“Excellent hands-on course that enables you to create the project of your choice. Teacher extremely knowledgeable and detail oriented in answering questions and explaining subject matter. Very informative and worth every cent!”
“I thoroughly enjoyed my time at BOCES. I have learned more than I expected and would recommend the courses to anyone interested in picking up hands on skills.”
Dignity For All Students Act (DASA) • 6 hrs. (3 hrs. online, 3 hrs. in class)
Professionals applying for certificate or license, including but limited to classroom teachers, school counselors, school psychologists, school social workers, school administrators or supervisors, and superintendents of schools, must complete training on the social patterns of harassment, bullying and discrimination, and strategies for effectively addressing exclusion, bias and aggression in educational settings.

**MO BOCES** Three start dates:

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<tr>
<th>Start Date</th>
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<th>Class Location</th>
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<tr>
<td>Online 8/30–9/13</td>
<td>$100</td>
<td>In class 9/18</td>
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<tr>
<td>Online 10/7–10/21</td>
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<td>In class 10/23</td>
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<td>Online 11/18–12/2</td>
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<tr>
<td>Online 1/6–1/20</td>
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<td>In class 1/22</td>
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Sexual Harassment Awareness for your Employees 2 hrs. (1 session)
New York State requires employers provide their employees with sexual harassment prevention training. This interactive course will meet this requirement as it is designed to teach employees about the fundamentals of sexual harassment in the workplace. This class can be delivered on-site for your convenience. Call for customized pricing for your entire organization.

**OHM BOCES Door D**

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Sexual Harassment Awareness for Managers and Supervisors 2.5 hours (1 session)
This course will make sure you, as a manager and/or supervisor, are in compliance with the New York State Sexual Harassment Law. Participants will be provided with compliance posters, and a written program sexual harassment policy. This class can be delivered on-site for your convenience. Call for customized pricing for your entire organization.

**OHM BOCES Door D**

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<tr>
<td>10/2 W 5:00 – 7:30</td>
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Civil Service Exam Preparation 5 hrs. (2 sessions)
Learn basic pointers for taking various Civil Service exams, as well as navigating through the Civil Service announcements, applications, prerequisites, dates and jurisdictions.

**MO BOCES**

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<td>11/12 – 11/14 Tu, Th</td>
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Notary Public Workshop 5 hrs. (2 sessions)
This class is designed for those preparing to take the examination to become a commissioned Notary Public in New York State.

**MO BOCES**

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“This class was great - I enjoyed my time here and our instructor was so engaging! Thank you!”
Effective Writing & Grammar 8 hrs. (4 sessions)
Want to improve your effectiveness on the job? Want to increase your chances of getting a job? This course will help you alleviate the fear of writing, avoid common (and embarrassing) writing errors, organize information, and communicate clearly and effectively.

MOBOCES  R-1  $75  10/8 – 10/17  Tu, Th  6:00 – 8:00

Administrative Assistant – Best Practices 100 hrs. (33 sessions)
Sharpen your skills in Microsoft© including Outlook, Word, Excel, Publisher, PowerPoint and OneNote. Discuss office professionalism, conflict resolution, time management, multi-tasking, telephone etiquette, soft skill development, office leadership and public speaking. Course includes Notary Public workshop, Civil Service Exam preparation, resume development and interviewing tips. Purchase of textbooks required. Visit www.moboces.org/adulted for textbook information.

MOBOCES  R-1  $995  9/24– 1/23  Tu, Th  6:30 – 9:30

8 Hour Pre-Assignment Training Course for Security Guards 8 hrs. (2 sessions)
This course is required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. Students are required to pass an examination for successful completion of this course.

OHM BOCES Door D  $60  9/17-9/18  Tu, W  5:00 – 9:00

MOBOCES  R-1  $60  10/15 – 10/16  Tu, W  5:30- 9:30

16 Hour On-The-Job Training Course for Security Guards 16 hrs. (4 sessions)
This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities of a security guard. Prerequisite: 8 Hour Pre – Assignment Training Course for Security Guards. Students are required to pass an examination for successful completion of this course.

OHM BOCES Door D  $99  9/30-10/9  M, W  5:30 – 9:30

MOBOCES  R-1  $99  10/28-11/6  M,W  5:30 - 9:30

8 Hour Annual In-Service Training Course for Security Guards 8 hrs. (2 sessions)
This course must be completed within 12 calendar months from completion of the 16 Hour On-the-Job Training Course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard.

OHM BOCES  Door D  $60  10/8-10/10  Tu,Th  5:30 – 9:30

OSHA - 10 Construction Certification 12 hrs. (3 sessions)
The OSHA Outreach Training Program is OSHA’s way to train workers in the basics of occupational safety and health. Excellent credential for all skilled trade areas.

MOBOCES  $79  10/8-10/22  Tu  5:00 – 9:00
BOCES Consortium of Continuing Education in conjunction with Utica School of Insurance will offer the following courses:

**Series 17-56 Property and Casualty 90 hrs. (13 days)**
The Property and Casualty insurance program is a 90-hour requirement available for on-campus and home study, and includes a full-time New York Department of Financial Services licensed instructor. Through this program, professionals are prepared for the pre-licensing exam for state agents, brokers or consultants. $800

**Series 17-54 Personal Lines Property and Casualty 40 hrs. (5 days)**
This course satisfies the 40-hour pre-licensing training requirement for Personal Lines under New York State Insurance Law. Tuition includes Text and Exam Simulator. Topics included are Insurance Regulations; General Insurance; Property & Casualty Insurance Basics; Dwelling; Homeowners Policy; Auto Insurance; Other Coverages and Options. $425

**Series 17-52 Life, Accident & Health 40hrs. (5 days)**
This Life, Accident and Health insurance pre-licensing course will satisfy the 40-hour pre-licensing requirement and prepare you for the New York State Agents / Brokers License Exam. The program tuition includes texts, ExamSimulator by ExamFX, final exam with State Exam Proctor and certification. $425

**Exam Prep and Refresher Class for Life, Accident & Health 16 hrs. (2 days)**
The Refresher Course is an intensive review of the full course, and focuses on your areas of strength and weakness. The course includes review of all text materials, quizzes, and final certification. Monitor / Proctor for NYS certification is included in the fee. $325

For schedule and information about these classes please contact nzumpano@bcce.moric.org or (315) 793-8696. Also, regarding the refund policy for these classes please visit the Utica School of Insurance website.

**Free Trainings**

**Narcan Training 1.5 hr. (1 session)**
The training, which meets the New York State Department of Health requirements, will enable participants to recognize an opioid overdose, administer intranasal Narcan and take additional steps until EMS arrives. Participants will receive a certificate of completion and an emergency resuscitation kit that includes nasal Narcan.

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**Estate Planning Workshop 2 hrs. (1 session)**
Estate planning has many elements, each with a different and distinct purpose. This workshop is designed to better help you understand the issues and options as they relate to your estate planning process.

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- Register Online: www.moboces.org/adulted or by Phone: 1-888-593-6238/315-793-8696
Get Tech Smart

Microsoft Word 2013© Level I 12 hrs. (6 sessions)
Introduction to the basics of word-processing including formatting and editing text, inserting diagrams and charts, organizing in columns and tables, and printing. Typing or keyboarding skills required. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.
MO BOCES R-1 $112 9/23 – 10/10 M, Th 6:00 – 8:00

Microsoft Word 2013© Level II 12 hrs. (6 sessions)
Course covers topics such as: advanced formatting, managing changes, mail merge and the connection between MS Word and other MS applications such as Excel and Access. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information. Prerequisite: Microsoft Word Level© I or equivalent experience.
MO BOCES R-1 $112 10/21 – 11/7 M, Th 6:00 – 8:00

Microsoft Excel 2013© Level I 12 hrs. (4 sessions)
Learn what spreadsheets can be used for and how to create and change work appearance. Learn how to filter, summarize, and perform simple calculations on your data. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.
OHM BOCES Door D $112 9/24-10/8 Tu, Th 6:00 – 9:00

Microsoft Excel 2013© Level II 12 hrs. (4 sessions)
Learn about Excel’s capacity to be used as a database and as a chart creator. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information. Prerequisite: Microsoft Excel© -Level I or equivalent experience.
OHM BOCES Door D $112 10/10-10/22 Tu, Th 6:00 – 9:00

Microsoft Access 2013 Certification Training 90 hrs. (Online)
The Microsoft Access 2013 (MOS) training program teaches the skills you need to work in Access 2013 and prepares you for the Microsoft Office Specialist Certification Exam 77-424. You will learn basic database concepts, as well as how to design and create databases and tables. This online course is self-paced and you’ll receive six months to complete the course. To register or learn more about this course please visit https://careertraining.ed2go.com/bcce/ $595
Introduction to Java Programming 24 hrs. (Online 6 weeks)
Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. This course uses the latest release of Java from Oracle, the company that maintains and supports the language. This is an online course with new sessions starting monthly. To learn more about this course or to register for this course visit https://www.ed2go.com/bcce/ $115

Web Design Professional 384 hrs. (Online)
This course will teach you the fundamentals of web design. You will learn the technology, philosophy, and techniques that bring online creativity to life. You will also gain practical skills for planning, managing, and developing a web project. This online course is self-paced and you’ll receive twelve (12) months to complete the course. To register or learn more about this course please visit https://careertraining.ed2go.com/bcce/ $2,995

Health Related

Heartsaver® First Aid CPR AED 8 hrs (2 sessions)
Learn critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid, choking relief and sudden cardiac arrest in adults, children, and infants. This hands-on course is for anyone who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements.
MO BOCES $79 Schedules available at www.moboces.org/adulted

Basic Life Support for Healthcare Providers (CPR and AED) • 4 hrs. (1 session)
The American Heart Association's certification card, good for two years, is issued upon successful completion of this course. Several day and evening classes offered; call 315-361-5800 or visit our website www.moboces.org/adulted for full schedules.

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Child Abuse Recognition 2.5 hrs. (1 session)
This course is required by New York State Education Department for health care, education, and other licensed professionals. Three dates to choose from or to arrange a workshop for 10 or more participants, call 1-888-593-6238.

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<td>OHM BOCES Door D</td>
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<td>MO BOCES</td>
<td>$39</td>
<td>10/7</td>
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<td>6:00 – 8:30</td>
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Barrier Precautions & Infection Control 2.5 hrs. (1 session)
The New York State Education Department’s required class for licensed professionals, including physicians, physician assistants, specialist assistants, dentists, dental hygienists, registered nurses, licensed practical nurses, optometrists, and podiatrists. Several day and evening classes offered; call 315-361-5800 or visit our website for full schedules.

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<td>MO BOCES</td>
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<td>OHM BOCES Door D</td>
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<td>ROME</td>
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EKG Technician 100 hrs.  70 classroom, 30 externship hours (4 days/8 hrs/day)
This course will prepare you for the critical tasks of administering EKG’s, as well as Holter monitoring and stress testing. Students who successfully complete the course requirements will be eligible to sit for the Certified EKG Technician (CET) exam through the National Healthcareer Association (NHA). Certification exam fees are not included in course tuition. A high school diploma or high school equivalency is required. Purchase of textbooks required. Visit www.moboces.org/adulted for textbook information.

OHM BOCES Door D  $780  9/10 – 11/14 classroom + externship  Tu, Th  5:30 – 9:30

Dental Assistant 130 hrs. (approximately 11 weeks)
Learn the basics of dental anatomy and physiology, infection control, basic life support for health care professionals, chairside procedures, and other topics related to the dental office environment. A field experience, which may require a physical examination and current immunizations, is scheduled in addition to the hours listed. A high school diploma or high school equivalency is required. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.

OHM BOCES Door D  $725  9/23 – 12/12  M, W, Th  9:00 AM – 1:00 PM

Medical Assistant 290 hrs. 227 classroom, 63 Externship (23 Weeks)
Medical Assisting is one of the nation’s fastest growing careers. This course will prepare you to support the work of physicians and other health professionals and work in a professional office, clinic or an ambulatory setting. Students who successfully complete all course requirements are eligible to take the National Administrative and/or the Clinical Medical Assistant certification exams. Certification exam fees are not included in course tuition. A high school diploma or high school equivalency is required. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.

OHM BOCES Door D  $1,730  9/25 – 2/19  Tu, W, Th  5:00 – 9:00

Medical Assistant Certification Review 6 hrs. (2 sessions)
This course will help you prepare for the National Healthcareer Association (NHA) exam, which can be taken at BOCES, an official testing site for the exam. For schedule details, call 315-361-5800 or email: MichelleSmith@bcce.moric.org  $85

Phlebotomist 200 hrs. (28 sessions+88-hour Externship)
In this course you will learn the theory and hands-on skills to be a part of the clinical team drawing blood specimens and performing medical laboratory testing. You may want to consider ed2go, Medical Terminology or Anatomy & Physiology, prior to course, if you have minimal healthcare experience. Satisfactory completion of this course qualifies a student to take the National Phlebotomy Association’s certification exam and earn the Certified Phlebotomy Technician (CPT) credential. Certification exam fee is not included in the tuition. A high school diploma or high school equivalency is required. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.

OHM BOCES Door D  $1,200  9/10 – 12/19  Tu, Th  5:00 – 9:00

MO BOCES  $1,200  9/10 – 12/19  Tu, Th  5:00 – 9:00

Kaplan Test Review 12 hrs. (6 sessions)
Area Practical and Registered Nursing Education programs require applicants take a pre-entrance exam known as the KAPLAN. At Madison-Oneida BOCES, we want to help you prepare for the exam to achieve the best score possible. This course does just that. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information. For schedule details, call 315-361-5800 or email: MichelleSmith@bcce.moric.org  $100
**Cosmetology**

Licensed Cosmetology 1,000 hrs. (16 month program)
Upon successful completion of this program, students are eligible to take the New York State Appearance Enhancement Licensing Examination. Purchase of books and supplies required.

- **OHM BOCES** Door D  
  - $6,500  
  - 10/7/19– 2/22/21  
  - M, Tu, W, Th  
  - 5:30 – 9:30

**BOCES Salon:** Fees for services vary
The Salon is open to the public. Services are provided by students under the supervision of qualified instructors. Service availability may vary. Please call 315-223-6075 after 5:30 PM for details and to make an appointment:

- **OHM BOCES**  
  - Thursdays  
  - 5:30 – 9:30

**Cosmetology Review For State Boards** 60 hrs. (15 sessions)
Prerequisite: 1000 hours of cosmetology and entry level skills in cosmetology. The Review Course 60 hours cannot be applied toward hours needed for exam eligibility.

- **OHM BOCES** Door D  
  - $315  
  - 9/3 – 9/30  
  - M, Tu, W, Th  
  - 5:30 – 9:30
ALL WELDING CLASSES - Required supplies include: welding helmet with No. 10 shade, safety glasses, work boots, long pants, heavy long sleeved shirt, welding jacket and welding gloves. Supplies must be purchased before the first night of class.

Welding I 30 hrs. (10 sessions)
You will have hands-on instruction and experience in welding processes and procedure in Welding 1 along with hands-on skill development in Oxy-acetylene, Mig, and Arc welding theory, equipment, and operations.

MO BOCES R-1 $285 9/16-10/23 M, W 6:00 – 9:00

Welding II 30 hrs. (10 sessions)
You will have hands-on instruction and experience in welding processes and procedure continued from Welding 1 along with hands-on skill in Mig, and Arc welding, cutting, shearing, and fabrication. Prerequisite: Welding I.

MO BOCES R-1 $285 11/4-12/9 M, W 6:00 – 9:00

Welding - Employment Entry Level Program 120 hours (15 weeks)
Preparation for entry-level employment and the American Welding Society certification examination. First Aid/CPR and OSHA-10 included. Detailed information about the American Welding Society certification testing is available at www.aws.org. Class size is limited, register early!

OHM BOCES Door D $1400 10/2-2/5 M, W 5:00 – 9:00

Auto Mechanics I 36 hrs. (12 sessions)
This hands-on course introduces students to the automotive industry's standards and opportunities. Students learn about all types of automotive hand tools, power tools, and shop specialty tools. They also learn how to do basic maintenance services such as oil changes and coolant flushes. Learn how to read and use service manuals. We will also touch upon basic electrical knowledge. Delve into tires, mounting and balancing. This class will come to a stop with...brakes.

OHM BOCES Door D $325 9/17-10/24 Tu, Th 6:00 – 9:00

Auto Mechanics II 36 hrs. (12 sessions)
Advanced class focuses on suspension systems, steering systems, New York State inspections, transmissions and clutches, air conditioning and heat, differential, electric car, and alignments. Learn more about electrical components and theory. Prerequisite: Auto Mechanics I.

OHM BOCES Door D $325 11/5-12/19 Tu, Th 6:00 – 9:00

“This was a really fun class, I looked forward to coming each week. I found it to be much easier than I thought it would be because the instructor made it fun.”
Heating, Ventilation, And Air Conditioning Program 570 hrs. (9 month program)
Technical and hands-on approach to obtaining the skills required to be employed as a HVAC technician. First Aid/CPR, OSHA-10, and EPA certification test for refrigerant and recovery included in tuition. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information. Additional HVAC toolkit list will be emailed to students after registration.

**MO BOCES R-1**  
**$5,000**  
9/26 – 6/1/20  
M-Th  
4:30 - 9:00

HVAC Troubleshooting Intensive 28 hrs. (7 sessions)
Many service technicians are faced with troubleshooting heating and cooling systems on a regular basis. Learning the most efficient methods of troubleshooting not only saves the service technician’s time but also the customer’s money. This course will provide up to date practices on both modern and older systems, with an emphasis on older controls still seen in the field. Ladder and pictorial diagrams will be discussed to improved reading and understanding their purpose.

**MO BOCES**  
**$315**  
Spring 2020

HVAC EPA Certification 40 hrs. (10 sessions)
Section 608 of the Federal Clean Air Act requires all persons who work with regulated refrigerants to be certified. This course will give students the foundation to receive a 608 Universal License to handle refrigerants safely. EPA certification test will be offered at the end of this course.

**MO BOCES**  
**$420**  
Spring 2020

Electrical– Employment Entry Level Program 120 hrs. (10 weeks)
Program prepares students with foundational knowledge in Electricity suitable to entry-level employment or an apprenticeship program. Students will receive training in Basic Shop Math, Hand & Power tools, Precision Measuring Instruments, Electrical Blueprints, the National Electric Code standard and practices, OSHA, Electrical Theory, Conduit Bending, Motors and NEMA Designations. First Aid/CPR and OSHA-10 included. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.

For scheduled details at OHM BOCES call 315-793-8696 or email nzumpano@bcce.moric.org

**OHM BOCES Door D**  
**$1500**

Introduction to Rough Carpentry 36 hrs. (12 sessions)
Concentrate on construction tools, layout and framing, sheet rock repair, lumber sizes, and building material selection for steps, decks, and sheds.

**MO BOCES R-1**  
**$275**  
9/26 – 11/5  
Tu, Th  
6:00 – 9:00

Finish Carpentry 30 hrs (10 sessions)
Introduction to the basic skills in finish carpentry including layout, material selection, trimming doors and windows, cutting crown molding, basic tool usage and finishing. Student may select a small project to complete during class. Student to supply materials.

**MO BOCES R-1**  
**$250**  
11/12 – 12/17  
Tu, Th  
6:00 – 9:00

“Course was a pleasure to take and very educational. The instructor made it engaging & fun.”
Heavy Equipment Operation 220 hrs. (8 weeks)
The focus of this course is hands-on experience with a dozer, loader, backhoe, excavator, and dump truck. Includes practical machinery care and daily maintenance. Student must provide suitable clothing for the operation of this machinery. Valid driver's license is required. First Aid/CPR and OSHA-10 included. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.

**MO BOCES R-1** $2,350 9/24–11/5 M-Th 3:00 – 8:00 S 7:00 - 3:30

Flooring Installation Series
Looking for a new career or perhaps to do flooring in your home, then this is the class for you. Students will learn to use knives and other tools to install floor coverings, and also learn critical thinking skills to calculate material and make installation decisions. Safety, floor preparations, and hands-on installation methods will be utilized.

- **Estimating/Subfloor Preparation 30 hrs (10 sessions)**
  OHM BOCES Door D $395 9/16-10/21 M,Tu 5:30 - 8:30

- **Carpet Installation 30 hrs (10 sessions)**
  OHM BOCES Door D $395 10/28-12/3 M,Tu 5:30 - 8:30

- **Carpet Installation II 30 hrs (10 sessions)**
  OHM BOCES Door D Spring 2020

- **Resilient Flooring Installation 30 hrs (10 sessions)**
  OHM BOCES Door D Spring 2020

“Having never been on heavy equipment before, I learned a lot through this course. Mr. Abbe’s extensive knowledge and experience was very beneficial and made it easy to learn.”

2019 HEO Student
Twelve Steps to a Successful Job Search 24 hrs. (Online 6 weeks)
Get the job you want in any economy. In this course you will learn to identify the job that is best for your needs. This is an online course with new sessions starting monthly. To learn more about his course or to register for this course, please visit https://www.ed2go.com/bcce/ $115

Managing Customer Service 24 hrs. (Online 6 weeks)
As someone who participates in delivering high levels of customer service, you’re an important ambassador for your organization. In this course, you will discover a number of dynamite methods to bring out your best and do the same for the people you work with. This is an online course with new sessions starting monthly. To learn more about his course or to register for this course, please visit https://www.ed2go.com/bcce/ $115

Leadership 24 hrs. (Online 6 weeks)
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. This is an online course with new sessions starting monthly. To learn more about his course or to register for this course, please visit https://www.ed2go.com/bcce/ $115

Fundamentals of Supervision and Management  24 hrs. (Online 6 weeks)
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. This is an online course with new sessions starting monthly. To learn more about this course or to register for this course, please visit https://www.ed2go.com/bcce/ $105

Hotel Management  100 hrs. (Online)
This course provides a comprehensive introduction to the fundamentals of the hospitality industry and an overview of the various roles and responsibilities within hotel management. By completing this course you will gain the foundation of knowledge necessary to pursue a fulfilling, exciting new career in hospitality. This online course is self-paced and you have up to 6 months to complete. To register or learn more about this course, please visit https://careertraining.ed2go.com/bcce/ $995

Restaurant Management 100 hrs. (Online)
Restaurant Management opens the door to world-wide employment opportunities and experiences in a variety of culinary environments. This online course is self-paced and you have up to 6 months to complete. To register or learn more about this course, please visit https://careertraining.ed2go.com/bcce/ $995

“Distance learning allows you to move through the course at your own pace on your own schedule.”

“Being able to learn when it’s convenient for me has been extremely valuable. I would highly recommend online learning to anyone with a busy schedule.”
**Kids and Teens**

**Introduction to the Drums 9 hrs. (6 session)**
Ever wanted to learn how to play the drums? Come learn the basics and fundamentals of how to play the drums. Correct stick grip, drum rudiments, how to read music and more. All while getting great practice to become a drummer! Students will need to bring a drum pad and a pair of drumsticks.
Ages 8 – 12.

| OHM BOCES | Door D | $69 | 9/24-10/29 | Tu | 6:00 – 7:30 |

**Cake Decoration 6 hrs. (4 session)**
Class will cover basic equipment, baking a cake, a frosting recipe especially for decorating, how to frost a cake and hot knifeing, as well as borders, writing, duplicating a picture onto your cake, individual design, flowers and figure piping designs. Supply list will be provided.

| OHM BOCES | Door D | $49 | 10/3-10/24 | Th | 6:00 – 7:30 |

**Driving**

**Defensive Driving 6 hrs.**
If you are a New York State driver and complete the course, you will be eligible for a 10% discount on your liability and collision insurance premiums for a period of three years. You will also be eligible for a four-point reduction on your driving record. Sponsored by the National Traffic Safety Institute. Call today and register at 1-888-593-6238 or 315-793-8696. Late entry is not permitted. Class begins promptly at 6:00 PM (OHM BOCES) and 9:00 AM (MO BOCES).

| MO BOCES (1 session) | $40 | 10/12 or 12/7 | Sa | 9:00 AM – 3:30 PM |
| OHM BOCES Door D | $40 | 9/17-9/19 or 11/5-11/7 | Tu, Th | 6:00 – 9:00 |

**Driver Education 48 hrs. (16 sessions)**
Students 16 years of age and older can enroll in this State Education Department approved course that teaches new drivers how to operate a vehicle safely and in accordance with NY traffic laws. Successful graduates receive a MV-285 student certificate. A combination of classroom and on the road instruction is included. Students must have learner’s permit. 100% attendance required. There are additional fees for make-up hours. Registration is taken by telephone only: please call 315-361-5800.

| MO BOCES | $575 | 9/16 – 11/14 | M,Tu,Th | 4:00 – 7:00 |

**5 Hour Pre-Licensing Class 5 hrs. (1 session)**
NYS mandatory 5 hour pre-licensing course is a must for all new drivers. Valid Driver’s Permit required. Offered most Saturdays at the YMCA in Rome and the Oneida Rec Center, and the first Thursday Oct-June in Hamilton High School. No pre-registration necessary. For details, call 315-361-5765.

| ROME YMCA | $50 | Sa | 8:00 AM – 1:00 PM |
| ONEIDA REC CENTER | $50 | Sa | 8:00 AM – 1:00 PM |
| HAMILTON CSD | $50 | 1st Th of every month | 4:00 – 9:00 |

“The instructor is an absolute gem.”
Culinary Arts

Here are some courses designed for you to make cooking easy and more healthy.

**Cook Once Eat All Week 2 hrs. (1 session)**
Take the stress out of cooking and prepare all your meals for the week on Sunday. Plan dinners with these easy recipes using turkey as the main ingredient. We will show you how it is done from start to finish. Home cooked meals every night.

OHM BOCES Door D  $39  11/4  M  5:00 – 7:00

**Hot Soups for Cold Nights 3 hrs. (1 session) $39**
There's nothing like a simmering pot of homemade soup on the stove. Soup is easy to make and good for you too. Learn how to make really good soup, including the basics of making stock. There will be recipes to take home and of course a sample or two.

Please bring containers.

OHM BOCES Door D  $39  11/14  Th  6:00 – 9:00

**NEW! There's a Cookie For That! 6 hrs. (2 sessions)**
Learn cookie recipes flavored for the fall season and others that will add to your Halloween fun and spookiness, and Thanksgiving thankfulness! Included are creative ways to package your cookies for gift giving and display them for gatherings.

MO BOCES R-1  $55  10/23 – 10/30  W  5:30 – 8:30

**Cake Decorating I 15 hrs. (5 sessions)**
Class will cover basic equipment, baking a cake, a frosting recipe especially for decorating, how to frost a cake and hot knifing, as well as borders, writing, duplicating a picture onto your cake, individual design, flowers, figure piping designs. Additional costs for equipment and frosting ingredients.

OHM BOCES Door D  $85  9/24 – 10/22  Tu  6:00 – 9:00

**Cake Decorating II 12 hrs. (4 sessions)**
Learn classic decorating skills in this continuation course of Cake Decorating I. Prerequisite: Cake Decorating I.

OHM BOCES Door D  $65  10/29 – 11/19  Tu  6:00 – 9:00

**NEW! Utica Greens 2 hrs. (1 session)**
Typically served in restaurants as an appetizer, Utica Greens make a great main course at home with some crusty bread. In this class, you will learn the secret to making delicious Utica Greens.

OHM BOCES Door D  $39  10/23  W  6:00 – 8:00

“Hands-on was fun, always looked forward to class.”
“Excellent - very relaxing – thoroughly enjoyed. A great break to my week.”

**NEW! Pierogies 3 hrs. (1 session)**
Each participant will learn how to make dough from scratch, rolling, cutting, filling and sealing pierogies.

MO BOCES R-1  $49  11/20  W  6:00 – 9:00

• Register Online: www.moboces.org/adulted  or by Phone: 1-888-593-6238/315-793-8696 • 15
Appetizers 3 hrs. (1 session)
Every great party includes great food. Whether you’re hosting cocktail hour, casually celebrating with friends, or watching the big game, you’ll need the right spread for the occasion. Impress your guests with a variety of beautiful, festive and easy to prepare appetizers. Learn the art of preparing and presenting and sample your creations at the end of the class.

OHM BOCES Door D $49 12/5 Th 6:00 – 9:00

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**Move Your Body/Feel The Beat**

**Beginning Ballroom Dancing 16 hrs. (8 sessions)**

*Please wear comfortable dress shoes.*

- These classes will teach basic steps in the Cha-cha, Tango, and Samba.
  MO BOCES T-1 $124 per couple 9/24–11/12 Tu 7:00 – 9:00

- These classes will teach basic steps in the Fox-Trot, Waltz, East Coast Swing, and the Rumba.
  MO BOCES T-1 $124 per couple 10/2–11/20 W 7:00 – 9:00

**Pilates Toning With Light Hand Weights 7.5 hrs. (10 sessions)**

Rhythmic exercises to promote elongated and toned muscles, and develop a strong body core. Please bring an exercise/yoga mat and light hand weights to class.

OHM BOCES Door K $65 9/16 – 12/2 M 5:00 – 5:45
OHM BOCES Door K $65 9/19 – 11/21 Th 5:00 – 5:45

**Volleyball – Recreational 32 hrs. (16 sessions)**

Co-ed volleyball is designed for players with basic knowledge of the game. Register early, class size is limited.

MO BOCES T-1 $60 9/10 – 1/10/19 F 6:00 – 8:00

**Gentle Yoga 6 hrs. (6 sessions)**

Non-impact Hatha yoga class that incorporates stretching, breathing, relaxation and guided meditation. Appropriate for all levels. Bring an exercise/yoga mat to class.

OHM BOCES Door K $45 9/11 – 10/23 or 10/30 – 12/11 W 6:00 – 7:00
MO BOCES $45 9/17 – 10/22 or 11/5 – 12/10 Tu 5:30 – 6:30

**NEW! Advanced Yoga 6 hrs. (6 sessions)**

A blend of strength and flexibility while providing a space to focus and balance the body and mind. The class will include breathing, stretching, basic yoga postures and simple meditation. Emphasis is on creating greater body awareness, alignment, and keeping the body safe and strong as you practice at your own pace. Appropriate for all levels, no yoga experience is necessary, modifications are available to increase or decrease intensity. Bring a yoga mat and water bottle.

MO BOCES T-1 $45 9/19 – 10/24 or 11/7–12/19 Th 5:30–6:30

**Introduction to Hula Hoop 6 hrs. (6 sessions)**

If you are interested in learning the techniques of Hula Hoop and you have little or no experience, we can help. This is a great introduction to Hula Hooping and will prepare you for Hoop Movement.

MO BOCES T-1 $45 9/10 – 11/26Tu 5:00 – 6:00

**Hoop Movement Hula Hoop 6 hrs. (6 sessions)**

Swivel your hips to health. Dive into the art of hoop dance where you will work on dance,
fitness and flow. You will be amazed at how hula hooping strengthens your core and improves your balance. Also, it burns up to 400 calories per hour!

**MOBOCES T-1**

$45  
9/10–11/26  
Tu  
6:00 – 7:00

**Introduction to Pickleball 6 hrs. (6 sessions)**

If you are interested in learning how to play Pickleball and you have little or no experience with the sport, we can help. This is a great introduction to Pickleball. Learn scoring, terminology and rules. The class focuses on basic grips, ground strokes, serves, and returns. Participants play to learn the rhythm of the game and discover how much fun it is. For more information about Pickleball visit U.S. Pickleball Association at http://www.usapa.org

**OHM BOCES Door K**

$45  
9/24-10/29  
Tu  
4:15 – 5:15

**Introduction to Tai Chi 8 hrs. (8 sessions)**

Looking to improve balance, increase flexibility, and/or reduce stress? Then this course is the perfect way for you to explore and experience the numerous benefits of Tai Chi, no matter what shape you are in. The slow, gentle range of motion exercises are designed to build muscle, improve balance and increase agility. Be sure to come dressed in loose fitting clothing, supportive shoes and bring a water bottle.

**OHM BOCES Door D**

$55  
10/2 – 11/20  
W  
4:45 – 5:45

**Spinning 7.5 hrs. (10 sessions)**

Saddle up and experience the most enjoyable and effective workouts ever. Our spinning classes are ideal for people of all levels of fitness and experience, whether you are new to exercise or a regular gym junkie! The joy of spinning is that you are in complete control at all times using a resistance dial on your individual spin bike. Throughout the class our experienced instructors bring you through a series of hills, intervals and sprints encouraging you to push and challenge yourself every step of the way to achieve your individual goal.

**Clinton**

$65  
9/4-10/07  
M, W  
5:25AM – 6:10 A.M.

$65  
10/16-11/20  
M, W  
5:25AM – 6:10 A.M.

$65  
12/2-1/15  
M, W  
5:25AM – 6:10A.M.

**Torch 7.5 hrs. (10 sessions)**

Torch calories and fat through an efficient workout that blends 20 minutes of Spinning with 20 minutes of training (resistance exercise). Fast and effective, TORCH builds muscle, reduces fat, helps to improve your metabolism and balance. Each class is different.

**Clinton**

$65  
9/3-10/3  
Tu, Th  
5:25AM – 6:10 A.M.

$65  
10/8-11/7  
Tu, Th  
5:25AM – 6:10 A.M.

$65  
11/12-12/17  
Tu, Th  
5:25AM – 6:10 A.M.

$65  
1/7-2/6  
Tu, Th  
5:25AM – 6:10 A.M.

**Fusion 7.5 hrs. (10 sessions)**

Find strength and balance through an efficient workout that blends 20 minutes of weight lifting exercises with 20 minutes of yoga poses. This class builds muscle, burns fat, improves your metabolism and betters your balance and flexibility. Each class ends with guided relaxation so you leave feeling recharged. Please bring a yoga mat and water.

**Clinton**

$65  
9/8-11/8  
F  
5:25 AM – 6:10 A.M.

$65  
11/22-2/14  
F  
5:25AM – 6:10 A.M.
Home and Hobbies

Wine Bottle Chimes 3 hrs. (1 session)
Repurpose wine bottles into decorative wind chimes. Learn the technique of cutting wine bottles, making the chime clapper and wind catcher, and decorating. Make nice gifts with this low cost hobby. Please bring 2 empty wine bottles and inexpensive safety glasses.
MO BOCES R-1 $35 11/7 Th 6:00 – 9:00

Beginning Guitar 12 hrs. (8 sessions)
Bring your guitar and begin learning the guitar basics including how to care for your instrument, as well as the fundamentals of reading music, chords, and notes.
OHM BOCES Door D $79 10/2 – 11/20 W 6:30 – 8:00

Private Guitar Lessons for Adults (6 sessions – 45 min/each) $150
Individual lessons in beginning, intermediate, lead or bass guitar – time to be set with the instructor. Location: Madison-Oneida BOCES. Call 315-361-5800 for more information.

“Uke”Can Play Ukulele 6 hrs. (6 sessions)
It’s fun and easy to play! This versatile instrument can get you started in the wonderful world of making your own music. You will learn how to tune the Ukulele, make chords and how to strum. A little education about music theory, too. All you need is a soprano ukulele.
OHM BOCES Door D $72 9/24 – 10/29 Tu 6:30 – 7:30

NEW! Basic Pet Care 10 hrs. (5 sessions)
Learn nail care, coat care (brushing, combing, cleaning) ear cleaning, how to choose a pet, why rescue, cost, vet care, dog body language and how to choose a groomer.
MO BOCES $95 10/1 – 10/29 Tu 6:00 – 8:00

Crocheting For Beginners 8 hrs. (4 sessions)
Learn the needlecraft of crocheting stitches, how to use those stitches and how to read a pattern. Students should bring light color “worsted weight” yarn, size US “H” crochet hook and scissors.
OHM BOCES Door D $50 10/1-10/22 Tu 6:00 – 8:00

Is This Your KNITche 8 hrs. (4 sessions)
Whether you’re starting to knit or you want to bring your skills to the next level, this class is for you. Come and learn how to make a scarf. Students will need to bring light color worsted weight (#4) yarn, a pair of size 8 or 9 straight knitting needles and scissors. The instructor will provide the pattern.
OHM BOCES  Door D $50 10/3 – 10/24 Th 6:00 – 8:00

Intermediate Knitting and Crocheting 8 hrs. (4 sessions)
Learn how to read, follow and understand a beginner pattern, find your gauge and how to finish a project. A knowledge of basic knitting or crocheting is required. Bring a pattern you want to complete, the appropriate size hooks/ needles, appropriate weight yarn, yarn needle, scissors and any other notions required for your project. One start date:
OHM BOCES Door D $50 10/29– 11/19 Tu 6:00 – 8:00
NEW! Intro to “Super” Couponing & Rebates 3 hrs. (1 session)
Join us for a few hours to learn the basics of modern “super” couponing/rebating to cut your grocery bill in half and stock your house with name brand foods and products.
MO BOCES R-1 $35 11/6 W 6:00 – 9:00

NEW! Tarot for Beginners 9 hrs. (3 sessions)
Are you curious about what each Tarot card means? This course will lay the cards on the table and reveal how to interpret them. Exploring this centuries old tool can guide you through life’s lesson, support personal growth, stimulate self-reflection and help you sense your place in the intelligent universe.
OHM BOCES Door D $49 10/10-10/24 Th 6:00 – 9:00

New! Balance Your Life with Feng Shui 12 hrs. (6 session)
The five elements of Feng Shui - water, wood, fire, earth and metal - are one of the foundational concepts in the ancient art of Feng Shui. In this course, you will learn about the key concepts of Feng Shui which include the Bagua Map, the energy of space and the 5 elements.
OHM BOCES Door D $79 9/24-10/29 Tu 6:00 – 8:00

Genealogy: Your Family Tree 18 hrs. (6 session)
Every person has a story; every family has a story. How much do you know about your ancestors? Through genealogy research, we can learn a lot more about our ancestry. This interactive and fun class will give you the tools to learn more about your personal story.
OHM BOCES Door D $85 9/18-10/30 W 6:00 – 9:00

NEW! Spray Paint Art 8 hrs. (4 sessions)
Come have fun and maybe learn a new hobby, make some art to give as a gift, something to take home or maybe even sell! Dress in clothes you would paint in at home (it can get messy) Bring a can of black and a can of white spray paint and a paint respirator.
MO BOCES $55 10/7-10/16 M,W 5:30 – 7:30

12 Days of Gifting
Gifts in a Jar 2 hrs. (1 sessions)
The possibilities are endless with Mason Jar gift ideas! Giving homemade gifts is a thoughtful way to show people how much they mean to you. You will learn how to make special gifts starting with a simple jar, and learn techniques for decorating your jars to make them even more special.
MO BOCES R-1 $25 12/2 M 5:30 – 7:30

For The Birds Houses 3 hrs. (1 sessions)
Build a birdhouse using reclaimed upcycled materials guided by carpenter Bruce Herb. You will assemble a birdhouse from pre cut materials and then let the creativity unravel.
MO BOCES R-1 $35 12/3 Th 5:00 – 8:00
Tis the season for...Cookies! 6 hrs. (2 sessions)
You can be the talk of your next cookie exchange! Learn how to make incredible Santa-worthy Christmas cookies, including baking tips and ways to creatively package and display your cookies.
MO BOCES R-1 $65  12/4 – 12/11  W  5:00 – 8:00

Holiday Cupcakes! 3hrs. (1 sessions)
In this hand-on class, learn fun decorating techniques to create festive holiday cupcakes.
MO BOCES R-1 $35  12/5  Th  5:00 – 8:00

Upcycled Cork Christmas 3hrs. (1 sessions)
Create fun cork ornaments for yourself or as a small gift for others. They make great package decorations too! Recycle wine corks and create some holiday flare.
MO BOCES R-1 $35  12/9  M  5:30 – 8:30

Make your own Custom Cutting Board 3 hrs. (2 sessions)
You will learn to make a beautiful cutting accessory any foodie would be proud to have! You will assemble your custom cutting board, then finish it.
MO BOCES R-1 $55  12/10 – 12/17  Tu  5:00 – 8:00

Wine Bottle Chimes 3 hrs. (1 session)
Repurpose wine bottles into decorative wind chimes. Learn the technique of cutting wine bottles, making the chime clapper and wind catcher, and decorating. Make nice gifts with this low cost craft. Please bring 2 empty wine bottles and inexpensive safety glasses.
MO BOCES R-1 $35  12/12  Th  5:00 – 8:00

Wreaths 3hrs. (1 sessions)
You don’t need to have a creative bone in your body to master these inexpensive, easy to make wreaths! You can work with whatever greenery you prefer...real or artificial.
MO BOCES R-1 $35  12/16  M  5:00 – 8:00

Tye Dye! 3hrs. (1 sessions)
Transform plain whites into colorful art. A bit of dye and a bit of hands on learning will add to this hippy dippy experience. So dress for a mess and bring one or two white pre-washed 100% cotton garments to upcycle into a work of art to either wear or share.
MO BOCES R-1 $20  12/18  W  5:00 – 8:00

Wrap it Up! 2 hrs. (1 sessions)
Give your Christmas presents a heartfelt, homemade presence under the Christmas tree with the fun and inspiring techniques you’ll learn in this gift wrapping class.
MO BOCES R-1 $25  12/19  Th  5:30 – 7:30

Give the Gift of Knowledge!
Purchase a BOCES Gift Certificate. It will make a great stocking stuffer!
Conversational Languages

Conversational German II 20 hrs. (9 sessions)
Whether you want to travel, communicate with friends or family, this course is for you. Build on basic skills learned in Conversational German. Some prior experience in conversing in German is necessary.

OHM BOCES Door D  $82  10/7–12/16  M  6:30 – 8:45

Conversational Italian 20 hrs. (8 sessions)
Basic grammar needed for personal, social, and travel along with a brief introduction to Italian culture. No prior knowledge of Italian is required for this course. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.

ROME  $82  10/8–10/22  Tu, Th  6:30 – 9:00

More Conversational Spanish – Including Medical Terminology 20 hrs. (10 sessions)
Learn practical and functional conversations, construction of simple oral phrases and sentences that you might encounter while travelling and medical or hospital related terminology. Purchase of textbook required. Visit www.moboces.org/adulted for textbook information.

ROME  $82  11/5–11/19  Tu, Th  6:00 – 8:00

Fine Print...Things You Need to Know

Policies regarding
- Attendance • Cancellations • Certificates • Withdrawal • Grading • Refunds

Available online at: www.moboces.org/adulted

Annual Notice:
The Madison-Oneida BOCES advise students, parents, employees and the general public that they offer employment and educational opportunities, including career and technical educational opportunities, without regard to sex, race, color, national origin or disability and provide equal access to the Scouts and other designated youth groups. Grievance procedures are available to interested persons by contacting the compliance officer listed below. Inquiries regarding this non-discrimination policy may be directed to the person listed below.

Patricia Vacca, Assistant Superintendent for Instruction
Madison-Oneida BOCES/Title IX Compliance Officer
4937 Spring Road, P.O. Box 168 • Verona, New York 13478-0168 • Telephone: 315-361-5545 • pvacca@moboces.org

Additional information, including receiving a copy of the secondary career and technical education courses/programs offered and admission criteria, is available on the website, www.moboces.org or by calling 315-361-5500.

BOCES CONSORTIUM OF CONTINUING EDUCATION POLICY BOARD MEMBERS:
Madison-Oneida BOCES: Dr. John Costello, Sr., Richard Engelbrecht, Jacklin Starks
Oneida-Herkimer-Madison BOCES: Gary Nelson, John J. Salerno

• Register Online: www.moboces.org/adulted or by Phone: 1-888-593-6238/315-793-8696 • 21
Have you earned your high school equivalency diploma?

• We offer “at no cost to you” classes, workshops, Fast Track preparation packets, and testing to help you prepare to earn your high school equivalency diploma.

• If you have ever taken a Regents Exam and passed it, you may be able to receive credit for that portion of the TASC exam to earn your high school equivalency diploma. We help with the process and it is at no cost to you!

• If you have ever taken the GED since 2002 in New York State and passed a section of the exam, you may be able to automatically pass that portion of the TASC exam to earn your high school equivalency diploma.

• Learn about what we offer through our Orientation process. We have morning, afternoon, evening classes and Saturday workshops. There is something for everyone!

• We will go out of our way to help you reach your goal of earning your high school equivalency diploma. Much has changed and we will help navigate any and all options to ensure your success.

It is NEVER too late! Enroll today by calling 1-888-593-6238 for a site near you!

Utica Locations:
Utica ACCESS Site
508 Second Street
Phone: (315) 738-7300

Rome Location:
Rome ACCESS Site
266 West Dominick Street
Phone: (315) 334-8000
Visit our website: www.moboces.org/adulted

High School Equivalency and English as a Second Language

Classes available at:

Madison County ACCESS Site
133 North Court Street
Wampsville, NY 13163
(315) 363-2400

Rome ACCESS Site
266 West Dominick Street
Rome, NY 13440
(315) 334-8000

Utica ACCESS Site
508 Second Street
Utica, NY 13501
315-738-7300

Family Welcome Center Referral Services
CNY Veteran’s Outreach Center
726 Washington Street
Utica, NY 13502
(315) 738-7300

Visit our website: www.moboces.org/adulted

(a) Register Online: www.moboces.org/adulted  or by Phone: 1-888-593-6238/315-793-8696 •

(b) Register Online: www.moboces.org/adulted  or by Phone: 1-888-593-6238/315-793-8696 •
**REGISTRATION FORM**

**WHEN REGISTERING**

for BOCES Consortium Continuing Education courses mail form

**MADISON-ONEIDA BOCES–BCCE OFFICE**

P.O. BOX 168, 4937 Spring Road, Verona, NY 13478-0168

**REGISTER ON-LINE:** [www.moboces.org](http://www.moboces.org)

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**FOR OFFICE ONLY:** Subtract 10%

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I am a senior 62 years or older eligible for a 10% discount

Date Received:

Received by:

For all classes, make your check payable to Madison-Oneida BOCES. Or, if you prefer, you can charge your tuition to your:

- [ ] MASTERCARD
- [ ] VISA

Account Number (below) Expiration Date: ___/_____

CVC #

Signature: ________________________________

Please clip and return – do not staple checks to the form.
Registration Information

- Register online:  
  www.moboces.org/adulted

- By phone:  
  888-593-6238 or 315-793-8696

Class Location Information

- Madison-Oneida BOCES (MO BOCES)  
  4937 Spring Road  
  Verona, NY 13478  
  315-361-5800

- Oneida-Herkimer-Madison BOCES (OHM BOCES)  
  4747 Middle Settlement Road  
  New Hartford, NY 13413  
  315-793-8696

- Rome ACCESS Site (ROME)  
  266 W. Dominick Street  
  Rome, NY 13440  
  315-334-8000

- Utica ACCESS Site (UTICA)  
  508 Second Street  
  Utica, NY 13501  
  315-738-7300

- Madison County ACCESS Site (WAMPSVILLE)  
  133 North Court Street  
  Wampsville, NY 13163  
  315-363-2400

Other Class Locations:

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  Utica, NY 13502

- Clinton Fitness Center  
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