programs, you must first pass a pre-entrance exam. Take one of these courses to help you prepare for your exam.

LPN Nurse Entrance Help

Prepare for the NET (Nurse Entrance Test). Work on your reading comprehension, basic math skills, and critical thinking appraisal. NET study guide included.

155-31 M 6-9 PM (36 hrs, 3.6 CEUs)
\$180, Sept. 30-Jan. 13
Northport, Rm 109

Surgical Tech, Sonography, Medical Assisting Help

Work on math, science, and vocabulary to help you prepare for the entrance examination for Surgical Technology, Diagnostic Medical Sonography or Medical Assisting.

350-31 W 6-9 PM (36 hrs, 3.6 CEUs) \$180,
Oct. 2-Jan 15, Northport, Rm 109



programs at C.W. Post, Helene Fuld School of Nursing, Nassau Community College, Suffolk Community College and SUNY Farmingdale. Advanced placement is available in the Surgical Technology Program upon graduation.

Tuition includes fees for books, stethoscope and surgical scissors. Additional costs for uniforms, licensing fee, physical exam and CPR certification are required for entering program. Financial aid, payment plans, grants and loans available for those eligible.

Note: All applicants must achieve a satisfactory score on the pre-entrance exam. Complete and return the application form on this page as soon as possible. For information, call 631/261-3727. To help you prepare for the required pre-entrance exam take course #350 on page 24.

- 801-31 Accelerated day program (13-mos.)
M-F 8 AM–3:15 PM (1,245 hrs,
124.5 CEUs) \$8,025
Northport Campus
March 2003–April 2004
- 802-31 Part-Time Day program (2-years)
M-F 9 AM–1 PM (1,245 hrs, 125.5
CEUs) \$8,025, Northport Campus
Classes start Sept. 2003
- 803-31 Evening (18-mo. program)
M-Th 6–10 PM and two Saturday
classes (8 AM–3:15 PM) each
month (1,245 hrs, 124.5 CEUs)
\$8,025, Northport Campus
March 2003 and Sept. 2003



Surgical Technology

Learn to work closely with surgeons, anesthesiologists and registered nurses to provide direct patient care throughout surgery. Study setting up the operating room, prepping patients, the disease process and instrumentation. You will be assigned to a local health care facility where you will spend 550 hours working under the guidance of an experienced health care professional.

This program will prepare you for employment in the operating room, surgical office, delivery room, emergency departments, physician and dentist offices, central supply services, cardiac catheterization clinics, tissue banks and ambulatory surgical care sites. Advanced placement is available in the Practical Nursing Program upon graduation. Financial aid, loans, grants and payment plans available.

Additional costs include textbooks, malpractice insurance, uniform, CPR certification, and a complete physical examination.

Note: All applicants must achieve a satisfactory score on the pre-entrance exam. To help you prepare for this required exam, take course #350 described on page 24. Complete and return the application form on this page as early as possible. For information, call 631/261-3727.

- 811-31 M-F Classroom 9 AM–2:30 PM,
Clinical between 7 AM–4 PM
(1,000 hrs, 100 CEUs) \$7,795
March 2003–Feb. 2004
Classes also begin Sept.2004

Start a Health Career!

- Practical Nursing
- Surgical Technology
- Certified Medical Assisting
- Diagnostic Medical Sonography

Pre-Entrance Exams for Spring 2003

Tests will be given on the following dates. Please indicate your 1st and 2nd choices.

9 AM	6 PM
* Oct. 19 _____	* Dec. 5 _____
* Nov. 16 _____	
* Dec. 14 _____	

Complete this form and enclose:

1. NON-REFUNDABLE MONEY ORDER (NO CHECKS) for \$50 payable to Western Suffolk BOCES

2. Visa or MasterCard _____

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 Credit Card #

Expiration Date _____

Signature _____

3. A legal size, self-addressed stamped envelope

Return to:
Western Suffolk BOCES
 Health Careers Office
 152 Laurel Hill Road
 Northport, New York 11768

- CHECK ONE Practical Nursing
 Surgical Technology
 Certified Medical Assisting
 Diagnostic Medical Sonography

NAME (please print) _____

SOCIAL SECURITY # _____

ADDRESS _____

TOWN _____ ZIP _____

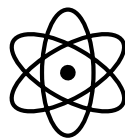
TELEPHONE # _____

**You will be notified by mail two weeks prior to your scheduled test date. Every effort will be made to accommodate your request. For information call 631/261-3727.*



Expand Your Career Opportunities in Health Care!

Magnetic Resonance Imaging



Make yourself an even more valuable employee by earning another certification in a specialized area of health care. Designed for ARRT (American Registry of Radiologic Technologists) registered professionals to pursue additional studies in the exciting and challenging field of MRI technology. This program will provide a solid theoretical foundation as you develop clinical competence and the confidence to successfully complete the national certification exam.

Courses are offered in a modular format or as an entire program. Clinical experience is available at local imaging centers for those qualified.

NOTE: Candidates for the MRI certification exam must be currently registered by the ARRT in radiography, radiation therapy or nuclear medicine technology. If you are presently working in one of these certification areas in a health care facility, your work experience may satisfy the clinical requirement to sit for the certification exam. Call 631/261-3727 for details.

MRI 1: MRI-Introduction

This unit introduces you to the fundamental principles of MRI, equipment and terminology. Discuss the role of the technologist in maintaining patient safety and comfort as well as personal safety and the safety of co-workers. Learn about MR contrast agents and venipuncture. Includes a brief introduction about imaging parameters and the clinical application of MRI.

128-31 T/Th 6-10 PM, Sept. 3-Oct. 17
Sa 12-3:15 PM, Sept. 7, 21,
Oct. 5
(55 hrs, 5.5 CEUs) \$329

MRI 2: Sectional Anatomy

This is a study of human anatomy as seen in axial, sagittal, and coronal planes. Study other imaging planes when relevant for demonstration of anatomy in specific regions. Practice correlation to MR images. Study bony, muscular, organs and soft tissues of the following anatomical regions: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen, and pelvis.

134-31 M/W 6-10 PM, Sept. 4-11
Sa 8 AM-11:30 AM, Sept. 7, 21,
Oct. 5, 19, Nov. 2
(75 hrs, 7.5 CEUs) \$449

MRI 3: Physical Principles of MRI

This unit provides a comprehensive overview of MRI. Each topic has an outline so students can progress as desired to higher levels of knowledge about his technology. Topics include Instrumentation, Magnetism, NMR Signal Production, Tissue Characteristics, Spatial Localization, Pulse Sequencing, Imaging Parameters/Options, Special Applications, Safety, and Quality Assurance. Prerequisite: MRI 1

135-31 T/Th Oct. 15, 8-10 PM; Oct. 17,
7:30-10 PM, Oct. 22-Dec. 10, 6-
10 PM; Sa 12-3:15 PM, Oct. 19,
Nov. 2, 16
(65 hrs, 6.5 CEUs) \$389

MRI 4: Imaging Procedures

Learn imaging techniques related to the CNS, neck, thorax, musculoskeletal system and abdominopelvic regions. Also covers specific clinical application, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols (ie: slice thickness, phase direction, flow compensation), and positioning criteria. Discuss anatomical structures and the plane that best demonstrates anatomy as well as signal characteristics of normal and abnormal structures. Prereq: MRI 1, 2

136-31 M/W 6-10 PM, Nov. 11-Jan. 13
Sa 8 AM-11:30 AM, Nov. 16, Dec.
14, Jan. 11
(60 hrs, 6 CEUs) \$359

MRI 5: MRI Pathology

Familiarize yourself with the common pathologies found in magnetic resonance imaging and their appearance with various imaging protocols. Includes all commonly imaged body systems and areas. Course uses case studies and images of the pathologies will be used to reinforce the lectures. Prereq: MRI 1, 2, 3, 4

137-31 T/Th, Dec. 10, 8-10 PM;
Dec. 12-Feb. 13, 6-10 PM;
Sa, Dec. 14, Jan. 11, 12-3:15 PM
(70 hrs, 7 CEUs) \$419

Clinical Practicum

The clinical practicum provides the student with experience in the core clinical procedures that must be demonstrated to establish eligibility for the ARRT examination. Clinical rotations will be planned at local imaging centers on an individual basis. **Prerequisite for Clinical Practicum:** Satisfactory completion of all five MRI academic courses listed above. Hours to be arranged on an individual basis.

138-31 (550 hrs, 55 CEUs) \$499

154-31 Save \$100! Enroll in all 6 classes for \$2350

Medical Transcription

Medical transcriptionists are in high demand. This introductory hands-on course trains students in a simulated job setting using actual case dictations. Develop skills sought by healthcare institutions. A broad range of medical specialties will be covered including pharmacology and laboratory data training. Instruction is individualized, allowing students to progress at their own pace. Students actively practice transcription using transcription units and tapes. Prerequisite: Medical Terminology, Word Processing (minimum 50 wpm), solid spelling and grammar.

1522-31 Tu 6:30–9:30 PM (36 hrs, 3.6 CEUs)
\$485, Northport, Rm 203

Nurse Assisting

Prepare to begin your nursing career as a nurse assist. Covers basic procedures in bedside nursing care, theory, medical ethics, and clinical supervision in a local health facility. Students who successfully complete this program will be eligible to take the Nurse Assistant Evaluation Examination which qualifies students for a listing in the NYS registry. Requirements: a completed physical examination form by the first day of class, purchase of designated uniform, social security card, and fee of \$115 payable to the NYS Commissioner of Health for the state examination. Tuition includes textbook. Call 631/667-6000 x327 for appointment to register.

997-31 M-F 9 AM–3 PM (200 hrs, 20 CEUs)
\$1,050, Sept. 17–Nov. 13
NACEC, Amityville

997-32 M-F 9 AM–2 PM (200 hrs, 20 CEUs)
\$1,050, Sept. 9–Nov. 15
Northport, Rm 215

997-33 M-F 9 AM–3 PM (200 hrs, 20 CEUs)
\$1,050, Dec. 2–Feb. 4
NACEC, Amityville

997-36 M-F 9 AM–3 PM (200 hrs, 20 CEUs)
\$1,050, Dec. 9–Feb. 28
Northport, Rm 215

997-35 M/Th 5–9 PM (150 hrs, 1.5 CEUs)
\$910, Jan. 6–June 2
NACEC, Amityville

997-34 M/W 6–10 PM (150 hrs, 15 CEUs)
\$910, Sept. 30–Feb. 10;
plus 4 Sat. Jan. 11, 18, 25, Feb. 1
(8 AM–3:15 PM)
Northport, Rm 215

Nutrition Update

Are you confused by the many sources of nutritional information, herbal supplements and natural food products that are available today? Which diet is the safest and most effective way to lose weight? This course will sort out what is fact and what is hype. We will discuss the latest issues and studies in the nutritional field.

1535-31 W 6:30–9:30 PM (12 hrs, 1.2 CEUs)
\$130, Oct. 2–Oct. 23
Northport Campus, Rm 207

Peripheral IV Certification

Designed for RNs and LPNs and nursing students to develop and learn techniques and skills necessary to insert and maintain peripheral IV catheters and provide safe, competent infusion nursing care. This 8-hour workshop will provide a hands-on approach with simulated models used for practicum.

3072-31 W 6–10 PM (8 hrs, .8 CEUs) \$110
Oct. 2, 9

Dix Hills, Bldg. C, Large Conf Rm
3072-32 Sa 8 AM–4 PM (8 hrs, .8 CEUs) \$110
Jan. 11
Dix Hills, Bldg. C, Large Conf Rm

Pharmacology Update for the Health Care Professional

Update your knowledge of recent changes in pharmacology. Emphasis will be placed on the major drug classifications to include the most commonly prescribed and newest medications currently in use. Review the biotransformation process, patient education and legal aspects. Develop increased confidence and competence in medication administration.

1527-31 M 6–9 PM (30 hrs, 3 CEUs) \$199
Sept. 30–Dec. 16
Northport Campus, Rm 207

Pharmacology Math for the Health Care Professional

If you are returning to the health care field or wish to sharpen your ability to calculate dosages, this is the course for you! Learn to accurately solve medication problems requiring metric-apothecary conversion and calculate intravenous fluid administration rates. Protect your license through safe practice.

1529-31 Tu 6–9 PM (30 hrs, 3 CEUs) \$199
Oct. 1–Dec. 10
Northport Campus, Rm 109

Phlebotomy

Gain the skills necessary to work in a laboratory or medical facility. The class covers the proper handling of blood specimen and blood collection equipment, preparation of specimens, and collection techniques. Gain laboratory practice using mannequin arms and artificial blood.

1528-31 W 6–10:15 PM (50 hrs, 5 CEU)
\$555, Dix Hills, Bldg. C, Rm 208

1528-32 Sa 8:30 AM–12:45 PM (50 hrs,
5 CEUs) \$555
Dix Hills, Bldg. C, Rm 208

Phlebotomy for Nurses

Designed especially for nurses and nursing students, this course builds on previously acquired knowledge and experience. Students will gain the skills necessary to take the phlebotomy certification exam. Proper handling of blood specimens and blood collection equipment, preparation of specimens and collection techniques

will be explored. Laboratory practice will be obtained using mannequin arms and artificial blood. Prerequisite: Students must submit proof of successful completion of a course in Anatomy and Physiology and Intravenous Therapy. (Current nursing license RN or LPN). Contact the Nursing Office at 631/261-3727 for eligibility.
 1530-31 F 5:30–9:30 PM (20 hrs, 2 CEUs)
 \$185, Oct. 4–Nov. 8
 Northport Campus, Rm 210

PICC/Midline Insertion Certification
 This class on Peripherally Inserted Central Catheter (PICC) helps clinicians (RNs) achieve positive patient outcomes, provide safe care, improve clinical performance, facilitate clinical decision making, and maintain consistency in the care and management of PICC/Midline devices.

3073-31 Sa 8 AM–4 PM (8 hrs, .8 CEUs) \$160
 Oct. 19
 Dix Hills, Bldg. C, Large Conf Rm

Physical Assessment NEW

Are you looking to improve your physical assessment skills in order to improve clinical competency at your job? To qualify for a new position? Is so, then this course is exactly what you need. This course will teach you the skills you need to perform a thorough head to toe physical assessment on clients throughout the life span. Emphasis will be placed on mastering the techniques of inspection, palpation, percussion and auscultation. Instruction will include lecture, audiovisuals and supervised laboratory practice. Textbook purchase required. Participants must bring stethoscope, otoscope, and penlight.

139-31 Sa 8:30 AM–3 PM (36 hrs, 3.6 CEUs)
 \$215
 Sept. 21, Oct. 5, 19,
 Nov. 2, 16, Dec. 14
 Northport Campus, Rm 211

Surgical Technology Review Course for National Certifying Exam

Increase your chances of success on the certifying examination by taking this course. Content will parallel the exam outline. Emphasis will be placed on scientific principles, pharmacology, infection control and preoperative, intraoperative and postoperative procedures. Review test taking strategies and take a self-assessment test at the end of the course to identify areas for further study.

812-31 Tu 6–10 PM (40 hrs, 4 CEUs) \$230
 Oct. 1–Dec. 10
 Northport Campus, Rm 207
 8094-31 Online \$159, www.careerlearn.org
 Instructor-led

Training the Trainer NEW (15 hrs NYSDOH)

Learn to develop training curriculum focused on the adult learner. Gain practical knowledge



**Attention
 17–20 year olds!**

*Out of school?
 We can help you.*

- Earn a High School Equivalency Diploma
- Learn a Trade • Get a Job

at NO-COST!
(transportation & child care available)

Call 631/667-6000, ext. 363, 364

to improve your training effectiveness. *This course meets the NYSDOH requirements for individuals who wish to supervise or teach nursing home nurse aide training programs in NY State.* Highlights: phases of curriculum design/development, creating lesson plans, presentation skills, eight principles of adult learning, ten conditions that facilitate learning, characteristics of the adult learner, perceptual learning styles, and learning aids. Covers DEC requirements also.

9030-31 T-Th 9 AM–3 PM (15 hrs, 1.5 CEUs)
 \$275, Oct. 22–24
 Northport Campus, Rm 207



HEATING, VENTILATION, AIR CONDITIONING (HVAC)

Gas Burner Systems–Introduction

Learn to service gas systems. This introductory course will focus on the gas system, gas water heaters, pilots and milivolts, spark ignition and hot surface ignition.

1600-31 Th 6:30–9:30 PM (30 hrs, 3 CEUs)
 \$310, Oct. 3–Dec. 12
 Dix Hills, Bldg. D, Plumbing Lab

Oil Burner Service I

Learn oil burner installation, including fuel piping and storage facilities, basic electricity, schematic diagrams, and use of test instruments.

1602-31 M 6:30–10 PM (42 hrs, 4.2 CEUs)
 \$325
 Dix Hills, Bldg. D, Plumbing Lab

Oil Burner II

Take off where Oil Burner I left off! This continuation covers: removing a boiler, setting up piping and boiler for heating; installing circulators and controls and piping boiler; wiring all controls and burner; and installing smoke pipe

in boiler. Also learn how to take smoke, draft, and carbon dioxide tests; sweat pipe; install indirect hot water heater and tanker coil; change domestic hot water coil; install baseboard; and change water feeders and circulators. Learn to troubleshoot burners and review how to set oil burner gun.

1604-31 W 6:30-10 PM (42 hrs, 4.2 CEUs)
\$240
Dix Hills, Bldg. D, Plumbing Lab

Refrig./Air Conditioning-Intro.

Study basic refrigeration cycle, heat energy, system components, an introduction to basic electricity, schematic diagrams, and use of test instruments.

1606-31 Th 6:30-10 PM (42 hrs, 4.2 CEUs)
\$225
Dix Hills, Bldg. D, HVAC Lab
1606-32 Tu 6:30-10 PM (42 hrs, 4.2 CEUs)
\$225
Dix Hills, Bldg. D, HVAC Lab

Refrig./Air Conditioning-Intermed.

Learn commercial-systems controls, heat loads and piping, the fundamentals of air-conditioning systems, heating and humidifying, heat-pump systems, cooling, and dehumidifying. Instruction takes place in a specialized classroom and shop. Prerequisite: Refrigeration and Air Conditioning-Intro.

1608-31 M/W 6:30-10 PM (60 hrs, 6 CEUs)
\$445, Sept. 30-Dec. 4
Dix Hills, Bldg. D, HVAC Lab



Refrigerant Transition and Recovery Certification-Review and Exam

This course includes six-hour review course and your admission fee to the three-hour RTRC exam. Review basic concepts in refrigerant chemistry and oils and their applications, as well as ozone depletion, the Montreal Protocol, relevant legislation and regulations, recovery recycling and reclamation, storage, handling and transporting refrigerants.

1610-31 M/W 7-10 PM (9 hrs, .9 CEUs)
\$189
Jan. 6, 8; Exam Jan. 13
Dix Hills, Bldg. C, Large Conf. Rm

IR INDUSTRIAL RELATIONS

These courses fulfill some requirements for the NYS Apprenticeship Training program. Check with your union or the NYS Dept. of Labor.

Business Process Improvement NEW

Improve your business with this fact-based, team-centered approach. Learn techniques to discover value added vs. wasteful steps in any process. Identify internal and external customers. Pinpoint resource requirements and output expectations. Process mapping techniques will illustrate how activities are linked together from person-to-person, department-to-department and process-to-process to meet organizational goals. Identify baseline performance and develop a model for the future of your business.
9076-31 Tu/W 8:30 AM-4:30 PM (16 hrs, 1.6 CEUs) \$155
Oct. 1,2
Northport, Conference Rm

Industrial and Labor Relations-Current Laws and Practices NEW

This seminar will help the apprentice to understand labor issues and to learn current laws. Topics include foreign trade, impact of political issues, labor's influence in the workplace, affect of 9/11 and PACs.
9074-31 Sa/W (14 hours, 1.4 CEUs) \$175,
Sept. 21, 8:30 AM-1:30 PM;
Oct. 9, 23, Nov. 6, 12 NOON-6 PM
Dix Hills, Bldg. C, Large Conf Rm

Labor Relations-History NEW

Learn how the Great Depression increased interest in labor unions. Understand the impact that workplace issues such as protecting jobs, increasing productivity, expanding greater worker participation, expanding and declining labor markets, and different methods of decision making have had in the past and their relevance to today's economy. This course will help the apprentice have a greater understanding of industrial and labor relations through discussion and research.
9075-31 W 8:30-3 PM (6 hours, .6 CEUs)
\$110, Nov. 6
Northport, Conference Rm

Training at NACEC

Monday-Friday, Day & Evening

- Computer Skills/Spanish
- Academic Skills • Office Technologies
- Nurse Assisting
- Licensed Practical Nurse Exam Prep
- External Diploma Program
- High School Diploma

To register, come to the NACEC Center or call 631/789-5768

sponsored by:
The North Amityville Community Economic Council, Inc.
One Commerce Blvd.
Amityville, New York 11701

in cooperation with Wilson Technological Center at Western Suffolk BOCES



Online Paralegal Certificate Program



Western Suffolk BOCES and the Washington Online Learning Institute have formed a partnership to offer WOLI's nationally acclaimed 100% online Paralegal Certificate Program. This curriculum makes it easier for the prospective legal professional to earn a nationally recognized Paralegal Certificate. In 10 months you can complete the full sequence of 11 classes. New classes begin every four weeks.

Instructors are practicing attorneys with a wealth of experience and knowledge. Communicate with other students and your instructors through e-mail, discussion boards, and chat rooms. Students may take individual courses for personal enrichment and earn a certificate of completion for each. Visit www.careerlearn.org to register and view curriculum.

8210-31 Online, www.careerlearn.org (26.4 CEUs) \$3250 (includes textbooks). Payment plan is available, call 667-6000, x 320.

The curriculum includes the following:

Introduction to the World of Law

This four-week course acquaints the new student with different types of paralegal employment, regulation of paralegals, basic ethics, introduction to the legal system, legal analysis, interviewing, investigation, use of computers in a law office, and law office management.

8227-31 www.careerlearn.org, \$500

Legal Research and Writing

This workshop-style course hones the student's writing and thinking skills. Students learn to use powerful research tools, including online facilities. Students prepare a variety of legal documents and research various issues. Students can easily share their work product and ideas with their fellow students.

8228-31 www.careerlearn.org, \$500

Bankruptcy

Get acquainted with the three most common forms of bankruptcy. The student learns the law of bankruptcy and develops practical experience with documents commonly used in bankruptcy practice.

8229-31 www.careerlearn.org, \$500

Criminal Law

An introduction to the basic of criminal law, Crimes against the person, crimes against property, legal defenses, as well as the theory and history of criminal justice are presented.

8230-31 www.careerlearn.org, \$500

Ethics

Explore the unauthorized practice of law, conflicts of interest, confidentiality, paralegal-client relations, disciplinary procedures, fee splitting, billing, advertising, and misconduct in the law office.

8231-31 www.careerlearn.org, \$500

Real Estate

Students gain a working knowledge of contracts, deeds, mortgages and title reports.

Handle a theoretical real estate transaction. Valuable for brokers, agents, managers and other real estate professionals.

8232-31 www.careerlearn.org, \$500

Litigation

Gain a thorough understanding of the major aspects of civil litigation from beginning to end, from client interview through the drafting of a summons and complaint, motions, briefs, and trial preparation.

8233-31 www.careerlearn.org, \$500

Personal Injury Law

Understand the basic theory of tort law, and the process by which negligence cases are developed in preparation for settlement or trial. Subjects covered include evaluating liability, injuries and damages.

8234-31 www.careerlearn.org, \$500

Corporate Law

Corporations, partnerships, sole proprietorships, as well as LLP's and LLC's, are explored. Students form a theoretical corporation and prepare Articles of Incorporation, Partnership Agreements, By-laws, Minutes, and Shareholders Agreements.

8235-31 www.careerlearn.org, \$500

Family Law

Learn the basic areas of a family law practice: marriage, divorce, property rights, custody of children, separation agreements, and maintenance.

8236-31 www.careerlearn.org, \$500

Wills, Trusts, and Estates

Gain a theoretical and practical understanding of the laws of inheritance and estate planning. Prepare a will and trust, and learn the procedure for probate. Estate planning, the role of the probate courts, and basic inheritance issues are discussed.

8237-31 www.careerlearn.org, \$500

Metrology and Gauging NEW

Learn the fundamentals of using mechanical inspection tools. Highlights include: fundamentals of inspection, national and industrial standards, calibration methodologies and requirements, basic mechanical blueprint reading, basic inspection math, introduction to inspection tools and gauging, and inspection lab.

9077-31 Th 6–10 PM (40 hrs, 4 CEUs) \$235
 Oct. 3–Dec. 12
 Dix Hills, Bldg. C. Rm 26

Right-to-Know/Hazard Communication

This program helps employers meet the NYS Department of Labor (12NYCRR Part 820) Right-to-Know Law and the OSHA Hazard Communication Standard (29CFR1910.1200). For companies needing assistance in developing a written Hazard Communication Plan, call 631-667-6000 ext 320.

3050-31 W 6–8 PM (2 hrs, .2 CEUs) \$55
 Sept. 18,
 Dix Hills, Bldg. C, Rm 207

Safety Hazards Around You NEW

This four-hour program will help make the participant more aware of the hazards around us in daily life and help one to make more informed decisions about the handling and use of chemical materials. Environmental issues such as air quality, pesticide use, lead and asbestos, EMF's and groundwater are covered. Prevention and protection strategies will be discussed.

3032-31 F 8 AM–12 NOON (4 hrs, .4 CEUs)
 \$60, Sept. 13
 Northport, Conference Rm.

Sexual Harassment Awareness

An interactive seminar utilizing video, lecture and discussion to examine the issues of sexual harassment in the workplace and management's responsibilities. Learn the laws according to Title VII of the 1964 Civil Rights Act, and the EEOC. Review guidelines and investigation procedures for reporting harassment incidents.

9014-31 Th 9 AM–12 NOON (3 hrs, .3 CEUs)
 \$60, Oct. 3
 Dix Hills, Bldg. C, Large Conf Rm
 8256-31 Online \$75, www.careerlearn.org
 Enhanced tutorial

Trade Math NEW

This course covers measurements, calculations and uses of mathematics in various trades including steamfitting, carpentry, plumbing, and electrical work. Gain a solid understanding of the metric system, used in most real-world construction situations. Learn to solve on-the-job math problems such as volume and area measurements, weights, angles, pressure, vacuum and temperature.

9035-31 M-F 12–3 PM (30 hours 3.0 CEUs)
 \$205, Sept. 18, 20, 23, 30,
 Oct. 2, 7, 10, 15, 22, 23
 Northport Campus, Rm 201

Train the Trainer (12 hrs NYSDEC)

This course has been approved by the NYSDEC and fulfills the requirement for WWTP personnel planning to offer in-house renewal training. It is also approved for operator renewal credit.

9013-31 T/Th 9 AM–3 PM (12 hrs, 1.2 CEUs)
 \$239, Jan. 14, 16
 Dix Hills, Bldg. C, Large Conf Rm



INSURANCE

NYS Property & Casualty Insurance Agents & Brokers Training

Prepare yourself for a career in real estate at the only authorized site on Long Island. This course meets the requirements of the NYS Insurance Department and helps prepare students for the NYS Property & Casualty licensing exam. Class attendance mandatory.

2404-31 M/W 6–10 PM (100 hrs, 10 CEUs)
 \$699, Sept. 4–Dec. 11
 NYS Exam: Dec. 14
 Dix Hills, Bldg. B, Rm M12

New York Life/Health Agents Licensing Course

Anyone interested in applying for a New York Life/Health Agent's License, can take this course to fulfill New York State requirements and then sit for the licensing exam. This course meets the mandates of the NYS Insurance Dept.

264-31 Th 5–10 PM, Sa 8 AM–3 PM; (27 hrs classroom, 24 hrs self-study; 5.1 CEUs)\$350, course starts first Thursday of every month, beginning Oct. 3
 Dix Hills, Bldg. B, Rm M-5



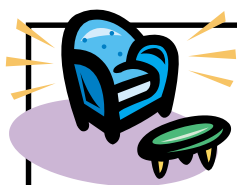
INTERIOR DECORATING

Interior Design and Decoration I

Gain valuable insight about design that will help you visualize how to enhance interior spaces. Learn how to develop a space plan. Practice using the vocabulary of designers and decorators to expand your career. Tour the Metropolitan Museum of Art to view room settings and furniture displays to augment and clarify material learned in class.

This course will provide a solid foundation for students considering entry into this field. Students may further their studies in our Interior Design program. Also suitable for those seeking personal enrichment. Materials cost: approximately \$85. No prerequisites required for a certificate.

1153-31 T/Th 6:30–9:30 PM, (24 hrs, 2.4 CEUs), \$199, Oct. 1–Oct. 29
 Dix Hills, Bldg. B, M12



Interior Decorating

Certificate Program

Certificate in Interior Design and Decoration

Students successfully completing all of the required courses plus one elective will earn an interior design and decorating certificate. After earning a certificate, you may receive a 10% rebate upon written request.

Interior Design and Decoration II

A more in-depth study of the topics covered in Interior Design and Decoration I. Students will also acquire basic knowledge about floor and wall coverings, paint and other finish coatings, lighting, and window fashions. After interviewing your "client", you will create a design presentation using the knowledge you have gained in this course. Prerequisite: Interior Design and Decoration I required for a certificate.

1152-31 T/Th 6:30-9:30 PM, (24 hrs, 2.4 CEUs) \$199, Oct. 31-Nov. 26
Dix Hills, Bldg. B, Rm. M12

Accessories

The details make the difference. Learn how accessories can enrich, embellish, personalize, refine and complete an interior. Topics covered include: color and its effects, accent pieces, artwork, flowers, collectibles and pillows. The decorative and utilitarian roles these elements play will be analyzed, discussed and demonstrated. No prerequisites, an elective for a certificate.

1130-31 T/Th 6:30-9:30 PM (24 hrs, 2.4 CEUs) \$199, Jan. 14-Feb. 6
Dix Hills, Bldg. B, Rm M12

Fabrics and Materials

An overview of the materials used in the design and decorating of interiors with emphasis given to fabrics. The characteristics and proper specification of materials such as upholstery and drapery fabrics, wall and floorcoverings and paint coatings will be discussed and demonstrated. Students will learn how to measure, order and maintain these elements. Students will also participate in a field trip to a designer showroom and/or workroom. Required for certificate. Prerequisite: Interior Design and Decoration I.

1070-31 T/Th, 6:30-9:30 PM (24 hrs, 2.4 CEUs) \$199, Dec. 3-Jan. 7
Dix Hills, Bldg. B, Rm. M12



LANDSCAPING/ HORTICULTURE

Exotic Annuals

Add a new look to your landscape next summer with exotic annuals. Find out how you can use tropical flowers to add drama to your gardens. Tips on selecting, planting and caring for these unusual flowers.

1718-31 W, 6-8 PM (6 hrs, .6 CEUs) \$69
Jan. 8, 15, 22
Manor Plains, Rm 110

Herbs and Spices

Learn to propagate, grow, and preserve herbs and spices. This class will concentrate on the differences, growth habits, harvesting, drying, and the various uses of herbs and spices.

1700-31 Tu. 6-10 PM (12 hrs, 1.2 CEUs)
\$90, Oct. 29, Nov. 5, 12
Manor Plains, Rm 113

Horticulture

Explore basics of plant growth in home gardens and landscaping including: soils, fertilizers, watering, plant identification and selection. Learn the best performers among trees, shrubs, perennials, annuals, and bulbs; planting and maintenance for lawns and gardens; and diagnosis and treatment of pests.

1704-31 W 6:30-9:30 PM (30 hrs, 3 CEUs)
\$259, Oct. 2-Dec. 11
Manor Plains, Rm 113

Japanese Gardening

Introduction to the concept of Japanese gardening and how to adapt the concept to a garden. Design a garden space using essential Japanese principles.

1231-31 Th 6-10 PM (12 hrs, 1.2 CEUs)
\$85, Oct. 3, 10, 17
Manor Plains, Rm 110

Landscape Design-Beginner

Learn everything you need to know to tackle that not so great part of your yard. Topics will include site selection and preparation, developing your design, plant selection, installation and maintenance. Perfect for homeowners or landscapers expanding their skills.

1710-31 Th 7-10 PM (30 hrs, 3 CEUs) \$185,
Oct. 3-Dec. 12
Manor Plains, Rm 113

Perennials in the Garden

Fall is a great time to plant. Beautify and add interest to your garden with perennials. Learn how to choose a site, prepare soil, select plants and care for a perennial garden.

1711-31 M 6:30-9:30 PM (9 hrs, .9 CEUs)
\$85, Sept. 30, Oct. 7, 21
Manor Plains, Rm. 113

Interview Guaranteed!

Career Opportunities Abound in Pharmaceutical, Nutrition & Cosmetic Laboratories on Long Island

Life Sciences Manufacturing—Theory (core course)

Train to become a valued member of the pharmaceutical, nutritional, or cosmetic (PNC) industry. Long Island companies have many entry-level openings for PNC technicians who take this short course and learn the basics of manufacturing. Offered in conjunction with LIFT/Pharma and its member companies.

The course includes an introduction to manufacturing; techniques to boost social, communication and technical writing skills; computer training; a review of basic math and measurements; and a survey of quality assurance standards. Satisfactory completion of this course **guarantees** you an interview with a representative from the PNC industry!

Those who want to climb the career ladder at local companies can continue their education at Tech with additional technical courses directly related to the PNC industry. Many companies will support your tuition for this additional training. Contact your employer. Register today for a career with a future! Reference materials will be distributed in class.

231-31 M/W 6–9 PM (48 hrs, 4.8 CEUs) \$519, Sept. 30–Dec. 2
Dix Hills, Bldg C, Rm 207



Tropical/Indoor Bonsai

Give the ancient art of growing and shaping bonsai a new dimension. Watch them flower and fruit. Learn how to use indoor plants to create beautiful bonsai for your home and workplace. Leave outdoor plants outdoors.

1709-31 W6–10 PM (16 hrs, 1.6 CEUs) \$115
Dec. 18, Jan. 8, 15, 22
Manor Plains, Rm 110

cabulary and grammar will be presented. The focus is on developing fluency in meaningful conversations in both expressive and receptive skills. The class is conducted through sign language at all times. Prerequisite: Beginning Sign Language.

1807-31 M/W 7–9 PM (24 hrs, 2.4 CEUs)
\$160, Nov. 18–Jan. 15
Dix Hills, Bldg. C, Rm 9



LANGUAGES

Italian Conversation and Culture

Ever dream of sailing the canals in a gondola? Before you pack your bags, come and study the language and culture of Italy. You'll learn about the culture and charm of Italy as you learn to speak Italian.

1802-31 W 7–10 PM (36 hrs, 3.6 CEUs)
\$210, Manor Plains, Rm 209

Sign Language—Beginning

Did you know that Sign Language is the third most used language in the U.S.? Learn to finger spell and sign with A.S.L (American Sign Language) and some Sign English. There is a focus on developing facial/body expression skills. Cultural aspects of the Deaf community will be explored.

1806-31 M/W 7–9 PM (24 hrs, 2.4 CEUs)
\$160, Sept. 30–Nov. 13
Dix Hills, Bldg. C, Rm 9

8261-31 Online \$75, www.careerlearn.org
Enhanced tutorial

Sign Language—Intermediate

This is an intensive continuation of the beginning sign language course. A wide range of vo-

Spanish Conversation and Culture

Habla español? If you don't, then this beginners course will help you communicate in Spanish. Topics will introduce students to the history and culture of Spain and Spanish-speaking countries. Learn pronunciation, vocabulary and idiomatic expressions.

1804-31 M 7–10 PM (36 hrs, 3.6 CEUs)
\$210, Manor Plains, Rm 209



MANUFACTURING

Computer Numeric Control (CNC)

Manufacturing companies rely more and more on automation and computer controlled machinery to remain competitive. Learn to program CNC lathes using Windows-based Wincam software. From design to finished part, students get hands-on experience programming and setting up a CNC Lathe. G-codes and M-codes are discussed. A basic understanding of Windows is helpful. No prior CNC experience is necessary.

2700-31 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
\$245, Manor Plains, Rm 109



Certified Internet Webmaster

This certificate program offers industry-wide recognition of an individual's internet and web knowledge and skills. Professional and Master Certificates provide tangible evidence of your competency as an internet professional. The CIW certificates are aimed at professionals who design, develop, administer, secure and support internet- or intranet-related services and at those desirous of joining this growing field.

Students first work for a CIW Professional Certificate in each of the three steps described below. To qualify to sit for the exam leading to one of these CIW Professional Certificates, a student must successfully complete the course(s) required at that step. Once you have earned all three CIW Professional Certificates, you qualify for the CIW Master Certificate. For your convenience you can take your certification exams at Tech, an authorized VUE Testing Center. Knowledge of Windows or Mac is required.

CIW certificates are the only ones endorsed by the world's premier associations of Internet professionals: International Association of Webmasters (IWA), the Association of Internet Professionals (AIP), and the Internet Certification Institute International (ICII).

STEP 1

Foundations Series

These are the fundamentals you must take to build specialized internet skills and begin to work toward any CIW certification. If you are already an experienced technician with certification in networking, you may be exempt from some of these courses. Call 631/667-6000, ext. 320 for details.

Web Page Design-Intro.

- 1926-31 Th 7-10 PM (12 hrs, 1.2 CEUs)
\$275, Oct. 3-24
Dix Hills, Bldg. C, Rm 18
- 8053-31 \$209, www.careerlearn.org/ciw
Instructor-led

Internet Fundamentals

- 7855-31 T 7-10 PM (6 hrs, .6 CEUs)
\$275, Oct. 1, 8
- 8191-31 \$215, www.careerlearn.org/ciw
instructor-led

Web Page Authoring

- 2802-31 T 7-10 PM (12 hrs, 1.2 CEUs)
\$599, Oct. 15, 29, Nov. 5, 12
- 8136-31 \$549, www.careerlearn.org/ciw
Instructor-led

Networking Fundamentals

- 2803-31 T 7-10 PM (12 hrs, 1.2 CEUs)
\$599, Nov. 19, 26, Dec. 3, 10
- 8195-31 \$549, www.careerlearn.org/ciw
Instructor-led

Above courses at Dix Hills, Bldg. A
Computer Lab

The above courses are prerequisites for Steps 2 and 3

STEP 2

Design Methodology/Technology

Learn to create and manage web sites with Macromedia Dreamweaver and Flash,

FrontPage, Dynamic HTML and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. Focus on theory, design, and web construction, along with information architecture concepts, web project management, scenario development and performance evaluations. Prerequisite: Successful completion of CIW Foundation Series.

- 2804-31 T/W 6-9 PM (30 hrs, 3 CEUs)
\$1,660, Oct. 1-Nov. 5
Central Administration
507 Deer Park Rd., Bldg. C
- 8200-31 \$1,640, Instructor-led
www.careerlearn.org/ciw

STEP 3

E-Commerce Strategies/Practices

Prepare yourself for the world of e-commerce! Learn the technological issues associated with constructing a web site for conducting business online. Students will actually implement a web site for handling transactions between consumers and a business. Examine strategies and products for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement the infrastructure of an existing business. Create smooth electronic transactions between the credit card holder, the merchant, the card issuer, and the business' own financial institution. Prerequisite: Successful completion of CIW Foundation Series.

- 2805-31 Tu/W 6-9 PM (30 hrs, 3 CEUs)
\$1,660, Nov. 12-Dec. 18
Central Administration
507 Deer Park Rd., Bldg. C
- 8134-31 1,640, Instructor-led
www.careerlearn.org/ciw



MEDIA AND GRAPHIC ARTS

Audio Production **NEW**

Learn the fundamentals of audio/music production in the digital age. Use hands-on experience to be trained in developing and producing professional quality audio recordings. Be trained in the steps required to plan, record, mix and master a project using a personal computer.

143-31 T 6-9:30 PM (42 hrs, 4.2 CEUs)
\$245, Dix Hills, Bldg. E. Adv. Art

Desktop Publishing on the Mac

An introduction to the mechanics of desktop publishing using the Macintosh computer, laser printers, and scanners. Instruction in paint, drawing, and page layout programs. A student project will be completed. No computer experience necessary.

1908-31 Th 6-9:30 PM (21 hrs, 2.1 CEUs)
\$245, Oct. 3-Nov. 7
Dix Hills, Bldg. E, Adv. Art Lab
1908-32 Th 6-9:30 PM (21 hrs, 2.1 CEUs)
\$245, Nov. 14-Jan. 2
Dix Hills, Bldg. E, Adv. Art Lab

Flash®-Introduction

Design fully interactive sites without having to write a line of code. Learn to control Flash's un-complicated design interface to draw crisp, clear vector graphics.

8115-31 Online, \$159 www.careerlearn.org
Instructor-led, 12 hrs, (1.2 CEUs)

Illustrator®-Introduction

Learn Adobe's Illustrator on a Power Macintosh™ (Window users will also benefit) to create illustrations, alter clip art, design logos, and place text on a path. Subjects will include: Bezier curves, the difference between vector graphics and bit mapped graphics, color, layers. Prerequisite: Desktop Publishing or similar experience.

1900-31 M 6-9:30 PM (21 hrs, 2.1 CEUs),
\$255, Sept. 30-Nov. 18
Dix Hills, Bldg. E, Adv. Art Lab

Illustrator®-Intermediate

Continue your education in Adobe's Illustrator on a Power Macintosh (Window users will also benefit). Learn to refine your Illustrator drawing skills, to use the action palette to automate tasks and the pathfinder palette to produce difficult-to-draw objects, to import and export different file formats, to create patterns, and to print color separations. Prerequisite: Adobe Illustrator-Intro.

1902-31 M 6-9:30 PM (21 hrs, 2.1 CEUs),
\$255, Nov. 25-Jan. 13
Dix Hills, Bldg. E, Adv. Art Lab

Photography-Introduction

Learn the fundamentals of 35mm camera and accompanying darkroom procedures. Shoot and finish black and white photographs and complete assignments using your own 35mm

Desktop Publishing Certificate

Certificate Program



Master the skills needed for exciting jobs in publishing and advertising and you'll earn a certificate in Desktop Publishing. Give

yourself a boost over other job applicants by taking the seven courses listed below. After you have successfully completed these seven, you'll have a solid foundation for a successful career... life time job placement, too! And, you can **receive a 10% rebate** upon your written request.

Desktop Publishing, pg 37
Quark Express, pg 38
Pre-Press Desktop Publishing, pg 38
Photoshop-Introduction, pg 37
Photoshop-Intermediate, pg 38
Illustrator-Introduction, pg 37
Illustrator-Intermediate, pg 37

camera. Develop an understanding of how good photographs are produced.

1910-31 M 6:30-10 PM (42 hrs, 4.2 CEUs)
\$240, Dix Hills, Bldg. E, Photo Lab
1910-32 W 6:30-10 PM (42 hrs, 4.2 CEUs)
\$240, Dix Hills, Bldg. E, Photo Lab

Photography-Intermediate

Increase your knowledge of photography by more in-depth study of the use of lighting (flood and strobe), composition, meters, and darkroom techniques through the use of working assignments. Prereq: Photography-Intro.

1912-31 Tu 6:30-10 PM (42 hrs, 4.2 CEUs)
\$245, Dix Hills, Bldg. E, Photo Lab

Photographic Restoration & Editing

Learn to restore your old photos using computer technology. Enhance your photographs by cropping or retouching electronically.

1915-31 Sa 8 AM-12 PM (12 hrs, 1.2 CEUs)
\$100, Jan. 25, Feb. 1, 8
Dix Hills, Bldg. E, Adv. Art Lab

Photoshop®7.0-Introduction

Learn Adobe's Photoshop on a Power Macintosh (Windows users will also benefit). Explore the imaging tools, learn to apply channels, masks and layers. Create drop shadows, embossing and other basic effects. Subjects will include the difference between vector graphics and bit mapped graphics, working with scans, printing resolutions, and basic color. Prerequisite: Desktop Publishing or similar experience.

1904-31 W 6-9:30 PM (21 hrs, 2.1 CEUs)
\$255, Oct. 2-Nov. 6
Dix Hills, Bldg. E, Adv. Art Lab
8196-31 Online \$209, www.careerlearn.org
Instructor-led



Get Licensed or Certified for a Better Future!

- | | |
|------------------------------|----------------------------|
| Auto Mechanics, pg 7 | Nurse Assisting pg 29 |
| Aircraft Maintenance, pg 7 | Medical Assisting pg 26 |
| Microsoft Office, pg 11 | MRI pg 28 |
| Appearance Enhancement, pg 5 | Practical Nursing, pg 26 |
| Esthetics, pg 5 | Sonography, pg 26 |
| Nail Specialty, pg 5 | Surgical Technology, pg 27 |

Photoshop® 7.0–Intermediate

Continue your education in Adobe’s Photoshop on a Power Macintosh (Window users will also benefit). Learn about layer masks, adjustment layers, clipping paths, the actions palette to automate repetitive tasks, working with channels, and an introduction to color correction. Prerequisite: Adobe Photoshop–Introduction

- 1906-31 W 6–9:30 PM (21 hrs, 2.1 CEUs)
\$255, Nov. 13–Jan. 8
Dix Hills, Bldg. E, Adv. Art
- 8203-31 Online \$209, www.careerlearn.org
Instructor-led

Photoshop® 5.5 for the Web

Topics covered include ways to maximize the quality of images, reduce file size and prepare color for a Web site. Learn key features such as preparation of your site with layers, masking, color channels and optimizing photographic and graphic images so those images can be utilized as JPEG or a GIF for the Web.

- 8114-31 Online, \$169 www.careerlearn.org
Instructor-led

“Pre-Press” Desktop Publishing

Build on the skills acquired in Desktop Publishing. Learn how to prepare an electronic disk for printing, compiling or collecting artwork and type fonts; editing colors and communicating within the printer and service bureau to obtain desired results. Prerequisite: Desktop Publishing

- 1916-31 Sa 9 AM–12 NOON (9 hrs, .9 CEUs)
\$135, Jan. 4, 11, 18
Dix Hills, Bldg. E, Advertising Art

QuarkXPress™ 4.0

Learn the basics of desktop publishing using Quark on a Power Macintosh (Windows users will also benefit). Students will learn the rudiments of page layout, formatting, page composition principles, and text and graphic positioning. At the end of this class, each student will be able to create a two-page newsletter.

CSEA-represented NYS employees

Call NYS and CSEA Partnership for Education and Training, 1-800-253-4332 to apply for your voucher to take a course at Wilson Tech (School Code 227)

- 1918-31 Tu 6:15–10:15 PM (36 hrs, 3.6 CEUs) \$335, Oct. 1–Dec. 3
Dix Hills, Bldg. E, Adv. Art
- 8243-31 Online \$75, www.careerlearn.org
Enhanced tutorial

Videotape Duplication/Transfers NEW

With so many media outlets, editing and transferring film to videotape is a valuable skill. Learn linear/nonlinear editing in a state-of-the-art editing suite. Learn to transfer film, slides and photos to any format with music, titles and/or special effects.

- 127-31 Th 6:30–10 (42 hrs., 4.2 CEUs)
\$245
Dix Hills, Bldg. E, Adv. Art

Web Page Design–Introduction

A practical introduction to creating your own home page, using Microsoft FrontPage and Paint Shop Pro, WSFTP Program. Covers creating web pages, URL’s hyperlinks, linking pages, E-mail links, inserting graphics, and creating simple buttons/banners in Paint Shop Pro. Prerequisite Windows 95/98/2000 or Microsoft Word or Mac OS™

- 1926-31 Th 7–10 PM (12 hrs, 1.2 CEUs)
\$275, Oct. 3–Oct. 24
- 1926-32 S 8:45–11:45 AM (12 hrs, 1.2 CEUs) \$275, Nov. 2–23
- 1926-33 Th 7–10 PM (12 hrs, 1.2 CEUs)
\$275, Dec. 5–Jan. 2

- All classes meet at Dix Hills, Bldg. C, Rm 18
- 8053-31 Online \$209, www.careerlearn.org
Instructor-led

Web Page Design–Intermediate

Build on the skills learned in the introductory course. Topics include streaming video and audio, multiple tables, frames, forms, and page counters. Student will also learn how to upload pages to remote servers and an introduction to CGI scripting. Prereq: Web Page Design–Intro.

- 1928-31 Tu 6:30–9:30 PM (12 hrs, 1.2 CEUs)
\$315, Jan. 7–28
Dix Hills, Bldg. C, Rm 18
- 8093-31 Online \$270, www.careerlearn.org
Instructor-led

Web Page Design Fundamentals

Sponsored by Cisco Networking Academy. Focus on the overall production processes sur-

rounding web site design with emphasis on design elements involving layout, navigation and interactivity. Students will learn web design in preparation for higher education or jobs in the internet economy. Explore hands-on web design exercises using Adobe Photoshop, Adobe Illustrator, Adobe GoLive, Adobe LiveMotion and Adobe Premiere. Although helpful, it is not necessary to take the Cisco networking courses prior to this class.

239-31 Sa 8 AM–2:30 PM (70 hrs, 7 CEUs)
\$675, Oct. 5–Jan. 4
Dix Hills, Bldg. C, Rm 16



PLUMBING

Lead Wiping

Prepare for the Suffolk County lead wiping test, necessary to qualify for master plumber's certification. Students must provide: lead pot, ladle, two wiping cloths, four-inch brass ferrule PC, four-inch lead 12 inches long, wiping solder, cunk tank, and furnace materials. Purchase tools from list (approximately \$125). May be taken in conjunction with Plumbing II. Prerequisite: Plumbing I or prior experience.

2000-31 Th 7–10 PM (30 hrs, 3 CEUs) \$325
Oct. 3–Dec. 12
Manor Plains, Auto Lab

Plumbing I (Introduction)

You'll learn the proper use of common plumbing tools, equipment, plumbing theory, terminology, and how to do small repairs.

2002-31 Tu 6:30–10 PM (42 hrs, 4.2 CEUs)
\$220
Dix Hills, Bldg. D, Plumbing Lab

Plumbing II (Intermediate)

A continuation of Plumbing I with emphasis on code. Prepares you for testing to become a master plumber. Prerequisite: Plumbing I or previous experience

2004-31 W 6:30–10 PM (42 hrs, 4.2 CEUs)
\$220, Manor Plains, Rm 207



REAL ESTATE

Real Estate Sales License

For anyone seeking a real estate license. The course is also open to individuals who are not applying for a license but who seek general real estate knowledge. Students purchase textbooks (\$40 will be collected at first class meeting). NYS approved. Must be a USA citizen.

2102-31 T/Th 6:15–10:15 PM (48 hrs, 4.8 CEUs)
\$245, Oct. 1–Nov. 12, no class
Oct. 22
Dix Hills, Bldg. C, Large Conf. Rm

Real Estate Brokers & Salespersons– 22½ hr Continuing Ed.Course: *Cover your Assets! Legal Facts & Myths for Real Estate Professionals*

This course uncovers the toughest dilemmas faced by real estate professionals and provides creative solutions that help ensure legal and ethical decision-making. Includes: Ethical case studies, the latest rulings on selling stigmatized property, legal updates such as a duty to disclose the sex offender in a neighborhood, guidelines for using the new contract forms, updates on environmental issues, and tips for protecting your commissions. Completion of this 22 ½-hour course fulfills the N.Y. Department of State Continuing Education requirements for Real Estate Brokers and Salespersons to renew their licenses.

2104-31 M/W 6–10:30 PM (22 ½ hrs, 2.25 CEUs) \$245, Nov. 20–Dec. 9, no class Nov. 27
Dix Hills, Bldg. C, Large Conf. Rm

Buying Real Estate Foreclosures **NEW**

Learn the step-by-step procedures for: finding and financing foreclosure bargains from delinquent homeowners, pitfalls to avoid when buying at an auction, and successful techniques for obtaining incredible deals from banks and government agencies. Course includes: hidden costs, sources for lists of properties, creative financing methods for buying foreclosures. Students must purchase a manual (\$20 will be collected by instructor).

2106-31 Th 6–9:30 PM (3.5 hrs, .35 CEUs)
\$75, Jan. 16
Dix Hills, Bldg. C, Large Conf. Rm



NACEC

1 Commerce Blvd.,
N. Amityville

Open House

August 8, 4–7 PM

Learn about exciting career-training opportunities right in your own neighborhood! Come find out how you can enroll in these courses:

- Office Technology
- Nurse Assisting
- Windows (Spanish)
- Literacy Classes

Call 631/789-5768

Street Smart Landlord Series
Session 1: The 12 Biggest Mistakes

This seminar, a must for new and experienced owners of smaller rental properties, addresses the most common problems encountered by landlords and offers successful solutions. Includes creative strategies for insuring timely rent payments and many other proven techniques for landlords who wish to protect themselves from "deadbeats" and "disaster." Students must purchase a manual (\$20 collected by instructor).
 2108-31 Th 6-9:30 PM (3.5 hrs, .35 CEUs)
 \$75, Jan. 23
 Dix Hills, Bldg. C, Large Conf. Rm

Session 2: How to Spot a Deadbeat
 Coming Spring 2003

Session 3: How to Evict a Deadbeat
 Coming Spring 2003

 **SECURITY & INVESTIGATIONS**

Security guard training through BOCES is approved by the Division of Criminal Justice Services Bureau.

Locksmithing I

Gain hands-on experience in the lucrative field of locksmithing. Learn basic locksmithing skills such as: re-keying, shiming, picking, and impressioning. Locksmithing tool kit, valued at \$150, will be provided for each student.
 2200-31 Tu 6:30-9:30 PM (36 hrs, 3.6 CEUs)
 \$415
 Dix Hills, Bldg. D, Carpentry Lab



New York Safety Program, Defensive Driving Course

6-hour classroom course to encourage defensive driving habits. Reduce up to four (4) points from your driving record. Approved for insurance reduction for principal driver.
 (6 hrs, .6 CEU) \$39

- 3054-31 Th 6-9 PM, Sept. 12, 19
Dix Hills, Bldg. C, Rm 26
- 3054-32 Sa 8 AM-3 PM, Oct. 19
Northport, Rm 209
- 3054-33 W 6-9 PM, Dec. 4, 11
Dix Hills, Bldg. C, Rm 26
- 3054-34 Sa 8 AM-3 PM, Jan. 11
Northport, Rm 209

Special Offer!

Register for any other course and receive a \$5 discount on Defensive Driving.

Locksmithing II

Student will gain hands-on experience with many popular brands of residential, commercial and industrial lock hardware in use today. Gain experience with safes, automotive locks, Master key systems, and much more. Prerequisite: Introduction to Locksmithing
 2202-31 Th 6:30-9:30 PM (36 hrs, 3.6 CEUs)
 \$415
 Dix Hills, Bldg. D, Carpentry Lab

Private Investigator

Obtain information regarding identity, habits, conduct, movements, whereabouts, affiliations, associations, transactions, reputation or character of any person or groups; conduct investigations regarding the credibility of witnesses; the whereabouts of missing persons; using the Internet as an investigation tool; the location of stolen property; and the causes for fires, libels, or losses. This course will prepare you to sit for the Private Investigator Examination. You must be 25 years of age at time of application for licensure.
 2204-31 W 6-10 PM (40 hrs, 4 CEUs) \$365
 Manor Plains, Rm 208

Security Guard: 8-hour Pre-service


NYS General Business Law, Article 7A requires registration and an 8-hour pre-assignment course for anyone performing guard or security functions. Covers the role of a security guard, legal powers and limitations, emergency situations, access control, communications and public relations, ethics and conduct.
 3076-31 Tu/Th 6-10 PM (8 hrs, .8 CEUs)
 \$115, Oct. 1, 3
 Northport Campus, Rm 107

Security Guard: 8-hour In-service

Every year, all certified security guards must take an 8-hour in-service class on mandated topics.
 3078-31 Tu/Th 6-10 PM (8 hrs, .8 CEUs)
 \$115, Oct. 8, 10
 Northport Campus, Rm 107

Security Guard: 16-hour On-the-Job

All registered security guards are required to successfully complete this course covering the role of security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, and report writing.
 3080-31 Tu/Th 6-10 PM (16 hrs, 1.6 CEUs)
 \$205, Oct. 15, 17, 24, 29
 Northport Campus, Rm 107

 **SEWING/UPHOLSTERY**

Sewing and Alterations

Make clothing fit by learning the techniques of the trade. Benefiting beginners and experienced sewers, this course will teach pattern layout,

cutting, and reading; plus sewing zippers, buttonholes, pockets, collars, sleeves, and linings.

100-31 W 7-10 PM (30 hrs, 3 CEUs) \$190
Dix Hills, Bldg. C, Rm 227

100-32 Sa 9 AM-12 NOON (30 hrs, 3 CEUs)
\$190, Dix Hills, Bldg. C, Rm 227

Upholstery

An introductory course where you will develop basic upholstery skills as you work on an ottoman or a small chair. Bring small chair or ottoman (only) to the first class. No bulky furniture, please. Students must purchase hand tools, and basic materials from list provided by instructor.

106-31 Th 6:30-10 PM (42 hrs, 4.2 CEUs)
\$170, Dix Hills, Bldg. C, Rm 9



SMALL ENGINES/ MARINE

Small Engine Repair: 2 or 4 Stroke

An individualized course of study for the beginning to intermediate mechanic and homeowner. Learn theory and receive hands-on training in diagnosis, troubleshooting, maintenance, and repair of small two-stroke or four-stroke air-cooled engines common to home use and the landscaping trade. Students should bring a used, two or four-stroke engine to class.

2300-31 M 6:30-10 PM (42 hrs, 4.2 CEUs)
\$220, Manor Plains, Rm 115

Marine Outboard Motors

Learn to repair outboard motors. Course includes basic operating principles and procedures for tune-ups, water pumps and winterizing your own motor.

2302-31 Th 6:30-10 PM (42 hrs, 4.2 CEUs)
\$240, Manor Plains, Rm 115

Marine Stern Drive

Study the theory of operation, basic maintenance, water pumps and winterizing procedures; practical problems; advance tear-down; rebuilding of outdrive; and engine troubleshooting.

2304-31 W 6:30-10 PM (42 hrs, 4.2 CEUs)
\$240, Manor Plains, Rm 115



SPECIAL INTEREST

Basic Math/Problem Solving

Review the basics of mathematics beginning with addition, subtraction, multiplication and division of whole numbers, fractions and decimals. Progress through ratio and proportion, powers and roots and the simple algebraic formulas used for working with rectangles, triangles, circles and volume. Introduction to the metric system also included.

156-31 Tu/W/Th 6-9 PM (30 hrs, 3CEUs)

\$205, Sept. 24, 26, Oct. 1, 3, 8,
9, 15, 16, 22, 24

Dix Hills, Bldg. C, Rm 209

CDT Training

The Compliance Direction Takedown system is widely acknowledged as an innovative method for training you to use non-deadly force. Protect yourself! It is easier to apply techniques using the least amount of force than methods that inflict needless harm to a person. Avoid liability issues. Tuition includes certificate from CDT, textbook and T-shirt.

423-31 T/Th 6-9 PM (12 hrs., 1.2 CEUs)
\$395

Oct. 1, 3, 8, 10

Dix Hills, Bldg C, Large Conf. Rm

Collecting & Appraising Antiques

Emphasis on furniture, glass, stoneware, and artwork with due consideration given to the broad range of collectibles and collector interests. Review available reference books and guides. Learn the auction and appraisal process and the various types of appraisals available.

2400-31 W 6-9 PM (18 hrs, 1.8 CEUs) \$165
Oct. 2-Nov. 6

Dix Hills, Bldg. C, Rm 17

Decorative Faux Finishes

Add to your décor by learning to decorate small projects in a variety of easy-to-apply faux finishes. Hands-on practice in techniques such as antique gold, bronzes, wood-tones, crackles and other faux finishes. Purchase of supplies extra, approximately \$50.

818-31 Tu 6:30-8:30 PM (4 hrs, .4 CEUs)
\$45, Oct. 1, 8

Manor Plains, Rm 204

Decorative Faux Finishes II

Advanced projects are taught. Students will create new designs. Purchase of supplies extra, approximately \$50.

831-31 Tu 6:30-8:30 PM (4 hrs, .4 CEUs)
\$45, Oct. 15, 22

Manor Plains, Rm 204



Avoid Accidents!

Basic Forklift Operator Training

Covers the basics of lift

truck safety and trains participants in the safe use and operation of gas, LP gas, diesel trucks, electric sit-down rider, electric stand-up rider, narrow aisle reach truck, narrow aisle straddle truck, order selector, low lift motorized hand truck, high lift motorized hand truck, and tow tractor.

Call 631-667-6000 x320 for costs and to arrange dates and times for training at your site.

Grant Writing A to Z

Learn the basic elements of grant writing. Identify potential funding sources and successfully develop a grant proposal. Whether you are an experienced grant writer hoping to brush up on skills, or a novice, you will learn the fundamentals of grant writing and securing funds.

147-31 T 7-9:30 PM (24 hrs, 2.4 CEUs)
\$249, Oct. 1-Dec. 10
Dix Hills, Bldg. C, Rm 26

8110-32 Online \$240, www.careerlearn.org
12 weeks, Instructor-led

Legalese (Legal Language)

Survey major areas of law, including torts (civil wrongs), criminal law, real estate transactions, contract law, evidence, trusts and estates, and constitutional law. Course is helpful (not required) for students entering the Paralegal Certificate program.

8205-31 \$255 Instructor-led,
www.careerlearn.org

8262-31 \$75 Enhanced tutorial,
www.careerlearn.org.

Purchasing or Leasing a Car— The Ins and Outs NEW

A car salesman gives us the benefit of his knowledge in this seminar. Learn the questions you should ask and the details involved in leasing a car. What is the best arrangement for you?

145-31 W 6:30-9:30 PM (3 hrs, .3 CEUs)
\$20, Oct. 16
Dix Hills, Bldg. C, Rm 26

PWC/Boating Safety

All operators of personal watercraft (PWC) must complete an 8-hour boating safety course. This course is approved by the National Association of Safe Boating Law Administrators (NASBLA), and is recognized by the US Coast Guard for a lifetime certificate. Complimentary membership



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www.wilsontech.org

- new courses added weekly
- easy to register

in BOAT/US includes discounts on boating insurance, accessories and services. Course meets mandatory boater education laws in NJ, CT, MA.
3081-31 T/Th 6-10 PM (8 hrs, .8 CEUs) \$59
Jan. 7, 9
Northport Campus

Smoking Cessation Program—Online NEW

The iwillstop.com online smoking cessation program combines individualized counseling with today's interactive technology to provide you with the opportunity to start living your life to its fullest. This program provides individual counseling and medical treatment, consultation with dedicated physicians and nurses on the phone or by email, and continuous personal support through instructor-led online discussions and chat groups. A 12-month program.

8263-31 Online Instructor-led, \$595
www.careerlearn.org



TRAVEL

Travel Agent I

The basics for retail travel agents: airline, cruise, tours, cars, and hospitality aspects of the industry. Learn how to make reservations with the major travel suppliers. Review industry publications. Textbook Included.

2500-31 Tu 3-6:30 PM (42 hrs, 4.2 CEUs)
\$215

Aviation Facility, Republic Airport
8091-31 Online \$ 175, www.careerlearn.org
Instructor-led

Travel Agent II

This advanced course includes an in-depth study of tours, packages, cruises and FITs. Specific suppliers and booking procedures will be explained. Everyone in the class will plan a trip to a destination of their choice. Travel geography of "Hot Destinations" will be discussed. Textbook from Travel Agent I will be used. Students will be given the opportunity to take the nationwide TAP certificate test. Prerequisite: Travel Agent I or permission of instructor.



Travel Agent Proficiency (TAP) Test

At last, an industry-recognized proficiency exam for entry-level travel professionals! Developed for and by the travel industry, the TAP test measures the basic knowledge of those seeking to become travel agents. Take the first step toward professionalism. Travel Agent—Basic prepares you for this exam.



Registration is through the Institute of Certified Travel Agents (ICTA). Call 1-800-542-4282 x 138 to register!

Students may also test online by registering for VUE. Go to www.vue.com

2501-31 Th 3:30–6:30 PM (24 hrs, 2.4 CEUs)
\$180, Oct. 3–Nov. 21
Aviation Facility, Republic Airport

Travel Agent–SABRE

This segment of Travel Agent covers computerized reservation systems (i.e. Sabre, American Airlines Reservation System), domestic travel and all phases of reservations and ticketing procedures. Class is divided between theory and hands-on practice. Prerequisite: Travel Agent–Intro

2502-31 Th 3:30–6:30 PM (24 hrs, 2.4 CEUs)
\$180, Dec. 5–Jan. 30
Aviation Facility, Republic Airport



VETERINARY ASSISTING /ANIMAL CARE

Veterinary Assisting

Work with various types of domestic animals and learn proper nutrition, correct handling and restraining of animals, administration of medication, identification and treatment of common ailments and parasites, reading and interpretation of diagnostic imaging, surgical assisting and basic grooming. Field trips to animal hospitals, groomeries. Guest speakers will augment instruction. Includes two Saturdays and one Sunday for field trips. Textbook and grooming kit are provided. Payment plan available.

970-31 T/Th, 6–10:15 PM (140 hrs, 14 CEUs)
\$1,830, Oct. 1–Feb. 11
Manor Plains, Rm 203



WELDING

Electrical Arc Welding I

Learn the practical application of weldments in various positions, theories of electricity, welding circuits, current controls, and types of electrodes. Students must provide gloves, goggles/helmet.

2702-31 M 6:30-10 PM (42 hrs, 4.2 CEUs)
\$340
Dix Hills, Bldg. C, Welding Lab

Electrical Arc Welding II

A continuation of Welding–Electrical Arc I. Students provide gloves, goggles/helmet.

2704-31 W 6:30–10 PM (42 hrs, 4.2 CEUs)
\$385
Dix Hills, Bldg. C, Welding Lab

Heliarc (Tig)

Learn theory and practical applications of heliarc welding and positions and properties of various metals. Students must provide gloves, goggles/helmet.

2706-31 Th 6:30–10 PM (42 hrs, 4.2 CEUs)
\$405
Dix Hills, Bldg. C, Welding Lab

Ornamental Metals and Sculpture

Learn how to form, cut, shape, and construct projects from wrought iron. Students will build sculptures, forgings, clocks, metal furniture, and railings. Basic welding, brazing, and use and selection of metal fastening techniques are included.

2708-31 M 6–10 PM (48 hrs, 4.8 CEUs)
\$300
Dix Hills, Bldg. C, Welding Lab

Oxyacetylene Welding

Develop skill and knowledge in using oxyacetylene welding and brazing equipment. The course covers butt and fillet welding cutting techniques, brazing, and related safety practice. Students must purchase their own materials and provide gloves, goggles/helmet. Approx. \$100.

2710-31 Tu 6:30–10 PM (42 hrs, 4.2 CEUs)
\$359
Dix Hills, Bldg. C, Welding Lab

Welding Certification Preparation

Are you an experienced welder? Prepare for the ASME Section IX Qualification Standard 6G pipe, 3G vertical and 4G overhead. After an evaluation period, you will either practice for the examination or pursue a course of remediation as prescribed by the evaluator/instructor.

2712-31 Sa 8:30 AM–12:30 PM (42 hrs, 4.2 CEUs) \$545
Dix Hills, Bldg. C, Welding Lab

KAPLAN Save \$400

Register Now!
Only 25 seats available!

KAPLAN SAT Preparation

KLNA 1005A (reference code)

Juniors prepare for the PSAT with 8 additional sessions in Spring 2003.

10-32 M/W 2:20–5:50 PM, 3 hr
Classes, \$499
Sept. 10, 17, 19, 24,
Oct. 1, 8, 15
Dix Hills, Bldg B, Rm M-5

KLNA 1004 (reference code)

Seniors prepare for the October/December SAT.

10-31 M/W 2:50–5:50 PM
Classes 3 hr., \$499
Sept. 10, Sept 23–Oct. 31
Dix Hills, Bldg B, Rm M-5

*The Sept. 10 session (first class of both sections) is a Parent/Student night and will last 90 minutes

8170-31 SAT Crash Course Online \$39
www.careerlearn.org

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www.careerlearn.org






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Instructor-led Courses. You will be assigned an instructor who will answer specific questions, lead weekly chat room discussions, and evaluate your work.

Self-paced Tutorials. You will be issued a password valid for a period of time depending on length of your course. E-mail support is available.

Enhanced Tutorials. You can listen to your cyber-instructor's audio lectures and work online 24/7. Each course has a pre-test, a series of lessons to help you gain the knowledge that you need, and a post-test to measure your improvement.

Here's a partial listing. Go online to view

I = Instructor Led Course Title	T = Tutorial Course Type	E = Enhanced Tutorial Course Title	Course Type
COMPUTER			
A+ Certification CORE	I *, E	Navigating/Exploring the Internet Network +	E I *, T
A+ Certification DOS/Windows	I *, E	Notary Public Test Preparation	I *, T
Access 2002 XP Level 1,2	E	Operate an E-Commerce Website	I
Access 2000 Level 1-3	E	Oracle 7 Administration	T
Access 2000 Level 1&2 	E	PageMaker 6.5	T
Accounting Principles	I *	PhotoShop 5.5 for the Web	I *
Advanced C ++ Programming	T	PowerPoint 2002 XP Level 1,2	E
C++ Programming Introduction	T	PowerPoint 2000 Level 1-3	E
CIW Internet Fundamentals	I *	PowerPoint 2000 Level 1&2 	E
CIW Networking Fundamentals	I *	PowerPoint 2000 Level 3 	E
CIW Web Authoring	I *	Presentation Skills Using Powerpoint	E
Excel 2002 XP Level 1, 2	E	Project 2000	E
Excel 2000 Level 1&2 	E	Quicken 2000 Level 1	E
Excel 2000 Level 3 	E	SQL Introduction	T
Flash, Introduction	I	TCP IP Internetworking w/Windows 4.0	T
FrontPage 2002 XP Level 1	E	Understanding Relational Databases	T
FrontPage	T	Web Page Design Intro	I *
FrontPage 2000 Level 1,2	E	Web Publishing with Java and JavaScript	T
HTML Advanced Authoring	T	Web Server Essentials	T
HTML Authoring Essentials	I *, T	Window NT Server Complete Course	I *, T
IIS 3.0(Plan/ Install/Configure)	T	Windows 2000 Level 1	E
Internet Essentials for Business Users	T	Windows NT Server 4.0 Admin.	I *, T
JavaScript	I *, T	Windows NT Server 4.0 Installation	I *, T
Logical Database Design	T	Windows NT Server 4.0 Networking	T
Lotus Notes 5.0 Level 1,2	E	Windows NT Server 4.0 Security	I *, T
Microsoft Office 2000	E	Windows NT Workstation 4.0 Essentials	T

* Purchase of Textbook Required

 Take these courses to prepare for a MOUS Certificate, a Microsoft program. See page 11.





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I = Instructor Led	T = Tutorial	E = Enhanced	Tutorial		
Course Title	Course Type	Course Title	Course Type		
Windows NT Workstation 4.0 Maint.	T	Leading Effective Teams	E		
Windows NT Workstation 4.0 Networking	T	Managing a Virtual Office	E		
Word 2002 XP Level 1, 2	E	Managing Change	E		
Word 2000 Level 1&2 	E	Managing Projects	E		
Word 2000 Level 3 	E	Managing Stress	E		
Works 2000 Level 1	E	Motivating Employees	E		
HEALTH		Presentation Skills	E		
Infection Control	I	Providing Effective Feedback	E		
Medical Terminology	I *, T	Personal Financial Planning	E		
Surgical Technology	I *	Prevent Sexual Harassment/Employees	E		
LEGAL		Prevent Sexual Harassment/Leaders	E		
Legalese	I *	Qualifying Sales Prospects	E		
Paralegal Certificate Program	I *	Recognizing and Avoiding Burnout	E		
MANAGEMENT SKILLS		Recognizing Employee Performance	E		
Applying Leadership Basics	E	Recognizing and Managing Anger	E		
Basics of Effective Communication	E	Performance Goals & Expectations	E		
Basics of Effective Selling	E	Solving Problems as a Team	E		
Building Strong Customer Relationships	E	Telephone Sales Skills	E		
Conducting Performance Reviews	E	Time Management	E		
Conflict Intervention	E	Understanding and Using Contracts	E		
Creating a Strong Leadership Team	E	WRITING			
Delegating	E	Business Writing Using Word	E		
Developing a Strategic Plan	E	Grant Writing A to Z	I *		
Discharging Employees	E	OTHER			
Discipling and Redirecting Employees	E	Palm Organizer	E		
Financial Basics/Non-Financial Managers	E	SAT Crash Course	T		
Intercultural Business Etiquette	E	Outlook 2000 Level 1,2	E		
Interviewing Job Candidates	E	Time Management Using Outlook	E		
Leading Effective Meetings	E	Travel Agent	I *		

Health & Safety Education

All programs meet or exceed labor law requirements. Dates and times for these programs are scheduled to meet your employees' needs. Group rates available. Call the Business & Industry Training Program at 631/667-6000 x320 for a free consultation. **One CEU is awarded for every 10 hours of class.**

• APPROVED ASBESTOS COURSES

All asbestos courses are approved by the NYS Department of Health.

- Asbestos Awareness*
- Asbestos Contractor Supervisor
- Asbestos Inspector
- Asbestos Refresher Training
 - Worker Handler Refresher
 - Contractor/Supervisor Refresher
 - Inspector Refresher
 - Allied Trades Refresher
 - Air Sampling Technician Refresher
 - Operations & Maintenance Refresher
- Asbestos Operations & Maintenance
- Asbestos Worker Handler
- Restricted Asbestos Handler I for Allied Trades
- Restricted Asbestos Handler II for Asbestos Air Sampling Technician Lead Awareness*

• PUBLIC SAFETY & EDUCATION

- Decontamination/Cleanup and Inspection
- Defensive Driving – NY Safety Program
- Personal Protection/Respirator Use and Fit Testing
- PWC/Boating Safety
- Pool Safety

• CARDIO PULMONARY RESUSCITATION

American Red Cross and American Heart Association courses are taught by certified instructors. CPR certification is for one year; first aid certification is for 3 years.

- Adult CPR/AED Training
- Standard First Aid
- Community CPR
- Infant and Child CPR
- Community First Aid & Safety
- CPR for the Professional Rescuer with AED
- Emergency Response with Epi-pen
- Epi-pen for the Professional Rescuer
- CPR for Family & Friends
- Heartsaver CPR

- Heartsaver AED
- HS-FACTS
- BLS for Healthcare Providers

• COACHING

- CPR for Coaches
- CPR & AED for Coaches
- First Aid for Coaches
- CPR & First Aid (optional AED) for Coaches

• INFECTION CONTROL*

• PERIPHERAL IV CERTIFICATION

- Peripheral IV Certification
- PICC/Midline Insertion Certification

• OSHA AHERA/EPA COMPLIANCE

- OSHA Awareness Course
- Confined Space Training*
- Emergency Decon for the ER
- Fundamentals of Occupational Safety Compliance – OSHA 500
- Hazards Around You
- Hazardous Materials Transportation
- 24 Hour HAZWOPER Technician Level HAZWOPER
- HAZWOPER Refresher
- HAZWOPER Supervisor Training
- Lockout/Tagout*
- Exposure to Bloodborne Pathogens
- Respiratory Training*
- Right-to-Know/Hazard Communication
- Pesticide Handling and Application
- Pollution Prevention
- Preventing Violence in the Workplace
- Workplace Ergonomics
- Basic Forklift Operator Training

• SECURITY GUARD TRAINING

- Security Guard: 8-hour Pre-service
- Security Guard: 16-hour On-the-Job Training
- Security Guard: 8-hour In-service

*Online section available, www.careerlearn.org



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- more effective supervisors?

Call 631/667-6000 x320

Improve your company's productivity with customized employee training at your site or ours!

Online training available!



¡Aprenda un oficio en español!

Note: Los estudiantes que no tienen un diploma de escuela secundaria puede que **no** tengan que pagar por el curso/clase. Para más información llamar al 667-6000, ext. 327.

Computadoras IBM/Windows 2000

Le proveerá al estudiante una base fundamental de como obtener un conocimiento de la computadora IBM. Preparará al estudiante con las siguientes funciones básicas: configuraciones de la memoria, sistema de operación DOS y como copiar los discos de la computadora. A la vez, se ofrecerá una guía, paso por paso, de Windows 2000. Un repaso de los archivos de ayuda de Windows, como organizar el Desktop a gusto personal y el manejo general de los discos de computadora.

Muchas de las prácticas serán "manos a la obra" las cuales se proveerán en las distintas localidades de BOCES. Dos estudiantes por computadora.

Introduccion

699-31 lunes 6:30-9:30 PM
 (24 hrs, 2.4 CEUs) \$185
 30 de septiembre al 25 de
 noviembre
 NACEC Campus, Amityville

Mecánico Automotriz

Este curso ofrece la teoría y la habilidad necesaria para los arreglos básicos y complicados de un motor de automóvil, la transmisión, chasis y sistema de suspensión. Los estudiantes usarán equipos de prueba modernos electrónicos e hydraulicos para diagnosticar los automóviles sofisticados de hoy en día en el mercado.

216-32 sabado 8:30 AM-12:30 PM (42 hrs,
 4.2 CEUs) \$245, 5 de octubre al 4
 de enero
 Dix Hills, Auto Lab


Terminología Médica

Un curso indispensable para aquellos iniciándose en la profesión médica. Éste curso explica el significado y el uso de términos médicos comunes. Se proveerá el libro de texto.

1520-34 sabado 8:30 AM-12 NOON (42 hrs,
 4.2 CEUs), \$290, 5 de octubre al
 4 de enero

Inglés Vea la pagina 48.


Learn English in class or at home.

Program	Why?	How?	Where?	
English as a Second Language (ESL)	Learn English	Classroom instruction for speaking, reading, and writing English. Includes citizenship education	Wilson Tech–Dix Hills 17 Westminster Ave, Dix Hills M & W, 6–9 PM (Beg.) T & Th, 6–9 PM (Int.)	667-6000 ext 327
			Wilson Tech Aviation Facility Republic Airport, Farmingdale M-F, 8:30 AM–11:30 AM M-Th, 12–3 PM T/Th, 6–9 PM (Adv. & Beg.)	752-1957
			Our Lady of Miraculous Medal 143 Straight Path, Wyandanch M & W, 6–9 PM (All levels)	667-6000 ext 327
			Huntington High School Oakwood and McKay Roads T & Th, 6:30–9:30 PM (Adv.) T & Th, 6:30–9:30 PM (Beg.)	667-6000 ext 327
			Huntington Sta. Enrich. Ctr. 1335 New York Ave., Huntington M & W, 10 AM–1 PM (All levels)	425-2640
			Copiapue High School Dixon Avenue, Copiapue T & Th, 6:30–9:30 PM (Beg.) T & Th, 6:30–9:30 PM (Int.)	667-6000 ext 327
			St. Martin of Tours Church 41 Union Ave, Amityville M-F, 9–12 NOON (All levels)	667-6000 ext. 327
			Copiapue Library T & Th 6–9 PM (All levels)	691-1111
			Walt Whitman High School West Hills Rd., Huntington M & W, 6:30–9:30 PM (All levels)	667-6000 ext 327
			Dolan Health Center 284 Pulaski Road, Greenlawn T & Th, 12:15–3:15 PM (All levels)	667-6000 ext 327
Home English Language Program (HELP) (must be 21)	Learn English	Learn to read, write and listen/speak with cassette tapes	<ul style="list-style-type: none"> • Study at home • Pick-up assignments from the Career Center or local library 	667-6000 ext 327
Citizenship	Prepare for INS Citizen. Exam	Classroom instruction and review	Copiapue High School Dixon Ave., Copiapue Call for exact dates and times.	667-6000 ext 327

¿Habla español?

Aprenda un oficio en español. Vea la página 47 donde encontrará los cursos.

Finish your high school education.

Program	Why?	How?	Where?	
High School Equivalency Classes Adult Basic Education (ABE) and General Education Diploma (GED)	Prepare for the GED exam	Classroom instruction in social studies, math, science, literature and the arts, and writing skills	Wilson Tech–Dix Hills 17 Westminster Ave., Dix Hills M–F, 8:30 AM–11:30 AM T & Th, 12 NOON–3 PM M & W, 6–9 PM T & Th, 6–9 PM	667-6000 ext 327
			Wilson Tech Aviation Facility Republic Airport, Farmingdale T & TH, 6–9 PM	667-6000 ext 327
			NACEC Center One Commerce Blvd., Amity. M–F, 9 AM–1 PM T & Th, 6–9 PM	789-5768
			HYB/Enterprise Park Ave. Huntington M, W & Th, 10 AM–1 PM T & TH, 6–9 PM	271-5497
			St. Martin of Tours Church 41 Union Avenue, Amityville M–F, 9–12 NOON	667-6000 ext 327
			Huntington High School Oakwood & McKay Rds., Hunt. T & Th, 6:30–9:30 PM	667-6000 ext 327
			Copiague High School Dixon Avenue, Copiague T & Th, 6:30–9:30 PM	667-6000 ext 327
			Fegs/Bailey House West Amityville T & Th, 12:15–3:15 PM	667-6000 ext 327
			Walt Whitman High School West Hills Rd., Huntington M/W, 6–9 PM	667-6000 ext 327
			Phoenix House Veterans Hwy, Smithtown M/W, 6–9 PM	667-6000 ext 327
External Diploma Program (EDP) (must be 21)	<ul style="list-style-type: none"> • Earn a high school diploma from Kings Park or W. Babylon H.S. • Credit for life skills 	Meet each week with a counselor	Study at home	667-6000 ext 327
GRASP (must be 21)	Prepare for the GED exam	<ul style="list-style-type: none"> • Telephone help available • Work at your own pace • Assignments based on need 	<ul style="list-style-type: none"> • Study at home • Pick-up assignments from the Career Center or local library 	667-6000 ext 327
GED/TV (must be 21)	Prepare for the GED exam	Telephone help available	Study from TV at home	667-6000 ext 327

Need a Diploma & Career Training?

Students over 21 who attend a course listed on either of these two pages may be eligible for a tuition waiver for other Tech courses. Ask your counselor for information! Or call 667-6000, ext. 327.

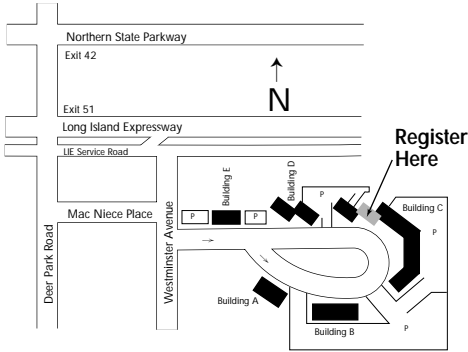
Enroll at any time!
Free to those eligible

Career Center
at Wilson Tech
17 Westminster Ave.
Dix Hills, New York 

**Wilson Tech
Dix Hills Campus**

17 Westminster Ave. • Dix Hills, NY 11746
631/667-6000

REGISTRATION SITE



**Wilson Tech
Northport Campus**

152 Laurel Hill Rd. • Northport, NY 11768
631/261-3600



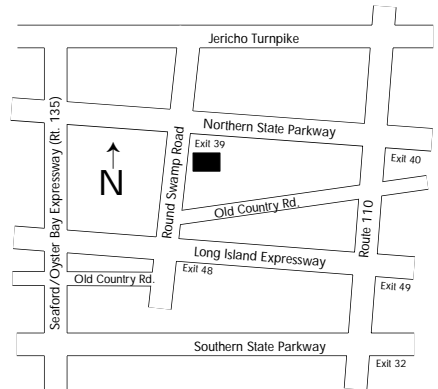
Manor Plains Campus

200 Little Plains Rd. • Huntington, NY 11743
631/754-2900



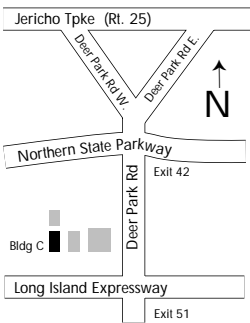
Thomas School of Horsemanship

250 Round Swamp Rd. • Melville, NY 11717
631/692-6840



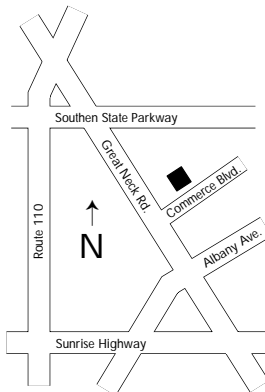
**BOCES
Central Administration**

507 Deer Park Rd
Dix Hills, NY 11746
631/549-4900



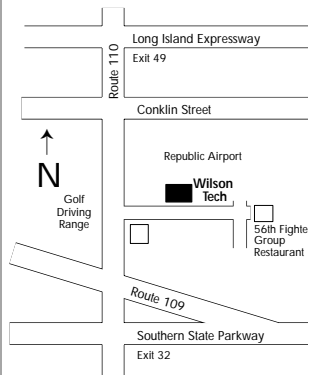
NACEC

One Commerce Blvd.
Amityville, NY 11701
631/789-5768



**Wilson Tech
Aviation Facility**

7200 Republic Airport
Farmingdale, NY 11735
631/752-1957



School Closing

Adult classes will not be held when Western Suffolk BOCES day classes are closed. Announcements will be forwarded to the following radio stations:

WALK 97.5 FM WBAB 102.3 FM WBLI 106.1 FM
 WBZO 94.3 FM Channel 12

Or, telephone (631) 667-6000 x888 for voice response. Or, check the home page of the Western Suffolk BOCES website at www.wsboces.org

Western Suffolk BOCES Policy

Parking

All vehicles MUST park in designated regular parking areas. NO cars may be parked in designated fire zones, reserved parking or on the grass.

Certificates of Completion

Certificates of Completion for evening continuing education courses will be issued upon successful course completion. The minimum eligibility standards for a certificate are as follows:

- (a) absences of no more than 20% of instructional time.
- (b) recommendation by the instructor that you have successfully completed all course requirements and met course objectives with an average grade of 80%.

Damage to or Loss of Personal Property

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

Special Needs

Many of our programs are appropriate for adults with special needs. Please contact the Career Center at 631/667-6000 ext. 195 with specific questions. Call prior to your first day of class so that our staff can make an effort to assist you with any necessary arrangements. All our facilities are wheelchair accessible.

Refund Policy

1. Although we make every effort to ensure that all our courses are offered as advertised, it may become necessary to make changes to our program. If we cancel a course, all your fees are totally refunded.
2. If you cannot attend a class that has been rescheduled to a time or place other than advertised, you are entitled to a full refund as set forth in Paragraph 1.
3. If you transfer from a canceled class to another class, you will either be charged the tuition difference or receive a refund of any overpayment.

4. If you withdraw* from a class 24 hours before the first scheduled class meeting, a full tuition refund, less a withdrawal fee of \$25, will be made after the withdrawal* is requested in writing and your original registration receipt is surrendered.
5. If you withdraw* after the first scheduled class meeting but 24 hours before the second class meeting, one-half of the tuition, less a withdrawal fee of \$25, will be refunded after withdrawal* is requested in writing, and your original registration receipt is surrendered.
6. We are unable to provide refunds for requests received after the second scheduled class meeting.
7. Any overpayment accepted will be totally refunded.
8. Please note there is a \$25 fee for ALL returned checks.
9. Payments made with a credit card will receive cancellation credit on their credit card.

Note: Every effort is made to provide you a timely refund. Processing of refunds may take 4–6 weeks after your first scheduled day of class. Our programs are supported entirely by student tuitions. No discounts can be provided.

*The date of withdrawal is the date/time your request is received at BOCES.

Grievance Policy

Western Suffolk BOCES has an appeal and grievance policy for issues under dispute. A copy of this policy can be obtained from your instructor or evening administrator.

Smoking Policy

Western Suffolk BOCES is a non-smoking facility. Smoking is not permitted anywhere on campus, including: classrooms, hallways, bathrooms, offices, the grounds, or parking lots.

Transcripts and Certificates

All students will be provided a student copy of their transcript upon completion at no cost. Certificates are distributed at your last class. There is a \$5 fee for duplicate copies of certificates and transcripts.

High School Students:

Find Your Future at Wilson Tech!



- Get hands-on experience
- Choose from 32 different careers
- Earn a Regents diploma
- Continue to college or technical school with advanced standing
- Participate in home school activities: sports, clubs, and student government
- Make friends with similar interests

**Call Wilson Tech at 631/667-6000, x 300
or contact your high school guidance counselor to learn more about:**

Advertising Art
Aircraft Maintenance
Technology
Auto Body Repair
Auto Mechanics
Aviation Science/
Flight
Carpentry
Child Care

Computer Repair
Computer Science
Construction Elect.
Cosmetology
Culinary Arts
Data Processing
Drafting-CAD
Fashion Merch./
Design

Floral Arts
Heating/Ventilation/
Air Conditioning
Horse Care
Landscaping/
Horticulture
Medical Assisting
Medical Laboratory
Nurse Assisting
Police Science

Pre-Nursing/
Practical Nursing
Printing
Photography
Small Engines
Technical Electronics
Travel & Toursim
Veterinary Assisting
Video Production
Welding