

Read
more about
these inspiring
students on
page 10.

**"If you want to realize
your dream, come here."**

ZHIHUA ZHANG - GED PROGRAM

**"I wanted to enhance
my skills."**

MATTHEW KEEP - ELECTRICAL & HVAC

ADULT TRAINING PROGRAMS

SPRING/SUMMER 2024 COURSE CATALOG
ONONDAGA-CORTLAND-MADISON BOCES

CAREER TRAINING

Central Sterile Processing
Cosmetology
Construction
Dental Assisting
Electrical
HVAC/R
Medical Assisting
Office Technology
(Medical Billing & Coding)
Phlebotomy
Practical Nursing
Welding

PLUS

Part-time Evening Classes

FREE LITERACY CLASSES

- English Speakers of Other Languages
- High School Equivalency Diploma Programs (GED)

REMEMBER!

Hold on to this catalog through the spring and summer for program and class dates! See full course descriptions online.



OCMBOCES



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FREE HIGH SCHOOL EQUIVALENCY & LITERACY CLASSES

FOR BUSINESSES CUSTOMIZED TRAINING

MISSION

We commit to provide our community with the highest quality education and training necessary to successfully meet the challenges and opportunities of the 21st century.

FIND OUT MORE

Attend an
Open House
1 p.m. every Thursday

Or

schedule an **in-person tour**
(315) 453-4455

LEARN
MORE



CONTACT INFORMATION

General Information: (315) 453-4455 or 1-800-444-4406

Part-Time Class Information: (315) 453-4600

Part-Time Registration: www.ocmboces.org/adulted

Full-Time Admissions: (315) 453-4400

Literacy: (315) 453-4672

Business & Industry Training: (315) 453-4466

OCM BOCES LEADERSHIP

District Superintendent: **Matthew L. Cook, Ed.D.**

Deputy Superintendent: **Colleen Viggiano**

Director, Adult Education: **Mari Ukleya**

Coordinator, Training & Continuing Education: **Matt Tarolli**

Coordinator, Health Occupations: **Doreen Bowles, BSN, RN**

FREE HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

VISIT WWW.OCMBOCES.ORG/ADULTED OR CALL 315.453.4672 TO LEARN MORE

HIGH SCHOOL EQUIVALENCY PREPARATION (GED)



LIVERPOOL

OCM BOCES Main Campus
110 Elwood Davis Road

Day Classes

Mon–Thurs 8:30 AM – 11:30 AM
Mon/Wed 12:30 – 3:30 PM

Evening Classes

Mon/Wed 4:30 – 7:30 PM

CORTLAND

Cortlandville Campus
1710 NYS Route 13

Wed/Fri 12:00 – 3:00 PM

LIVERPOOL GED TESTING

2024

March 22/23, April 19/20, May 17/18, June 14/15,
July 12/13, August 9/10, September 13/14,
October 18/19, November 15/16, December 6/7*

See ged.com for more dates & information.

*Dates subject to change

For information, call (315) 453-4672.

NATIONAL EXTERNAL DIPLOMA PROGRAM



The web-based high school equivalency diploma program assesses student knowledge in eight competency areas, including: Cultural Literacy, Health Literacy, Civic Literacy and Community Participation, Consumer Awareness and Financial Literacy, 21st Century Workplace Skills, Geography and History and Science, as well as foundation skills in communication and technology. Candidates work from home and meet weekly with an assessor. This program is designed for adults who have work skills, training and/or life experience. Candidates must be 21 or older and have internet access.

For information, call (315) 453-4672 or (315) 453-2228.

DISTANCE EDUCATION



Do you want your high school equivalency diploma or improve your English but are unable to attend class? Prepare for the GED exam in your own home..

For more information, call (315) 453-4672.

ESOL CLASSROOM LOCATIONS & DISTANCE EDUCATION

English for Speakers of Other Languages (ESOL)

Learn English to get a job or enter training/college programs. Study reading, writing, and vocabulary. Practice pronunciation and conversation. All levels of classes available. Students can register in the ESOL classroom.

LIVERPOOL

OCM BOCES Main Campus
110 Elwood Davis Road

Day Classes

Mon–Thurs 9:00 AM – 12:00 PM

Evening Classes

Mon/Wed 5:30 PM – 8:30 PM
Tues/Thurs 5:30 PM – 8:30 PM

MANLIUS

Manlius Library
1 Arkie Albanese Avenue
Manlius

Tues/Thurs 9:30 AM – 12:30 PM
Mon/Wed 5:30 – 8:30 PM

For more information, call (315) 453-4672.

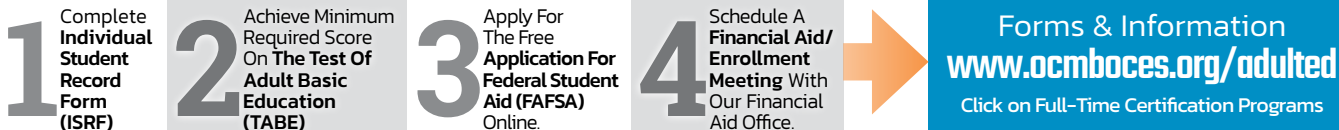
FULL-TIME PROGRAM ADMISSIONS

OPEN HOUSE EVERY THURSDAY AT 1 P.M.

110 Elwood Davis Road, Liverpool (Adult Education Entrance)

ADMISSION PROCEDURE

It's as easy as this:



MINIMUM SCORES REQUIRED ON THE TEST OF ADULT BASIC EDUCATION (TABE)

TRAINING PROGRAM	FREQUENCY	TUITION*	GRADE EQUIVALENT	
			READING	MATH
Central Sterile Processing	2x/year (fall/spring)	\$8,222	10.0	8.9
Cosmetology	10 mos. (1 cohort/year)	\$11,212	8.9	7.0
Construction Trades	2x/year (fall/spring)	\$9,014	8.9	8.9
Dental Assisting	2x/year (fall/spring)	\$9,166	10.9	8.9
Electrical Maintenance Technician I	2x/year (fall/spring)	\$10,160	10.0	10.0
HVAC/R	2x/year (fall/spring)	\$8,714	10.0	10.0
Practical Nursing	11 mos. (1 cohort/year)	\$14,824	Please see steps below	
Medical Assisting	2x/year (fall/spring)	\$8,508	10.9	8.9
Office Technology	2x/year (fall/spring)	\$8,518	10.0	8.9
Welder/Fitter – Daytime	2x/year (fall/spring)	\$9,734	10.0	10.0
Welder/Fitter – Evening	2x/year (fall/spring)	\$9,734	10.0	10.0

* Additional fees mandatory for books, supplies & uniforms. See pages 5–8 for specific fee estimates for each full-time program. Tuition is subject to change.

PRACTICAL NURSING - ADMISSIONS PROCEDURE

Admissions is based on a point system and available seats.

The admissions process takes approximately 60 days to complete. Steps 1–4 will need to be completed in order by June 8, 2024.

Completing steps 1–6 does not guarantee admission into the program.

1. Complete an intake form (Individual Student Record Form) and email to sndeleta@ocmboces.org. (This is not an application.) Please include which program you wish to attend. **DO NOT** include your social security number.
2. File a 2024–25 FAFSA at fafsa.ed.gov.
3. Once the intake form is completed and received, you will receive an email with TEAS payment and scheduling instructions. Please note: All TEAS tests are remote. You will need a laptop/desktop with a camera and microphone.
4. Achieve a 50% or greater on the TEAS* (Prior to 6/8/24)
5. Once you have completed steps 1–4, you will receive an email to complete the PN forms and return to the admissions office. PN forms received prior to this step will be discarded. The forms are PN application, PN Applicant Essay (handwritten), two (2) professional references (invalid if submitted by the applicant); and a copy of your high school diploma/high school equivalency diploma or transcript. The deadline for all paperwork is July 1, 2024 – no exceptions.
6. Once all of the above forms have been received and approved, an interview will be scheduled with the Practical Nursing Department. Interviews are being conducted in person.
7. Once all of the above have been completed and you are accepted, financial aid will schedule an appointment. You must hand in health clearance paperwork at this time.

*If you choose to retake the TEAS test, you can do so 21 days after your initial test date (if time allows prior to the 6/8/24 test deadline date) and will be able to retest one time (a maximum of two tests are allowed). Each exam costs \$75. TEAS scores for the Fall 2024 program must have been taken after 9/1/2023 and before 6/8/24.

FULL-TIME FINANCIAL AID/COMMUNITY PARTNERS

GETTING STARTED• FINANCIAL AID RESOURCES

TYPES OF AID

Federal Pell Grants: Money available that does not have to be repaid.

Student Loans: The U.S. Department of Education offers eligible students Direct Subsidized Loans and Direct Unsubsidized Loans. No credit check involved. These are need-based loans.

Parent Plus Loans: Loans available to parents of dependent students to help pay for college or career school.

► The FAFSA code for OCM BOCES is 012652.

PAYMENT PLANS

Payment plans are available. Our financial aid office will help you secure the best financial aid package to suit your needs and help you attain your education goals. Contact them with your financial aid questions at:

- **Financial Aid Questions:** 315-453-4422
- **Payment Plan Questions:** 315-433-2672

OUR COMMUNITY PARTNERS

ACCES-VR

ACCES-VR (Adult Career and Continuing Education Services – Vocational Rehabilitation) may provide financial assistance for training costs to eligible individuals with disabilities.

Syracuse ACCES-VR Office (Cayuga, Cortland, Jefferson, Madison, Onondaga, Oswego counties)
315-428-4179 or 800-782-6164

Southern Tier ACCES-VR Office (Broome, Chenango, Chemung, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins counties)
607-721-8400 or 800-888-5010

CORTLAND WORKS

(Cortland County residents)
99 Main Street
Cortland, NY 13045
607-758-7585

WORKING SOLUTIONS ONE-STOP CAREER CENTER

1006 Oneida Plaza Drive
Oneida, NY 13421
315-363-2400

CNY WORKS

(Onondaga County residents)
960 James Street
Syracuse, NY 13203
315-473-8250
cnyworks.com



TOMPKINS WORKFORCE NEW YORK

(Tompkins County residents)
Center Ithaca Building
171 East State Street
Ithaca, NY 14850
607-272-7570

VETERAN SERVICES

Post 9/11 GI Bill®*
Phone: **1-888-GIBILL-1 or 1-888-442-4551**
OCM BOCES Certifying Official:
315-453-4422

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

PLACEMENT & SUPPORT SERVICES

The Office of Student Services is located at the OCM BOCES Main Campus in Liverpool. It includes a career resource library, financial aid, admissions, and a full-time social worker. A variety of resources are available to assist with employment placement and counseling.


OCM BOCES is a proud partner of the America Job Center network.



OCM BOCES is a member of the New York State Association for College Admission Counseling.



OCM BOCES is accredited through the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
www.council.org

CENTRAL STERILE PROCESSING

The Central Sterile Processing technician is responsible for the procurement of surgical supplies and sterile equipment. Central Sterile Processing technicians provide support to all patient-care services, including diagnostic and surgical application in a health care facility. They are responsible for cleaning, decontaminating, processing, assembling, sterilizing, storing and distributing the medical devices required for patient care. The 24-week training program includes the basics of medical terminology, anatomy and physiology, microbiology, infection prevention and control, principles and methods of the sterilization process, cleaning, decontaminating, processing, packaging, distributing, storing and inventory control of sterile goods, instruments, trays and equipment. Also included is a 160-hour internship component at a local health care facility. Students completing the program can sit for the Healthcare Sterile Processing Association (HSPA) certification.

**Estimated cost for books, supplies, & uniform is \$275, with another \$125 in optional costs.*

Tuition:	\$8,222*
Median student loan:	\$3,404
Graduation Rate:	80%
Job Placement Rate:	75%
Program Length:	678 hours
Start Date:	TBD
End Date:	TBD
T/TH, 5:00 PM – 9:00 PM**	
Clinical as assigned M/W/F, 8:00 AM – 3:00 PM**	
Additional Requirements:	Physical, current immunizations (MMR, Varicella, PP) and testing fee.
SOC Code:	31-9093
U.S. Dept. of Labor:	www.bls.gov/SOC
**Times are tentative.	

PRACTICAL NURSING

This is your opportunity to join one of most in-demand health occupations in the country. As a Practical Nursing (PN) student, you will be challenged with a rigorous program of study that will prepare you for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Nursing faculty will cultivate an environment in which your success can be measured, validated and reproduced. With the foundations of knowledge and skills, you will become a well-qualified and safe practitioner. A review of the National Council Licensure Examination (NCLEX-PN) is included at the end of the program.

Tuition:	\$14,824*
Median student loan:	\$9,500
Graduation Rate:	84%
Job Placement Rate:	88%
First-Time Licensure Pass Rate:	80%
2021-2022 Licensure Pass Rate:	86%
Program Length:	1 year (1143 hours)
3-year NCLEX-PN pass rate average	
2020-2023:	75.46%
3-year attrition average	
2020-2023:	17%
Start Date:	September 2024
End Date:	August 2025
Daytime:	M-F, 8:00 AM – 3:00 PM
Clinical as assigned 6:45 AM – 1:15 PM	
Additional Requirements:	TEAS exam (\$75), Physical, immunizations and BLS CPR
SOC Code:	29-2061
HEGIS Code:	5209.20
U.S. Dept. of Labor:	www.bls.gov/SOC

**Subject to change. Estimated cost for books and fees is \$2,417.*

MEDICAL ASSISTING

Train for a rewarding career in one of the fastest-growing occupations in the medical profession. Work with physicians and other health professionals, assisting with the delivery of high-quality health care. Students learn both the administrative and clinical aspects of working in the medical office, including: word processing, HIPAA requirements, medical office procedures, and medical billing including ICD-10 and CPT-4 coding. Clinical coursework includes infection control, vital signs, medical office laboratory tests, pharmacology, EKGs, medical specialty assisting, and phlebotomy. The program includes a four-week clinical experience in a health care facility. Upon completion, students can sit for the Certified Clinical Medical Assistant exam.

Tuition:	\$8,508*
Median student loan:	\$4,766
Graduation Rate:	90%
Job Placement Rate:	95%
Program Length:	780 hours
Start Date:	September 2024
End Date:	March 2025
Main Campus in Liverpool	
M-F, 8:00 AM-3:00 PM	
Additional Requirements:	Physical & professional CPR testing fee
SOC Code:	31-9092
U.S. Dept. of Labor:	www.bls.gov/SOC

**Subject to change. Estimated cost for books, supplies & fees is \$380, with another \$195 in optional costs.*

DENTAL ASSISTING

This program is approved by the New York State Education Department Office of the Professions for licensure purposes. The hands-on program format provides an excellent opportunity for those with an interest in the dental profession to begin a rewarding career. Students receive training in a well-equipped dental classroom/lab utilizing up-to-date digital imaging and are trained on state-of-the-art intraoral scanners. Coursework includes: sciences in dentistry, dental terminology, emergency care, infection control, preventive dentistry, clinical assisting and procedures, dental radiology, and a minimum 200 hours of internship experience in a dental office

Tuition:	\$9,166*
Median student loan:	\$8,133
Graduation Rate:	88%
Job Placement Rate:	95%
Program Length:	900 hours
Start Date:	April 2024
End Date:	December 2024
M-F, 8:00 AM – 3:00 PM	
Additional Requirements:	Physical, health immunizations, Professional CPR and testing fee.
SOC Code:	31-9091
U.S. Dept. of Labor:	www.bls.gov/SOC

**Subject to change. Estimated cost for fees, books & uniform is \$514, with another \$593 in optional costs.*

COSMETOLOGY

Cosmetology is an adult program designed to prepare students for a career in the appearance enhancement field. Classes follow the New York State approved curriculum required for taking the state licensing exams. The Cosmetology program offers students the opportunity to practice their skills during regular classes and clinics. If capacity allows, an advanced placement option is also available to students who have completed partial training.

Tuition:	\$11,212*
Median student loan:	\$6,501
Graduation Rate:	90%
Job Placement Rate:	100%
Program Length:	1,100 hours
Start Date:	September 2024
End Date:	June 2025
M-F, 8:30 AM – 3:30 PM	
SOC Code:	39-5012
U.S. Dept. of Labor:	www.bls.gov/SOC
Additional Requirement:	Licensing Fee

***Please see page 14 if you need additional hours to complete your state boards.*

**Subject to change. Estimated cost for fees, books & kit is \$1,050.*

PHLEBOTOMY

Students will be introduced to the field of phlebotomy in physicians' offices, hospitals, and other health-related facilities. Students will learn phlebotomy skills, including but not limited to the following: specimen collections, specimen processing and handling, laboratory operations (safety, quality control, etc.), and anatomy and physiology of the cardiovascular system. Students will also be introduced to infection control/universal precautions and a career development module. Anatomically correct arms are used in class for practice, but 50 sticks, 10 capillary sticks on live individuals are required to qualify for certification. Students will be offered 60 hours of theory and practice and will be responsible for finding and completing 80 hours of clinical externship with a healthcare provider. (These hours will be outside of the listed classroom hours.) Health clearance documents will be required once accepted into the class. No medical experience needed. Textbook and testing fees are additional charges.

Tuition:	\$979*
Graduation Rate:	80%
Job Placement Rate:	74%
Program Length:	140 hours
Dates:	
Spring	June 2024
Additional Requirements:	Health clearance documents, textbook and testing fees.
SOC Code:	31-9097
U.S. Dept. of Labor:	www.bls.gov/SOC

***No financial aid available. Career training admission process does not apply. Contact OCM BOCES Adult Ed to register, 315-453-4600.**

Begin with the office basics of keyboarding, letter writing, business English, filing, and the use of various office machines, including desktop computers, copiers and multi-line telephone systems. Each one of these focus areas requires a four-week internship to complete the program. Students may specialize in one or more of the following areas:

OFFICE SUPPORT SPECIALIST

Continue to develop skills required to be proficient in a business office setting. This program is designed for people who are looking to take their basic computer skills to the next level. The curriculum includes Microsoft Windows®, Word®, Excel®, PowerPoint®, and Access®, in addition to Google Suite, incorporating the administrative skills needed for a variety of office-related careers.

**Subject to change. Estimated cost for fees, books & supplies is \$210.*

Tuition:	\$8,518*
Median student loan:	\$3,899
Graduation Rate:	75%
Job Placement Rate:	93%
Program Length:	780 Hours
Start Date:	September 2024
End Date:	March 2025
	M-F, 8:00 AM – 3:00 PM
SOC Codes:	43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor:	www.bls.gov/SOC

ADMINISTRATIVE SUPPORT SPECIALIST

This training program will focus on the skills necessary for mid- to upper-level office support positions such as administrative assistant, executive secretary, legal secretary, medical secretary, and general secretary. The focus is on extensive Word® proficiency and also incorporates Excel®, PowerPoint®, and Access®, in addition to Google Suite.

**Subject to change. Estimated cost for fees, books & supplies is \$230.*

MEDICAL BILLING & CODING

Learn necessary medical and technological skills for entry-level medical billing and coding. The curriculum includes training in medical terminology, anatomy and physiology, medical office administration and medical billing and coding, utilizing the new ICD-10-CM as well as CPT coding, along with computers and more general administrative skills. Class will also focus on electronic medical health care record management with state-of-the-art software. Basic computer knowledge such as downloading files, accessing email, uploading files, and navigating the internet is recommended.

Tuition:	\$8,518*
Median student loan:	\$3,899
Graduation Rate:	75%
Job Placement Rate:	93%
Program Length:	780 Hours
Start Date:	September 2024
End Date:	March 2025
	M-F, 8:00 AM – 3:00 PM
SOC Codes:	43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor:	www.bls.gov/SOC

**Subject to change. Estimated cost for fees, books & supplies is \$190.*

BOOKKEEPING & ACCOUNTING

Continue on to a concentration in the financial aspect of running an office. Develop skills in manual bookkeeping procedures and payroll as well as computerized methods of these functions using software such as Excel® and QuickBooks®. Basic computer knowledge such as downloading files, accessing email, uploading files, and navigating the internet is recommended.

Tuition:	\$8,518*
Median student loan:	\$3,899
Graduation Rate:	75%
Job Placement Rate:	93%
Program Length:	780 Hours
Start Date:	September 2024
End Date:	March 2025
	M-F, 8:00 AM – 3:00 PM
SOC Codes:	43-6014 • 43-3021 • 43-3031 • 43-9060
U.S. Dept. of Labor:	www.bls.gov/SOC

**Subject to change. Estimated cost for fees, books & supplies is \$202.*

WELDER/FITTER

In this program, students will develop an understanding and proficiency in the areas of shop math, basic drafting, blueprint reading, safety, and the use of oxy-acetylene and plasma-arc cutting equipment. MIG (GMAW), TIG (GTAW), Flux-Core (FCAW) and Stick (SMAW) welding processes will be taught in all positions, as well as an introduction to basic pipe-welding processes. Training follows the standards set by the American Welding Society (AWS). The program includes job shadowing and a four-week internship. Upon completion of the program, students will have an opportunity to obtain AWS D1.1 Welder Qualification. Added Requirements: jacket, helmet, boots

Tuition:	\$9,734*
Median student loan:	\$4,963
Graduation Rate:	91%
Job Placement Rate:	90%
Program Length:	812 hours
Dates:	
Days:	August 2024 to February 2025 Main Campus M-F, 8:00 AM – 3:30 PM
Evenings:	TBD Call 315-453-4400 for enrollment information.
SOC Code:	51-4121
U.S. Dept. of Labor:	www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books, tool kit, & exams is \$776.

ELECTRICAL MAINTENANCE TECHNICIAN

Students will receive training in basic shop math, hand and power tools, precision measuring instruments, electrical blueprints, the National Electrical Code standards and practices, OSHA, electrical theory, conduit bending, motors and NEMA designations. Students will also be eligible to earn National Fire Protection (NFPA) certification. A four-week work experience is included in the training program. According to U.S. Department of Labor statistics, the employment of electrical maintenance technicians is expected to increase with new technologies along with the large number of expected retirements in this field.

Tuition:	\$10,160*
Median student loan:	\$4,952
Graduation Rate:	98%
Job Placement Rate:	98%
Program Length:	810 hours
Start Date:	August 2024
End Date:	February 2025 M-F, 8:00 AM – 3:30 PM
SOC Code:	47-3013
U.S. Dept. of Labor:	www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books & kits is \$1,490.

CONSTRUCTION TRADES

This is a comprehensive introduction to all aspects of residential building construction from foundations to rough and finished carpentry. Skills will be taught through classroom instruction, job shadow experiences and a four-week internship with a local contractor, builder or home remodeling company. Topics will include hand and power tools, construction math, blueprint reading, masonry, rigging, electrical wiring, basic plumbing, framing, roofing, and finishing. Hands-on training and projects will reinforce all classroom learning. A student tool kit will be provided and will include the fundamental tools of the trade.

Tuition:	\$9,014*
Median student loan:	\$3,087
Graduation Rate:	89%
Job Placement Rate:	81%
Program Length:	780 hours
Start Date:	September 2024
End Date:	March 2025 M-F, 8:00 AM – 4:00 PM
SOC Code:	47-2000
U.S. Dept. of Labor:	www.bls.gov/SOC

*Subject to change. Estimated cost for fees, books, tool kit & exams is \$596.

HVAC/R

HVAC/R is a technical and hands-on training program covering all critical aspects of the HVAC/R field. The program offers a combination of classroom, lab, and field work. This class will prepare students for entry into one of many subsets of the HVAC/R industry including but not limited to residential heating and cooling installation, residential heating and cooling service, commercial heating and cooling installation, commercial heating and cooling service, refrigeration system installation, refrigeration system service, plumbing, and green technologies. The EPA Universal Certification Exam for refrigerant handling is offered at an additional fee.

Tuition:	\$8,714*
Median student loan:	\$3,836
Graduation Rate:	86%
Job Placement Rate:	94%
Program Length:	715 hours
Start Date:	August 2024
End Date:	February 2025 M-F, 8:00 AM – 3:00 PM
SOC Code:	49-9020
U.S. Dept. of Labor:	www.bls.gov/SOC
Additional fees:	OSHA exam, EPA

*Subject to change. Estimated cost for fees, books & kits is \$1,224.

MEET OUR INSTRUCTORS

TRADES & TECHNOLOGY

LEWIS CARINCI is an AWS/ASME certified welder with 37+ years of experience in welding and fabrication. He has a degree from Herkimer Community College in business administration and a degree from Cornell University in county government laws and procedures. He also graduated from the Schenectady Modern Welding School.

LARRY CASEY is a graduate of Onondaga Community College with a degree in business administration. He has 30 years of experience working in the electronics and mechanical fields. He is a certified proctor for BPI and a certified EPA/HVAC technician.

JOSEPH MIUCCIO has a master's degree in vocational technical education and bachelor's degree in industrial arts from SUNY Oswego. He holds Building Performance Institute (BPI) certifications in Building Analyst, Envelope Professional, Heating Professional and RESNET.

JUSTIN MUSA has owned and operated his own construction business in Syracuse, JSM Construction, since 2015. He previously worked at McClurg in Marcellus and as a carpenter apprentice at Erickson International in Syracuse. Musa has a bachelor's degree in education from SUNY Cortland.

COURTNEY WISE has five years of professional experience in the industry as a fabricator and production welder and is proficient in multiple welding processes. She also works as a metal sculpture artist, designing and building complex pieces of varying sizes. Courtney started as a part-time welding instructor at OCM BOCES in March 2021 and has taught all three levels of the course.

COSMETOLOGY

DAWN IOZZO has 35 years of experience in the salon industry. She holds a NYS Cosmetology License, certification for teaching Adult Education, as well as a certified NYS Cosmetology examiner. Dawn has been successful as a salon stylist/salon manager. She found her true passion for the industry as an educator and training manager at MATRIX/L'Oreal, where she facilitated advanced cutting and coloring programs to stylists in salons as well as training other trainers to train in salons.

OFFICE TECHNOLOGY

T. SUSAN CARGES has more than 25 years of business experience with a focus on healthcare. She graduated from SUNY Brockport with an undergraduate degree in business, then went on to get an MBA from Case Western Reserve University in Cleveland, Ohio. Susan has conducted training for pharmaceutical companies and taught in public schools. She has a passion for helping people realize their dreams in a medical or business career.

HEALTH OCCUPATIONS

NANCY CHAPPELL has more than 30 years of experience in the field. She graduated from the PIMA Medical Institute in Denver in 1989 and was certified by the Dental Assisting National Board in 1993. She has been a NYS Certified Dental Assistant since 2000.

JAMIE LEMESSURIER, NRCMA, is a 2011 graduate of the BOCES Medical Assisting Program. She has worked in a variety of medical settings, including general surgery, pain management and neurology. She excels in both the clinical and administrative sides of medical assisting.

PRACTICAL NURSING

COORDINATOR:

DOREEN BOWLES BSN, RN, holds a bachelor's degree in nursing from Chamberlain University College of Nursing.

INSTRUCTORS:

MICHELE CALIVA, MA, RN, completed her master's degree training at the Naval Post Graduate School.

DEAJA GARRISI, MSN, RN, has a master's degree in nursing from Capella University in Minneapolis, Minn., and 10 years of experience in the medical field.

CAROL VIGLIOTTI, MS, BSN, RN, obtained a bachelor's degree in nursing from Keuka College and a master's degree in health services administration from The New School. She completed her vocational teacher education at SUNY Oswego. In addition, she holds a NYS Permanent Teaching Certificate in Licensed Practical Nursing and Business.

CHARLENE YOUNG, MS, RN, holds a master's degree in nursing education from Le Moyne College.

CENTRAL STERILE PROCESSING

TBD

PHLEBOTOMY

KAREN HENCHEN has been teaching phlebotomy part-time at OCM BOCES for 20 years and has worked in the nursing field over 30 years. She earned her LPN degree at OCM BOCES and is employed at St. Joseph's Hospital. This class is co-taught with Jamie LeMessurier.

ZHIHUA ZHANG - GED PROGRAM



Zhihua Zhang traveled to the United States from Beijing, China, after her husband was accepted into the Family & Marriage Therapy program at Syracuse University. Now she's attending a free literacy program at OCM BOCES because she, too, wants to start a new career.

In her first seven months at OCM BOCES, Zhang became a model student. So far, she has gained enough English-speaking skills to get a job

in the deli at Wegmans, a position that helped her learn new vocabulary for some foods she had never eaten before, including "cold cuts." She is also studying for her General Equivalency Diploma because she needs a high school transcript to enroll in Onondaga Community College. Eventually, she hopes to become a social worker.

"I went to high school about 33 years ago," Zhang wrote in an essay for the class. "I have the high school diploma, but no transcript."

Traveling back to China would be difficult, she explained, and she doesn't want to leave her husband in Syracuse. So she signed up for the free GED program at OCM BOCES after an exhaustive search.

"After my husband described my background with teachers

at OCM, they were confident I would get my GED through their tutoring program," she said. Their encouragement, she said, made her decision easy.

Zhang's instructor, Nancy Jastemski, commends Zhang for consistently attending school four mornings a week at Liverpool and reviewing her notes each night, often bringing in questions for the next day. English is Zhang's favorite subject — something she studied as a child — but math is a stickler. She rarely used it during her career as an editor and writer in China.

After five months of studying at OCM BOCES, Zhang took the GED exam and did not pass the math portion. But she keeps getting closer, already improving 45 points on her pre-test math scores. Her instructors have devised

a remedial plan to help her learn the concepts she did not master.

"Zhang is determined not to give up," Nancy said. "I love having her in my class!"

For Zhang, the literacy program at OCM BOCES has been a godsend, something she encourages everyone to try. In her essay, she systematically dismisses every obstacle or excuse a potential student could have.

"If you want to realize your dream and choose the job you want," she concludes, "come here."

For information on literacy classes, call 315-453-4672.

MATTHEW KEEP - ELECTRICAL & HVAC



Matthew Keep worked for 21 years in a distribution center and central laboratory for Empire Visionworks in East Syracuse before the company moved those operations to Texas, leaving him at a crossroads. That's when Keep turned to OCM BOCES. Shortly after leaving Visionworks in 2019, he signed up for the full-time HVAC/R program taught by Joe Miuccio.

"I still wanted to be able to use my hands and stay active," Keep said. "I'm not the type of

person who wants to sit at a computer all day."

Keep worked hard and did well in the HVAC/R class, which offers a combination of classroom, laboratory and fieldwork. He even earned "Head of the Class" honors in a student recognition program sponsored by Malco Products, SBC, the nation's leading manufacturer of tools for trade professionals. Students are selected based on factors such as attendance, grades and work ethic.

After graduation, Keep took a job with a local HVAC company, where he focused on residential and light commercial HVAC/R. The job was satisfying but physically challenging for a man with a large, 6-foot-3 frame who had to squeeze himself into crawl spaces and attics. After 3 ½ years, Keep returned to OCM BOCES for another

full-time workforce program — the Electrical Maintenance Technician I program taught by Larry Casey — so he could build on his HVAC/R skills as well as learn new skills in the electrical field. He also wanted to give himself a higher earning potential and mostly avoid the kind of work that required him to squeeze into tight spaces.

Keep started the electrical program in the fall of 2023 and was expected to graduate in March 2024. The experience included job shadowing at a handful of companies and completing a 160-hour internship at Haun Welding Supply & Specialty Gases in Syracuse, where he does preventative maintenance and troubleshooting on welding machines. Keep's hope is to continue to work at Haun or a similar company.

Overall, Keep is grateful to

OCM BOCES for offering two convenient trade programs — with two experienced teachers — so he could enter the workforce with a base of knowledge and formal certifications to make his resume more appealing to employers. Keep has ties to the Syracuse area because he grew up in Liverpool and now lives in Baldwinsville with his wife and two children. He likes that he can network with his BOCES instructors to pin down local job opportunities.

He recommends OCM BOCES to anyone who wants to better themselves.

"I wouldn't have come back to BOCES if I didn't have a good experience the first time," he said.

For information about full-time programs, call 315-453-4400.

ART

LINOLEUM BLOCK PRINTING BASICS - NEW

Printmaking affords the artist an expressive outlet for reproducing limited editions at a relatively low cost. Produce handmade items using fabrics, place cards, monograms, etc. This class will introduce the basics of linoleum block printing: design and design transfer, engraving, registration, and printing on paper and fabric. Supplies needed. Please call 315-453-4600 to obtain the list prior to class.

CEART0660Spr7	4/29/24 - 5/20/24
Monday	\$65.00
CEART0660Sum7	7/30/24 - 8/20/24
Tuesdays	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

CANVA FOR HOME AND BUSINESS - NEW

Interested in graphic design without having to know a programming language? Want to design cool fliers, professional logos, personal gifts for loved ones, or even start your own business? The "Canva Online" graphic design platform will give you the ability to easily create designs that can wow your boss, impress your family, upgrade your social media marketing, or open the doors to successful business opportunities. The opportunities for creation with Canva are limited only by your imagination! In this course, you will learn the basics of Canva: You will create an account, learn how to navigate the platform, and begin creating beautiful designs of several different varieties. You will also be introduced to the many ways in which you can use this platform for everyday use, social media marketing, and growing your business. You must bring in your own laptop for this class.

CECOM6100Spr7	3/27/24 - 4/3/24
CECOM6100Sum7	6/5/24 - 6/12/24
Wednesday	\$79.00
Jamie Gartner	2 Sessions
6:30 PM - 8:30 PM	Main Campus

DRAWING BASICS

Explore pencil, charcoal, and pastel while drawing simple subjects. Drawing exercises will warm you up, and you will be delighted at your improvement. As you perfect some basic skills, you can begin to work with other media. Supplies required. Please call 315-453-4600 to obtain a supply list prior to class.

CEART0655Spr7	3/14/24 - 4/4/24
CEART0655Sum7	7/11/24 - 8/1/24
Thursday	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

PAINTING BASICS

Whether you have been a student of art in the past or have never picked up a brush, this class will guide you through everything you need to know to start painting. Discover how to mix colors, how color can set the mood, how to prepare your surface, and techniques for applying paint. You'll be working with

acrylic paints on canvas, but the concepts can apply to watercolor, oil, pastel, or decorative painting. Supplies needed. Please call 315-453-4600 to obtain a supply list prior to class.

CEART0658Spr7	5/9/24 - 5/30/24
CEART0658Sum7	8/8/24 - 8/29/24
Thursday	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

**PAINTING WITH ACRYLICS**

Learn to blend, shade, and highlight with acrylic paints! You will learn the basic strokes and advance to more complex strokes, blending and mixing colors, and choosing subjects for your work. Come to learn, paint and relax. Basic painting and drawing supplies required. Call 315-453-4600 to obtain a supply list prior to class.

CEART0664Spr7	3/12/24 - 4/2/24
Tuesday	\$65
CEART0664Sum7	6/3/24 - 6/24/24
Monday	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

PAINTING WITH OILS

Learn the basics of oil painting to create original painted designs on canvas board or a canvas of choice. Bring a variety of visual references on your subject of choice to combine a variety of picture elements, integrating the elements and principles of design. Students will be provided a list of materials to bring to the class. Call 315-453-4600 to obtain a supply list prior to class.

CEART0667Spr7	4/1/2024 - 4/22/24
Monday	\$65.00
CEART0667Sum7	7/2/24 - 7/23/24
Tuesday	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

OPEN ART STUDIO

In this very casual setting, you will be creating a masterpiece under the instruction of artist Patricia Slack. Please bring the drawing and/or painting medium of your choice — acrylics, watercolors, pencils, or pastels, etc. Draw and/or paint your subject of choice from visual references you wish to bring to class. Learn design composition skills based on the elements and principals of design, and learn to target and measure your growth using art criticism! Students may present digital uploads of completed art works for display in the gallery. Paint among your peers in a supportive, friendly and creative environment. (Students should please bring art materials of choice.)

CEART0663Spr7	3/20/24 - 4/10/24
CEART0663Spr7a	4/17/24 - 5/8/24
CEART0663Spr7b	5/15/24 - 6/5/24
CEART0663Sum7	6/26/24 - 7/17/24
CEART0663Sum7a	7/24/24 - 8/14/24
Wednesday	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

CALLIGRAPHY

Learn the art of calligraphy to create hand-penned and painted lettering and graphic designs. Bring a favorite quote, prayer, song lyric, and related graphic images to combine word and picture through handmade stylized formats. Call 315-453-4600 to obtain a supply list prior to class.

CEART0640Spr7	5/7/24 - 5/28/24
Tuesday	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

CALLIGRAPHY II ILLUMINATED - NEW

Enjoy learning the art of stylized illuminated calligraphy to create original letter designs using watercolor or colored inks with golden highlights. Please call 315-453-4600 to get the supply list prior to class.

CEART0640Sum7	6/4/24 - 6/25/24
Tuesday	\$65.00
Patricia Slack	4 Sessions
6:30 PM - 9:00 PM	Main Campus

PART-TIME CONTINUING EDUCATION

JEWELRY & LAPIDARY

Learn how to cut and polish stone and set the results into your hand-made sterling silver setting. Learn to use saws and stone polishing equipment and basic soldering techniques. Basic tools and materials needed to complete your project will be discussed at the first class. Some tools available for use in class.

CEART0651Spr7
Thursday
John Sweeney
6:30 PM – 9:00 PM

3/28/24 – 5/30/24
\$149
10 Sessions
Main Campus

PHOTOGRAPHY IN THE DIGITAL AGE

Get better acquainted with your camera! Improve your photography skills through the creative use of camera functions, exposure, composition and lighting. Bring your adjustable digital or 35mm camera and instructions to class.

CEPER0619Spr7
CEPER0619Spr7
CEPER0619Sum7
Monday
Al Miles
6:00 PM – 8:00 PM

3/18/24 – 4/22/24
5/6/24 – 6/17/24
7/8/24 – 8/12/24
\$95.00
6 Sessions
Main Campus

BUSINESS

CONCEPTS IN LEADERSHIP - NEW

This course will introduce key concepts of leadership. Topics will include: the differences between leading and managing; individual and organization breakthrough performance; breakthrough leadership; problem management; and being a time leader. Students will have opportunities to assess their own leadership traits and skills to improve their individual leadership performance or aspirations. Please bring pen and paper to class for notes.

CEBUS1950Spr7
CEBUS1950Sum7
Tuesday
Robert Lewis
6:30 PM – 8:30 PM

4/9/24 – 4/30/24
7/16/24 – 8/6/24
\$69.00
4 Sessions
Main Campus

BETTER BUSINESS WRITING FOR TODAY

Create a positive impression with your customers, co-workers and management by learning to produce clear, concise business documents that are both effective and professional. Review spelling, word usage, punctuation and sentence structure needed to correctly write letters, memos, reports, proposals and minutes.

CEBUS0436Spr7
Tuesday
Mary Elizabeth Alberts
6:30 PM – 9:00 PM

4/2/24 – 4/23/24
\$69.00
4 Sessions
Main Campus

CUSTOMER SERVICE SKILLS

In today's world, providing quality customer service is essential in all organizations and businesses. As a frontline employee, you are usually the first person a potential customer meets either in person or on the phone. Emphasis will be placed on responding to a customer's needs and incorporating customer service – greeting customers, answering the telephone, transferring a call, message taking, solving problems, and handling complaints. Participants will share customer service experiences and identify key words that lead to either a positive or negative experience.

CEBUS0438Spr7
Tuesday
Mary Elizabeth Alberts
6:30 PM – 9:00 PM

5/14/24 – 5/21/24
\$49.00
2 Sessions
Main Campus

CANVA FOR HOME AND BUSINESS - NEW

Interested in graphic design without having to know a programming language? Want to design cool fliers, professional logos, personal gifts for loved ones, or even start your own business? The "Canva Online" graphic design platform will give you the ability to easily create designs that can wow your boss, impress your family, upgrade your social media marketing, or open the doors to successful business opportunities. The opportunities for creation with Canva are limited only by your imagination! In this course, you will learn the basics of Canva. You will create an account, learn how to navigate the platform, and begin creating beautiful designs of several different varieties. You will also be introduced to the many ways in which you can use this platform for everyday use, social media marketing, and growing your business. You must bring in your own laptop for this class.

CECOM6100Spr7
CECOM6100Sum7
Wednesday
Jamie Gartner
6:30 PM – 8:30 PM

3/27/24 – 4/3/24
6/5/24 – 6/12/24
\$79.00
2 Sessions
Main Campus

COMPUTERS

INTRO TO COMPUTERS

Become familiar with computers in a non-threatening setting. In this hands-on class, you will learn about the basic hardware of a PC and become skilled at using a mouse. Learn to create, save and retrieve a file and learn about creating and changing directories and drives. Become familiar with terms such as "word processing," "database," and "spreadsheet," among others, and how they relate to your new world of computer literacy. Now using Windows 10. Textbook required. No experience necessary.

CECOM5000Spr7
Monday
Jean Duva
12:00 PM – 2:30 PM

3/25/24 – 4/15/24
\$135.00
4 Sessions
Main Campus

W.O.W. WORK-OUT WEDNESDAY

Frank McCarthy
Instructor

Main Campus
\$145/session
2 sessions, Wednesday
1:15 PM – 5:15 PM

Work-Out Wednesdays cover the basics for those in or entering the business world. The swift pace in each four-hour session allows a large amount of material to be covered. Computers will be provided for every student. **Texts required and may be purchased prior to class.***

W.O.W EXCEL® 2016 LEVEL 1

CECOM8004Spr7

4/3/24 – 4/10/24

W.O.W EXCEL® 2016 LEVEL 2

CECOM8007Spr7

4/17/24 – 4/24/24

INTRO TO WINDOWS 10

This class offers an easy way to become familiar with the Windows system. Explore the basic features of Windows 10, including the task bar, desktop, start menu, shortcuts, drag-and-drop, recycle bin, and control panel. Create folders to manage files and documents. Use Explorer to locate files. Learn about installing or uninstalling hardware and software, plug-and-play, and other features of Windows. Create, delete, or rearrange icons. Customize your desktop and start menu. Learn about passwords and security within the Windows environment. Prerequisite: Introduction to computers or equivalent experience. Textbook required.* Please bring a flash drive to class.



CECOM5430Spr7 4/22/24 – 5/13/24
Monday \$135.00
Jean Duva 4 Sessions
12:00 PM – 2:30 PM Main Campus

EXCEL® 2016 1

This class covers the basics of entering and editing entries, selecting cells and ranges, creating basic formulas and functions, absolute formulas, AutoSum, and multiple-sheet workbooks. Includes modifying columns, row heights, hiding columns and rows, text alignment, and printing entire worksheets and worksheet selections. Experience with Windows recommended. Text required.* Please bring a flash drive to class.

CECOM5521Spr7 3/26/24 – 4/16/24
CECOM5521Sum7 6/18/24 – 7/9/24
Tuesday \$145.00
Frank McCarthy 4 Sessions
6:00 PM – 8:30 PM Main Campus

EXCEL® 2016 2

Prerequisite: Excel® Level I or equivalent experience. Text required.* Please bring a flash drive to class.

CECOM5526Spr7 4/23/24 – 5/14/24
Tuesday \$145.00
Frank McCarthy 4 Sessions
6:00 PM – 8:30 PM Main Campus

EXCEL® 2016 3

Prerequisite: Excel® Level II or equivalent experience. Text required.* Please bring a flash drive to class.

CECOM5529Spr7 5/21/24 – 6/11/24
Tuesday \$145.00
Franck McCarthy 4 Sessions
6:00 PM – 8:30 PM Main Campus

WORD® 2016 1

Learn this unique and common word-processing software. With this new version, discover the ease with which you can create, edit, add and delete graphics, as well as print documents for both the office and home. Prerequisite: Windows experience. Text required.* Please bring a flash drive to class.

CECOM5562Spr7 3/18/24 – 4/8/24
CECOM5562Sum7 6/10/24 – 7/1/24
Monday \$145.00
Mary Elizabeth Alberts 4 Sessions
6:30 PM – 9:00 PM Main Campus

WORD® 2016 2

Prerequisite: Word® Level I. Text required.* Please bring a flash drive to class.

CECOM5595Spr7 4/22/24 – 5/13/24
Monday \$145.00
Mary Elizabeth Alberts 4 Sessions
6:30 PM – 9:00 PM Main Campus

INTRO TO QUICKBOOKS® (ONLINE SOFTWARE)

QuickBooks is a software program designed to help small and medium-sized businesses keep their books easily and accurately. Get an introduction to this software package, learn file management tasks, and learn the skills to effectively deal with customers, vendors, and banking transactions. Inventory control and payroll functions will also be taught. Basic computer knowledge required. Basic bookkeeping knowledge is a prerequisite. *Text required.

CECOM0900Spr7 4/8/24 – 5/13/24
Monday \$175.00
Frank McCarthy 6 Sessions
6:00 PM – 8:30 PM Main Campus

QUICKBOOKS® (ONLINE SOFTWARE) - ADVANCED

Prerequisite: Basic computer skills and QuickBooks. Level I required. *Text required.

CECOM0903Spr7 5/20/24 – 6/17/24
Monday \$155.00
Frank McCarthy 4 Sessions
6:00 PM – 8:30 PM Main Campus



INTRO TO AUTOCAD 2023 1 - NEW

Increase your design and drafting skills using AutoCAD, the computer-aided drafting tool. Gain an understanding of AutoCAD by setting up files; navigating work space; and learning about drawing tools, hot keys, icon buttons, drawing and modifying concepts, orthographic drawings, layers, dimension styles, hatching, Xref and raster images. One computer per student. Prerequisite: Basic computer skills and understanding of basic drafting. Text required.*

CECOM5604Spr7 3/12/24 – 4/4/24
CECOM5604Sum7 6/4/24 – 6/27/24
Tuesday & Thursday \$255.00
David Trembley 8 Sessions
6:00 PM – 9:00 PM Main Campus

AUTOCAD 2023 2 - NEW

Build on the skills gained in the basic AutoCAD class or elsewhere. Prerequisite: Basic AutoCAD or equivalent experience. Text required.*

CECOM5605Spr7 4/9/24 – 5/2/24
CECOM5605Sum7 7/9/24 – 8/1/24
Tuesday & Thursday \$255.00
David Trembley 8 Sessions
6:00 PM – 9:00 PM Main Campus

PART-TIME CONTINUING EDUCATION

CS 101: INTRODUCTION TO COLLEGE COMPUTER SCIENCE - **NEW**

Dive into the dynamic world of computer science with this introductory course. This is tailored for inspiring tech enthusiasts and absolute beginners. Ideal for those exploring the lucrative field unsure of their aptitude or individuals keen on testing the waters before committing to costly software boot camps or time-consuming four-year degree. Delve into the essentials of programming using Java, web design employing HTML, CSS, JavaScript, and database management through MySQL. We will be laying a foundation for your journey in the digital realm. This class is more than just theory – it is an interactive and engaging experience, ensuring a seamless transition into the captivating domain of computer science, at a fraction of the cost. PLEASE BRING A LAPTOP to the class and be ready to install the required software on it.

CECOM0200Spr7
Thursday
Michael Shenouda
6:00 PM – 9:00 PM

3/21/24 – 5/23/24
\$279.00
10 Sessions
Main Campus

INTRO TO WEB DESIGN - **NEW**

Welcome to the Web Design sequel course, an exhilarating continuation of the CS 101 journey into the realm of computer science. Building on your foundation in HTML and CSS, this hands-on immersive course delves deeper into the artistry of web design. Explore various techniques, responsive layouts, and dynamic styling, crafting immersive user experiences. If you're an aspiring developer, this practical course propels you towards gaining more techniques and knowledge. Join us in shaping the future of the web as you refine your coding finesse and creative flair.

CECOM0250Sum7
Wednesday
Michael Shenouda
6:00 PM – 9:00 PM

6/5/24 – 8/14/24
\$279.00
10 Sessions
Main Campus

INTRO TO COMPUTER PROGRAMMING USING MICROSOFT C# - **NEW**

Dive into the dynamic world of programming with our Introduction to C# course, tailored for novices seeking to master Microsoft's versatile language. As a gateway to Microsoft .NET technologies, this hands-on practical class guides you through the fundamentals of C#, giving you the introduction on how to build robust applications. Designed as a sequel to CS 101: Intro to College Computer Science, this course provides a foundation for aspiring developers. The journey culminates in an exam, and upon successful completion, you'll receive a certificate, validating your skills and opening doors to exciting opportunities in the tech industry. Embark on this learning adventure and elevate your programming prowess in the realm of Microsoft technologies.

CECOM0300Sum7
Thursday
Michael Shenouda
6:00 PM – 9:00 PM

5/30/24 – 8/8/24
\$279.00
10 Sessions
Main Campus

SECRET MAGIC OF THE CORRECT COLORS

Learn how to look younger, healthier, and thinner by wearing your correct colors! Bright, beautiful colors surround us everywhere, and their effect on our appearance is amazing! Find out how the seasonal color theory works and discover the best colors for you. You will receive a professional and individualized color analysis. You will leave knowing your best colors and how wearing your right colors can help you look 10 pounds thinner and years younger. Please bring \$15 payable to the instructor for materials needed.

CECOS0422Spr7
Tuesday
Dianne Stancampiano
6:30 PM – 9:30 PM

3/26/24
\$39.00
1 Session
Main Campus

I HAVE NOTHING TO WEAR! LEARN HOW TO LOOK 10 POUNDS THINNER & 10 YEARS YOUNGER

Have a closet FULL of clothes and NOTHING to wear? Get the "skinny" on what wardrobe styles and silhouettes are most flattering no matter your shape and learn the art of dressing with ease. Learn your figure and how clothing can help your diet along through proportional dressing! How many of us can say we are a perfect size 8 or 10? How many times have you been able to buy a garment that needs no additional tailoring? Few of us have perfect figures, and that's why proportional dressing is so important in creating a successful image. By recognizing and accepting your figure's strengths and weaknesses, you can make adjustments to your wardrobe that will flatter and enhance your looks. Receive Personal Image Information that will recommend wardrobe, makeup, hair and accessories based on your physical characteristics, coloring and fashion personality. Please bring \$25 payable to the instructor for materials needed.

CECOS0450Spr7
Tuesday
Dianne Stancampiano
6:30 PM – 9:00 PM

4/16/24
\$39.00
1 Session
Main Campus

GET YOUR GLAM ON, LEARNING MAKEUP LIKE A PRO

Unleash your inner beauty with a class on makeup application. Learn professional tips and tricks for a soft, finished makeup you can use. Does the selection of makeup make it difficult for you to decide what's best for you? Learn what's available and what to look for when purchasing makeup, and how to apply it correctly. Find ways to look your best. Products used in the class will be from TruAura Beauty, a clean, microbiome-friendly line. This class is best suited for ages 16 and up. Bring your makeup bag and call 315-453-4600 for items needed for class. Please bring \$5 supply fee payable to instructor at class.

CECOS0420Spr7
Tuesday
Dianne Stancampiano
6:30 PM – 9:30 PM

5/7/24
\$39.00
1 Session
Main Campus

CULINARY



CAKE DECORATING LEVEL I

Learn the skills to make and bake the perfect cake! This four-week course will give you step-by-step instructions for baking your first cake and presenting an enviable product. Our experienced instructor, who is Wilton-certified, will walk you through the process of making the perfect icing and using the proper piping techniques to create lines, shapes, lettering, borders, flowers and more. You will quickly learn just how easy it is to make a perfect cake for any occasion! Please call 315-453-4600 to obtain your supply list prior to class.

CECAK0973Spr7
Wednesday
Traci Regan
6:30 PM – 9:00 PM

4/10/24 – 5/1/24
\$70.00
4 Sessions
Thompson Road Campus

Click here to register at www.ocmboces.org/adulted

MORE CAKE DECORATING

Explore even more decorating techniques as our Wilton-certified instructor teaches you the skills of royal icing. Learn how to create exquisite icing flowers and sophisticated ways to bring your cake to life. Get ready to impress your family and friends with a perfectly decorated dessert complete with breathtaking flowers and an amazing basket-weave design. Must complete the introduction to cake decorating prior to taking this class. Please call 315-453-4600 to obtain a supply list prior to class.

CECAK0974Spr7 **5/8/24 - 5/29/24**
Wednesday **\$70.00**
Traci Regan **4 Sessions**
6:30 PM - 9:00 PM **Thompson Road Campus**

CAKE DECORATING LEVEL III

Discover one of the most satisfying and exciting ways to decorate a cake in this fun-filled, four-week course. In this class, our Wilton-certified instructor will teach you the basics of tinting, molding and shaping fondant. Learn how to perfectly cover a cake and create exquisite fondant and gum-paste flowers, bows, and more! Prerequisite: Introduction (Level I) and More Cake Decorating class. Please call 315-453-4600 to obtain a supply list prior to class.

CECAK0975Win7 **3/6/24 - 3/27/24**
Wednesday **\$70.00**
Traci Regan **4 Sessions**
6:30 PM - 9:00 PM **Thompson Road Campus**

CAKE POPS

Learn to make delicious, truffle-type cake pops for any occasion. This two-hour class will teach you how to turn cake, icing and chocolate into yummy works of art. Learn the techniques for making proper cake pops and how to dip them in chocolate successfully. Call 315-453-4600 to obtain a supply list prior to class.

CECAK0976Spr7 **5/23/24**
Thursday **\$40.00**
Traci Regan **1 Session**
6:30 PM - 9:00 PM **Thompson Road Campus**

FLOODED COOKIES

In this one-day class, you will learn how to create designer-frosted sugar cookies, otherwise known as "flooded" sugar cookies. This class will run for 2 1/2 hours and concentrate on the holiday or current season of the month. Six cookies will be provided per student to practice and decorate. Some cake decoration experience preferred but not necessary. Supplies needed for class. Please call 315-453-4600 or email sweet.stuff.confections@gmail.com to obtain the supply list.

CEBAK0001Spr7 **4/11/24**
CEBAK0001Spr7a **5/9/24**
CEBAK0001Spr7b **6/6/24**
Thursday **\$50.00**
Traci Regan **1 Session**
6:30 PM - 9:00 PM **Thompson Road Campus**

FLOODED COOKIES LEVEL II

Take cookie decorating to the next level by learning the techniques to add finishing touches to your cookies, including borders, flourishes, scroll work, embellishments, dimension, stenciling and more. Students are required to have taken the first-level course. Contact 315-453-4600 or email sweet.stuff.confections@gmail.com to obtain the supply list.

CEBAK0003Spr7 **5/16/24**
Thursday **\$40.00**
Traci Regan **1 Session**
6:30 PM - 9:00 PM **Thompson Road Campus**

DRIVER'S ED**DRIVER'S ED - ACTUAL DRIVING AND IN-PERSON CLASSES**

The Driver's Education program at OCM BOCES consists of 24 hours of classroom instruction and 24 hours of vehicle instruction. Driving times are assigned during non-classroom hours. You will be contacted to set up drive times. Driving groups consist of four students per vehicle and drive-time instruction is provided in cooperation with Able II Driving School. All students must be at least 16 years of age before the first class and must bring their NYS drivers permit. In order to obtain a certificate of completion, attendance is required for all classroom and driving sessions. A textbook is required and can be purchased at the time of registration. (Text fee is \$45.) Please call 315-453-4600 to register. Please register early as class size is limited.

Registration Spring deadline: 4/2/24

CECAR0200Spr7 **4/8/24 - 6/10/24**
Monday & Wednesday **Main Campus**
5:30 PM - 7:00 PM **18 sessions**
Shelly Hilts **\$609.00**

Registration deadline: 7/1/24

CAR0200Sum7 **7/5/24 - 7/31/24**
Monday - Friday **Main Campus**
4:30 PM - 6:00 PM **18 sessions**
Shelly Hilts **\$609.00**

5-HOUR PRE-LICENSING COURSE

ALL 5-HOUR CLASSES ARE VIRTUAL ONLY! We will be using the Zoom platform. Enrolled students must have a device with a camera and sound. All students must provide us with a valid email address. You will receive an email from Able 2 Driving on the night prior to class. If you fail to show up or call to reschedule, you will not receive a refund.

These 5-hour classes are for all ages.

PLEASE NOTE:

THE FOLLOWING CLASSES ARE ON TUESDAY & VIRTUAL

CECAR0100Spr7 **4/2/24**
CECAR0100Spr7a **4/16/24**
CECAR0100Spr7b **4/30/24**
CECAR0100Spr7c **5/14/24**
CECAR0100Spr7d **5/28/24**
CECAR0100Sum7 **6/11/24**
CECAR0100Sum7a **6/25/24**
CECAR0100Sum7b **7/9/24**
CECAR0100Sum7c **7/23/24**
CECAR0100Sum7d **8/6/24**
CECAR0100Sum7e **8/20/24**

Tuesday **\$45.00**
Able 2 Driving **1 Session**
4:30 PM - 9:30 PM **Virtual Off Site**

FINANCIAL

BACK TO BLACK: CREATING A DEBT-FREE LIFE

Do you want to live a debt-free and stress-free lifestyle? Learn how you, on your current income, can become completely debt-free, including being free from your home mortgage, in five to seven years! Using simple linear math, critical path technology demonstrates how to eliminate debt and become financially independent. Please bring your list of debts so you can begin to implement your plan immediately. A workbook fee of \$5 is payable in class.

CEFIN0828Spr7	4/4/24
Thursday	\$29.00
Lee Livermore	1 Session
6:30 PM – 9:30 PM	Main Campus

RAISING FINANCIALLY AWARE CHILDREN *

As parents, grandparents, teachers and friends, we worry about our children's future. We do our best to prepare our children for life on their own someday. One area that is often overlooked on this journey is personal finance. This class will help adults coach children about financial choices. Your children will develop thoughtful approaches to earning, saving, and spending through exercises you can do with your children to help them become financially aware children.

CEFIN1200Spr7	3/20/24
CEFIN1200Sum7	6/26/24
Wednesday	\$19.00
Robert Just	1 Session
6:30 PM – 8:30 PM	Main Campus

SOCIALLY RESPONSIBLE INVESTING

This class will introduce you to Socially Responsible Investing or SRI. Also termed ethical or green investing, SRI allows you to build your investment portfolio while doing good. This course will cover topics such as: the differences in various SRI themes, what SRI is, how you can implement an SRI strategy in your investment portfolio, investment choices in the SRI arena and what to look for in a SRI investment.

CEFIN0011Spr7	4/10/24
CEFIN1000Sum7	7/10/24
Wednesday	\$19.00
Robert Just	1 Session
6:30 PM – 8:30 PM	Main Campus

FINANCIAL SUCCESS FOR SMALL BUSINESS OWNERS - NEW

As a small business owner, you face a multitude of rules and challenges unique to your entrepreneurial journey. With the constant demands of running your business, it can be challenging to find the time to focus on your own financial needs. That's why this course is designed to provide you with essential financial tips and resources tailored specifically to small business owners.

CEFIN0015Spr7	3/21/24
CEFIN0015Sum7	6/6/24
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM – 8:30 PM	Main Campus

BUILDING YOUR FINANCIAL HOUSE

Is it time to put your financial house in order? Learn how to set goals to achieve your dreams. You'll understand key concepts to plan for retirement, pay off credit card or loan debts efficiently, build savings for education, protect your income and much more.

CEFIN0011Spr7	4/4/24
CEFIN0011Sum7	7/11/24
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM – 8:30 PM	Main Campus

HOW MONEY WORKS

Learn the three root causes of financial problems along with an overview of the "Rule of 72," the D's of successful investing, credit card traps, debt payoff, life insurance and much more. Understanding these concepts can have an incredible impact on your personal finances. Here is where you can learn and take control.

CEFIN0009Spr7	4/18/24
CEFIN0009Sum7	8/22/24
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM – 8:30 PM	Main Campus

KEEPING MORE OF WHAT YOU EARN:

AN INTRO TO TAX-FREE INVESTING - NEW

Learn how to keep more of your hard-earned income by exploring tax-free investing strategies. This course provides a comprehensive overview of various methods and investment vehicles that can legally and ethically minimize tax liabilities. Gain insights into tax-efficient investment strategies, leverage tax laws to your advantage, and make informed decisions to optimize your income and wealth preservation.

CEFIN0017Spr7	5/2/24
CEFIN0017Sum7	6/20/24
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM – 8:30 PM	Main Campus

INVESTING AT RETIREMENT

Over the next few years, more than 82 million people in the United States will be entering retirement. Are you one of them? Whether you're retiring now or a few years down the road, make sure you're on track to live the retirement of your dreams. No matter where you are, you can learn how to avoid the mistakes so many others make if you are armed with this simple, yet powerful retirement information.

CEFIN0013Spr7	5/16/24
CEFIN0013Sum7	7/25/24
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM – 8:30 PM	Main Campus

INVESTING SUCCESS

Americans today are investing a record-low percentage of their income. At the same time, traditional methods of funding retirement have been in jeopardy. Do you want to turn the tide and be prepared for your financial future? If so, come and learn these critical concepts: understanding the market; the "Rule of 72"; top problems facing most investors; three factors to protect against; mutual funds, annuities and IRAs; and the three D's of successful investing.

CEFIN0012Spr7	5/30/24
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM – 8:30 PM	Main Campus

SOCIAL SECURITY AND YOUR RETIREMENT - NEW

Are you uncertain about the right time to take Social Security benefits or how it fits into your overall financial plan? Whether you are a few years away from retirement or getting ready to retire, this class is designed to provide you with essential knowledge in this area. By attending, you will gain a better understanding of what Social Security entails and how it plays a crucial role in your retirement strategy. This class aims to equip you with the information and insights necessary to make informed decisions regarding Social Security benefits and to optimize your retirement planning.

CEFIN0016Spr7	3/14/24
CEFIN0016Sum7	8/8/24
Thursday	\$19.00
Mike Rienhardt	1 Session
6:30 PM – 8:30 PM	Main Campus

MEDICARE PRINCIPLES - VIRTUALLY

This course involves a careful examination of Medicare principles, other Medicare insurance plans, awareness of the late-enrollment penalties and options for controlling costs. Emphasis will be placed on the development of basic principles and knowledge of what Medicare Advantage plans are, Medicare supplements, and prescription drug plans. This course also covers how to get additional health and prescription drug coverage for veterans and those on SSDI (disability). You will learn about the enrollment process, the initial seven-month enrollment period, and how the Medicare enrollment periods work. This is an informational class to educate persons who are getting ready to retire, are approaching age 65, or who are 65 and older and looking for options.

CEFIN1180Spr7Virtual	4/9/24
CEFIN1180Sum7Virtual	6/25/24
Tuesday	\$49.00
Theresa Cangemi	1 Session
6:30 PM - 8:30 PM	Virtual Off Site

HOME & GARDEN**CHAIR CANING**

Here is your opportunity to restore a chair while developing an appreciation for the beautiful heritage craft of sewing cane. Work on a small piece of your choice. Your piece should be stained and varnished prior to caning. Please, no press-in or rush seats. Storage space is not available for your piece, so please be sure it can be carried back and forth to class. Caning materials can be purchased as a kit from the instructor. Prices depend on size of the project but begin around \$45. Supplies will be sold the first night of class.

CEARTO606Spr7	3/27/24 - 5/1/24
Wednesday	\$75.00
John LaPointe	6 Sessions
6:30 PM - 9:00 PM	Main Campus

PRINCIPLES OF GARDENING & LANDSCAPING

Understanding a few key principles to growing healthy plants can help you successfully garden and landscape in Central New York. This class will provide an overview of plant structure and their requirements, how to evaluate site conditions and select the right plants, how to conduct soil tests and apply soil amendments, introduce you to basic design principles, how to care for your plants, and show you how to safely and effectively manage pests and diseases. You will learn important gardening and landscaping practices that will reduce maintenance time and the use of harmful pesticides and fertilizers. The class is taught by a NYS certified nursery and landscape professional and you will receive research-based information and valuable resources to help you build a beautiful, eco-friendly garden and landscape you can enjoy year round. This class is virtual and uses the Zoom platform.

CEFLO0802Spr7Virtual	3/26/14 - 3/28/24
Tuesday/Thursday	\$39.00
Pamela Wildridge	2 Sessions
6:30 PM - 8:00 PM	Virtual Off Site

INTRODUCTION TO HOME INSPECTION

The home inspection industry is rapidly growing, and this new career could be waiting for you. This course will serve as an overview, addressing questions such as: What is a home inspector? How do I begin this new career? What are the New York State requirements? What are the kind of things I need to know to complete a home inspection? Join us and learn how to be a professional educator for homeowners, helping them have peace of mind about protecting their investment.

CEHOM5000Spr7	3/28/24
CEHOM5000Sum7	6/27/24
Thursday	\$39.00
Randy Luckette	1 Session
6:00 PM - 8:30 PM	Main Campus

BUYING A NEW HOME?**HERE'S WHAT YOU NEED TO KNOW BEFORE BUYING!**

Buying a home is an exciting and challenging endeavor. It requires finding the right neighborhood, agreeing on a purchase price, understanding the potential repair costs, and thinking about future equity options. All of this might have to be done without the eyes of a licensed home inspector, which is scary when you think about the proposed investment you are making. This course will help you identify what to look for when purchasing a home when you do not use a home inspector.

CEHOM5002Spr7	4/18/24
CEHOM5002Sum7	7/18/24
Thursday	\$39.00
Randy Luckette	1 Session
6:00 PM - 8:30 PM	Main Campus

LANGUAGES**ARABIC 101: INTRO TO ARABIC - NEW**

Welcome to the captivating Introduction to Arabic class, where language and culture converge in an immersive experience tailored for absolute beginners. This unique course covers the formal & standard Arabic, Egyptian, and Levantine dialects, fostering a comprehensive understanding of the language's diverse nuances. My hands-on approach prioritizes practical application, ensuring you develop proficiency in the four essential language skills: speaking, listening, reading, and writing. Explore the rich tapestry of the Arab world, embrace cultural immersion, and acquire the linguistic tools to communicate confidently in various contexts. This cost-effective, affordable and flexible course is your gateway to a transformative journey of knowledge into the Arab world. Please bring a laptop to class to download the pdf of the textbook. (https://www.academia.edu/41779809/Alif_baa_3rd_edition)

CELNG1850Spr7	3/19/24 - 5/21/24
Tuesday	\$199.00
Michael Shenouda	10 Sessions
6:00 PM - 9:00 PM	Main Campus

ARABIC 102: CONTINUATION OF ARABIC - NEW

Welcome to the next level of Arabic mastery! Building on Arabic 101, this Arabic 102 sequel delves deeper into the intricacies of language. Explore more advanced grammar, enrich your vocabulary, and refine the four key language skills: reading, writing, speaking, and listening. Embrace the beauty of formal "standard" Arabic, Egyptian, and Levantine dialects as you navigate the diverse linguistic landscape. Elevate your proficiency and cultural understanding in this immersive course, designed to unlock new dimensions of communication. Text required

CELNG1851Sum7	6/4/24 - 8/6/24
Tuesday	\$199.00
Michael Shenouda	10 Sessions
6:00 PM - 9:00 PM	Main Campus

AMERICAN SIGN LANGUAGE (ASL) LEVEL I

This course is intended for those with no experience with American Sign Language. Learn everyday signs, grammar, finger-spelling, numbers and deaf culture. The course will be taught with minimum voicing but with visual and printed handouts. There will be a final exam. To be successful, students need to practice 2 hours for each class.

CELNG1800Spr7	3/18/24 - 4/10/24
Monday/Wednesday	\$129.00
Jim Skvorak	8 Sessions
6:15 PM - 8:15 PM	Main Campus



AMERICAN SIGN LANGUAGE LEVEL II

Prerequisite: Passing score on the ASL I exam or permission of instructor.

CELNGI802Spr7	4/15/24 – 5/8/24
Monday/Wednesday	\$129.00
Jim Skvorak	8 Sessions
6:15 PM – 8:15 PM	Main Campus

AMERICAN SIGN LANGUAGE LEVEL III

This course will utilize the grammar and signs learned in ASL I & II. The course will consist of stories, games and exercises to enhance the student's skills. There will be no voicing. Signs generated from the students' stories will be incorporated in the curriculum. Students scoring well on their evaluation will have developed community social signing skills. Prerequisite: Passing score on the ASL II exam or permission of instructor.

CELNGI804Spr7	5/13/24 – 6/10/24
Monday/Wednesday	\$129.00
Jim Skvorak	8 Sessions
6:15 PM – 8:15 PM	Main Campus

ITALIAN 101

An introduction to Italian with basic grammar and practical expressions needed when traveling to Italy. Some writing and reading also included.

CELNGI814Spr7	4/15/24 – 6/24/24
Monday	\$135.00
George Alessio	10 Sessions
7:00 PM – 9:00 PM	Main Campus

MEDICAL

INFECTION CONTROL STANDARDS

OCM BOCES is certified to provide the required coursework for Infection Control Standards per the New York State Education Department and the Department of Health. This program will help licensed, registered and/or certified health professionals understand principles of blood-borne pathogen transmission in the workplace. It also covers infection control and principles and professional standards of practice.

CEMED117ISpr7	3/27/24
CEMED117ISum7	6/26/24
Wednesday	\$59.00
Lynn Hallowell	1 Session
6:30 PM – 9:30 PM	Main Campus

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) PREP CLASS

The Test of Essential Academic Skills (TEAS) is an admission requirement for the OCM BOCES Practical Nursing (PN) program. Students need at least a 50% on the test to enter the PN program. This class is a prep class to help obtain that goal. We will be using the 2020 – 2021 Study Manual. This link will get you to [the newest version of the book](#), which is still a great study guide. If you are not able to locate this version, one will be available for you to use in class with the deposit of your license or a valid credit card. This text must be returned at the end of the class.

CEMED1200Spr7	4/16/24 – 4/17/24
CEMED1200Spr7a	5/14/24 – 5/15/24
CEMED1200Spr7b	6/4/24 – 6/5/24
Tuesday & Wednesday	\$40.00
Lynn Hallowell	2 Session
6:30 PM – 9:00 PM	Main Campus

PERSONAL DEVELOPMENT

WRITE YOUR OWN MEMOIR - **NEW**

"You should really write a book!" Is this something you have heard or thought about time and time again when reflecting on your life and all you have been through? Do you have a story to tell? Whether you have the next "Eat, Pray, Love" (Elizabeth Gilbert) or "Untamed" (Glennon Doyle) inside you and ready to be told, or you just want to have those life stories written down for posterity, the time to do it is now! In this course, you will learn and engage in the process of memoir writing – from mapping out your life and outlining the structure and content of your memoir, to actually writing your book. We will explore your "why" behind your memoir, identify your audience, and dip into traditional market expectations of a memoir. You will leave with a completed outline, at least two chapters written and a clear focus for what comes next in the writing process. Writing your own story can be cathartic and healing and even life-changing for you and your readers. It's time to share your story! Please bring pen, paper, and a laptop for use in class.

CEPER0350Spr7	4/11/24 – 5/16/24
CEPER0350Sum7	7/11/24 – 8/15/24
Thursday	\$99.00
Jamie Gartner	6 Sessions
7:00 PM – 8:30 PM	Main Campus

BALLOON TWISTING FOR ADULTS

Bring joy and laughter to any occasion with balloon sculptures. Balloon artist Ron Cain teaches the basics of balloon twisting. Students will learn how to make balloon animals, hats, bracelets, flowers, character figures, airplanes, and other shapes. Special twists and techniques will be taught that are only known to balloon experts. There is a \$10 supply fee for balloons and balloon pumps.

CEPER1728Spr7	5/6/24 – 5/20/24
Monday	\$55.00
Ron Cain	3 Sessions
7:00 PM – 9:00 PM	Main Campus

MYSTERIOUS WORLD: UNEXPLAINED THINGS & PLACES - **NEW**

Investigate strange creatures and UFOs. Learn about places of raw power like Stonehenge, the Pyramids of Giza and the Bermuda Triangle. Could King Tut's Tomb and Crystal Skulls from an ancient Mayan civilization really be cursed? Discover mysterious tourist destinations for the "Dark Traveler" in you. How do cryptozoologists distinguish between Sasquatch, the Abominable Snowman, and Wild Men of legend? Is the Loch Ness monster really a plesiosaur? You be the judge after hearing stories of monster sightings and alien encounters. Magician, ghost hunter, and cryptozoologist Ron Cain discusses strange creatures of land, sea, and air, such as Hopkenville goblins, the Mothman, Thunderbird, Kraken, and Chupacabra. Students will learn about Out-Of-Place Animals (OOPA), including

Continued on next page

Devil Monkeys and Alien Big Cats (ABC) as well as a tiny human species nicknamed Hobbits on the Indonesian Island of Flores. Are we the children of ancient aliens? What are the signs that you may have been abducted by aliens and don't even know it? Find out. Discover forgotten memories of paranormal experiences and cryptid encounters using a simple technique with ordinary cards. Also, students will discover their totem cryptid and how it can be used to their advantage. If cryptids and paranormal phenomena are real, why are they so hard to prove? Theories about supernatural hot spots, interference by ancient aliens and the connection between cryptid sightings and dimensional portals will be examined. \$10 textbook fee collected at first class.

CEPER1718Spr7
Tuesday
Ron Cain
7:00 PM – 9:00 PM

5/7/24 – 5/21/24
\$55.00
3 Sessions
Main Campus

DISCOVER THE TAROT

Discover the meaning and power of color in your life. Learn what colors are lucky for you and what they reveal about your personality and your future. Find out what colors are associated with chakras — energy points in the body — and what meditation techniques can be used to balance mind, body, and spirit. You will learn the meaning of gemstones and how they can divine the future and bring you power and energy. In addition to learning how to cast lucky stones and crystals, you will also learn the ancient art of throwing rune stones, engraved symbols used by Northern Europeans as an oracle. And finally, you will discover what colors are associated with your aura or energy field. You will finish by coloring your own personal aura graph in class. A textbook fee of \$10 will be collected by the instructor at the first class.

CEPER1724Sum7
Tuesday
Ron Cain
7:00 PM – 9:00 PM

6/4/24 – 6/18/24
\$55.00
3 Sessions
Main Campus



TAROT 2: ADVANCED PRACTICES - NEW

Join psychic and tarot master Ron Cain as he discusses advanced techniques in fortune-telling with cards. Beginners and pros alike are welcome to take the class. The meaning and symbolism of each tarot card will be discussed. Several advanced layouts will be taught, including the challenging 21-card Romany/Gypsy spread. It will be presented in an easy step-by-step manner. Students will be shown how the Gypsy Witch Fortune-Telling cards can be used in conjunction with the tarot. And finally, students will be taught Ron Cain's fortune-telling with ordinary cards system. Students will be given all necessary handouts. Students should bring their own tarot cards or purchase in class. The Rider-Waite Tarot deck is used in class.

CEPER1738Spr7
Tuesday
Ron Cain
7:00 PM – 9:00 PM

3/26/24 – 4/9/24
\$55.00
3 Sessions
Main Campus

FINDING YOUR PSYCHIC SELF

Psychic and magician Ron Cain teaches the fine art of fortune-telling and the seven steps needed to develop your psychic ability. Fine-tune your "sixth sense" by delving into palmistry, numerology, card reading, and dowsing using a pendulum. Unlock your intuition through dream interpretation, hypnosis, and meditation. Learn about auras (energy fields around your body), chakras (energy points in your body), and color analysis. Students will color their own aura graph. Ron shows how to divine the future by casting coins and dice. Find the psychic connection between sun-sign astrology, Chinese astrology, and Native American totems. Students will learn how to test their psychic abilities using ESP cards. These cards as well as ordinary cards can be used to predict your destiny with the Fortune Card ESP Layout, which will be taught. Other card layouts that will be discussed are the Psychic Layout, the Forgotten Dreams Layout, and the Mojo Coin and Card Spread, using points in your body. For maximum enjoyment, students should have a deck of playing cards, string, tape, penny, and colored pencils or crayons. A \$10 textbook fee will be collected by the instructor at the first class.

CEPER1720Spr7
Monday
CEPER1720Sum7
Tuesday
Ron Cain
7:00 PM – 9:00 PM

4/1/24 – 4/15/24
\$55.00
6/25/24 – 7/9/24
\$55.00
3 Sessions
Main Campus

GATHERING OF GHOSTS

Professional magician, psychic, and ghost hunter Ron Cain takes you inside the world of ghosts and apparitions. Learn about the six types of ghostly encounters, including haunting hallucinations, out-of-body experiences, residual hauntings, poltergeists, malevolent entities, and the dearly departed. Discover why spirits return from the dead or become earth-bound. Ron sheds light on famous haunted houses like the Amityville Horror House and discusses local legends and international ghosts. Students will also be entertained with stories about hitchhiking ghosts, the Flying Dutchman, the Wild Hunt, and Hounds of the Underworld. Participants will feel forewarned and forearmed after learning how spirit guides communicate with us, how to see and speak to a ghost, and how to conduct a ghost hunt. You will also discover the five most common types of supernatural activity, how to investigate a haunted house and how to banish evil or unwanted spirits. Finally, students will learn two methods to contact spirits by casting coins,

and two techniques to tell ghostly fortunes using ordinary playing cards. Be prepared to share your own ghost stories and discover local haunts! A \$10 textbook fee will be collected by the instructor at the first class.

CEPER1716Spr7
Tuesday
Ron Cain
7:00 PM – 9:00 PM

4/16/24 – 4/30/24
\$55.00
3 Sessions
Main Campus

KEEP TALKING: AN INTRODUCTION TO PROFESSIONAL VOICE OVER

Have you ever been told you have a great voice? This exciting class will explore aspects of voiceover work for television, film, radio, audio books, documentaries and the internet. We will cover how to prepare a demo, how to be successful, and how to earn a great income in this exciting field. Class participants will have a chance to record a commercial script under the direction of our voicecoaches.com producer.

CEPER1975Sum7
Thursday
CEPER1975Spr7
CEPER1975Spr7a
CEPER1975Sum7a
Wednesday
Main Campus

7/18/24
\$45.00
3/20/24
5/29/24
8/14/24
\$45.00
6:30 PM – 9:00 PM
1 Session

Creative Voice Development

PART-TIME CONTINUING EDUCATION

DRONES & R/C MODEL AVIATION

This introductory level class will give you the "right stuff" to enter the high-flying world of model aviation! Drones seem to be everywhere, and we will explore the role of drones for the hobbyist and beyond. Learn the basics of radio-control systems, propulsion, model selection, craftsmanship and maintenance/repair of your models. Experience all model types from helicopters to quadcopters, indoor flyers to giant scale models. No model purchase is necessary prior to class.

CEREC0604Spr7	4/17/24 – 5/8/24
Wednesday	\$55.00
Joe Chovan	4 Sessions
6:00 PM – 8:00 PM	Main Campus

AMERICA'S BOATING COURSE

Plan to learn before you get on the water. This course includes an introduction to types of boats, boating law, boat safety equipment, safe boating practices, navigation, trailering and storage. We will also discuss boating problems such as accidents, rescues, emergency radio calls and engine problems. You will be well-prepared before you take that first step into the water. This course is taught by the U.S. Power Squadron. Participants will purchase a coursework book from the instructor at the first class for \$35. Final exam will be given at the last class.

CEREC2010Spr7	4/10/24 – 5/8/24
Wednesday	\$39.00
Tess Freedman	5 Sessions
U.S. Power Squadron	Main Campus.
6:00 PM – 8:00 PM	

BALLROOM DANCING - BASIC

Be the hit on the dance floor at your next social event! Discover new opportunities for fun and exercise as you develop your skills in social ballroom dancing. This class features the most popular dances, including the foxtrot, cha-cha, waltz, swing and rumba. Sign up with someone; a partner is needed. Cost is per couple.

CEREC1280Spr7	3/21/24 – 4/25/24
Thursday	\$145.00
Walt Medicis Associates	6 Sessions
7:00 PM – 8:30 PM	Thompson Rd.- Alt Building

BALLROOM DANCING - INTERMEDIATE

Continue your social ballroom dance skills to learn new steps and variations. This class includes some additional focus on partnering and styling. In addition to the foxtrot, cha-cha, waltz, swing, and rumba, some tango and polka may be introduced. Sign up with someone; a partner is needed. Cost is per couple.

CEREC1283Spr7	5/2/24 – 6/6/24
Thursday	\$145.00
Walt Medicis Associates	6 Sessions
7:00 PM – 8:30 PM	Thompson Rd.- Alt Building

COUNTRY TWO-STEP

The "Country Two-Step" is the most fun dance for country music folks. With its constant rhythm of quick and slow dance moves, it's easy to learn and remember. There are several more moves and dance positions to share with a partner as you move around the dance floor. Sign up with someone; a partner is needed. Cost is per couple.

CEREC1285Spr7	3/20/24 – 4/10/24
Wednesday	\$145.00
Walt Medicis Associates	4 Sessions
7:00 PM – 8:30 PM	Thompson Rd.- Alt Building

SWING DANCE

No matter what type of music you like, you can dance the swing to it! Swing dance is fast, energetic and a great way to dance at many social events, parties and clubs. You'll learn basic steps, turns and partnering to get you up and dancing. The most popular and widely used forms of swing dance are taught in this class. Sign up with someone; a partner is needed. Fee is per couple.

CEREC1260Spr7	4/17/24 – 5/8/24
Wednesday	\$145.00
Walt Medicis Associates	4 Sessions
7:00 PM – 8:30 PM	Thompson Rd.- Alt Building



BELLY DANCING

Enjoy this creative, feminine alternative to aerobics — a delightful, low-impact cardiovascular workout that offers a variety of movement while creating figure 8s, circles, spirals, undulations and vibrations throughout the body. Belly dancing is great exercise for all women of any size or age. Please wear loose-fitting clothes. Bare feet required.

CEREC1261Spr7	4/4/24 – 5/9/24
Thursday	\$85.00
Pam McGrath, Maya Studio	6 Sessions
7:15 PM – 8:15 PM	Main Campus

YOGA FLOW FOR FITNESS & RELAXATION

This class offers a traditional Hatha Yoga approach combined with modern day Yoga Flow practice. The class is designed to strengthen the body, create flexibility and relax the mind. Emphasis is on a personalized approach to yoga postures through movement and breath and provides a challenge for experienced students. This class is suitable for all level of students to improve quality of life and deepen self-awareness. Please bring your own yoga mats for class.

CEREC0705Spr7	4/2/24 – 5/21/24
CEREC0705um7	6/4/24 – 7/23/24
Tuesday	\$85.00
Linda Rudnick-Smith	8 Sessions
7:15 PM – 8:15 PM	Main Campus

TRADITIONAL KICKBOXING

Learn the pure art of kickboxing through this station-based format. This training involves heavy bag drills, focus-pad drills, speed-bag development and kick shield strikes. This boxing style environment has an electronic timer during simultaneous activities. This class has a high calorie burn, with a fun learning skill developed of do's and don'ts in kickboxing. Sparring drills are incorporated in a safe and controlled manner. Strengthen core, improve speed, add endurance and feel GREAT! Kickboxing gloves required and may be purchased on site from instructor. This class is taught at the Salt City Karate and Kickboxing facility at 1900 Brewerton Rd, Mattydale.

CEREC1001Spr7	4/25/24 – 5/30/24
CEREC1001Sum7	6/13/24 – 7/25/24
Thursday	\$85.00
Jeffrey Bertollo	6 Sessions
6:45 PM – 7:45 PM	Salt City Karate



BEGINNER ADULT KARATE/SELF DEFENSE

This class will cover the basic elements of karate and self-defense techniques. The four basics (kihons) are blocks, kicks, punches and stances. This class will work on improving flexibility, balance, and overall mental wellness. Proper eating habits will be discussed as well. Please wear comfortable clothing. Karate uniforms will be available for purchase on-site from the instructor. This class will be taught at the Salt City Karate & Kickboxing facility at 1900 Brewerton Rd, Mattydale.

CEREC1000Spr7	3/25/24 - 4/29/24
CEREC1000Sum7	6/3/24 - 7/8/24
Monday	\$85.00
Jeffrey Bertollo	6 Sessions
6:45 PM - 7:45 PM	Salt City Karate

BEGINNER JUDO - THE GENTLE WAY - **NEW**

The art of throws, holds, chokes and break falls — a six-week program to help you learn how. This class is taught at the Salt City Karate and Kickboxing facility at 1900 Brewerton Rd, Mattydale.

CEREC1004Spr7	4/25/24 - 5/30/24
CEREC1004Sum7	6/26/24 - 7/31/24
Wednesday	\$85.00
Jeffrey Bertollo	6 Sessions
5:30 PM - 6:30 PM	Salt City Karate

T'AI CHI CH'UAN LEVEL 1

A wonderful yet easy workout for both the body and mind. This beginner-level class will include warm-ups, breathing, and relaxation techniques in the form of 20 movements. Suitable for all ages. Be sure to wear comfortable clothing.

CEREC0507Spr7	4/3/24 - 5/22/24
Wednesday	\$95.00
CEREC0508Spr7	4/4/24 - 5/23/24
Thursday	\$95.00
Patrick Favalo	8 Sessions
6:00 PM - 7:00 PM	Main Campus
CEREC0507Sum7	6/26/24 - 8/14/24
Wednesday	\$95.00
CEREC0508Sum7	6/20/24 - 8/15/24
Thursday	\$95.00
Patrick Favalo	8 Sessions
6:00 PM - 7:00 PM	Main Campus

TRADES & TECHNOLOGY

AIR CONDITIONING & REFRIGERATION 1

Gain information about this fast growing industry. Definitions, pressure-temperature relationships, theory of refrigeration cycle, various types of compressors, evaporators, condensers, water/air cooled, accessories, principles of thermodynamics and cycle controls will be covered. Text required. Please read the first three units prior to the first class.

CEIND1400Sum7	6/3/24 - 7/8/24/24
Monday/Wednesday	\$269.00
Joseph Miuccio	10 Sessions
5:00 PM - 8:00 PM	Main Campus

AIR CONDITIONING & REFRIGERATION 2

This next step includes the use and interpretation of basic symbols, voltages, and schematic diagrams. Review the refrigeration cycle and relevant technical electrical knowledge and terms. Trouble-shooting fundamentals of various 1-and 3-phase motors and compressors will also be covered. Includes some hands-on work. Text required. Prerequisite: AC&R I or equivalent.

CEIND1402Sum7	7/10/24 - 8/12/24
Monday/Wednesday	\$269.00
Joseph Miuccio	10 Sessions
5:00 PM - 8:00 PM	Main Campus

AIR CONDITIONING & REFRIGERATION 3

Here's your opportunity to gain hands-on experience by trouble-shooting line equipment and trainers, including heat pumps, air conditioners, electrical systems and various motor relay and control systems. Text required. Prerequisite: AC&R I/II or equivalent.

CEIND1404Sum7	8/14/24 - 9/18/24
Monday/Wednesday	\$269.00
Joseph Miuccio	10 Sessions
5:00 PM - 8:00 PM	Main Campus

REFRIGERATION TRANSITION & RECOVERY REVIEW & CERTIFICATION TEST

This review course and exam are EPA-approved and sponsored by ACA/FSU. The review portion covers information required for certification in Type I (Small Appliance), Type II (High-Pressure Appliance) and Type III (Low-Pressure Appliance). The principles will be reviewed prior to the test given at the end of the second session. PLEASE bring your own laptop to download the study guide.

CEIND1420Sum7	9/23/24 - 9/25/24
Monday/Wednesday	\$209.00
Joseph Miuccio	2 Sessions
5:00 PM - 8:00 PM	Main Campus

BASIC ELECTRICITY

Students will become familiar with the theory and concepts of voltage, current resistance, and power with their relationship thru Ohm's law. The class will discuss AC and DC circuits and measurement tools for voltage, current, resistance, and power, and the materials used to connect devices into circuits. Students will participate using circuit simulators and laboratory work with resistors, capacitors, inductors, magnetism, transformers. Students will calculate power efficiency and the phase angles between voltage and current for RL and RC circuits. We will also discuss electrical power generators and distribution, AC and DC motors and controls, tuned circuits, and oscillators. A calculator is needed. A networked laptop or tablet is also required for online documentation and labs.

CEELE0702Spr7	4/9/24 - 5/23/24
Tuesday/Thursday	\$289.00
Michael Birdsall	14 Sessions
6:30 PM - 9:30 PM	Main Campus



RESIDENTIAL WIRING - **NEW**

Get the knowledge you need to tackle electrical projects safely and confidently. The comprehensive class covers many aspects of electrical systems in homes. From electrical safety practices to understanding NEC codes and regulations, you'll gain a solid foundation in electrical basics. Learn about circuits, components, and wiring techniques, including outlet and switch installation. Explore lighting systems and troubleshooting methods. You'll develop practical skills to wire your home efficiently and safely maintain its electrical integrity. Prerequisite: Basic Electricity. Text required.

CEELE0703Spr7
CEELE0703Sum7
Tuesday & Thursday
Michael Birdsall
6:30 PM – 9:30 PM

5/28/24 – 6/13/24
8/13/24 – 8/29/24
\$199.00
6 sessions
Main Campus



WELDING I

Required supplies include safety glasses, work boots, long pants, heavy long-sleeved shirt or welding jacket and welding gloves. Text required. Please bring notepad and pen/pencil to first class.

CEWEL2115Spr7
Tuesday/Thursday
Courtney Wise
6:30 PM – 9:30 PM

4/30/24 – 5/30/24
349.00
10 Sessions
Main Campus

WELDING II

Set up to further your welding skills with instruction and hands-on experience with out-of-position work from flat to an incline of 45 degrees or more. Both arc and gas welding will be covered. Prerequisite: Welding I or equivalent experience.

CEWEL2117Spr7
Tuesday/Thursday
Courtney Wise
6:30 PM – 9:30 PM

6/4/24 – 7/9/24
\$349.00
10 Sessions
Main Campus

WELDING III

For the experienced welder — here's your opportunity to concentrate on improving your welding techniques. Help with MIG, TIG, pipe, all-position welding and any other specific welding skills. Prerequisite: Welding I/II or equivalent experience.

CEWEL2119Spr7
Tuesday/Thursday
Courtney Wise
6:30 PM – 9:30 PM

7/16/24 – 8/15/24
\$349.00
10 Sessions
Main Campus

WELDING TEST

For more information, call 315-453-4600.

CEWEL2000Sum7
CEWEL2002Sum7
6/6/24
8:00 AM – 4:00 PM
1 Session

\$195.00 (DOT)
\$295.00 (AWS)
Thursday
Main Campus

Remember, you can see full
course descriptions anytime at:
www.ocmboces.org/adulted

PART-TIME

1. Every effort is made to conduct classes as listed in this catalog. However, circumstances sometimes make it necessary for classes to be canceled, postponed or combined, or for instructors and classrooms to be changed. We are sorry for any inconvenience this may cause you.

2. Classes must reach a minimum enrollment at least four business days prior to the start date. If it is necessary for OCM BOCES to cancel a class, you will be notified by phone or by mail. You may transfer to another class or receive a full refund or tuition voucher.

3. You are enrolled as soon as your registration and payment are received, unless you are otherwise notified. A receipt will not be mailed unless requested.

4. Fees for all classes must be paid in full at the time of registration.
A \$20 fee will be charged on all returned checks.

5. If it is necessary for you to withdraw from a class, please notify us.

A. You will receive a refund (minus a \$10 processing fee) if notification is received at least four business days prior to the start of that class.

B. You will receive a tuition voucher (minus a \$10 processing fee) if notification is received less than four days prior to the start of that class and before the second class session. Your tuition voucher may be used toward any part-time OCM BOCES Continuing Education course within one year.

6. Our programs are open to all persons regardless of residency. OCM BOCES affirms the right of all citizens to participate equally in our programs regardless of race, religion, sex, age, national origin, or disability.

7. Students are expected to purchase textbooks and materials as mentioned in course descriptions. Textbooks can be purchased in the Registration Office at the OCM BOCES Main Campus. If your class is scheduled for the Thompson Road Campus, textbooks for those classes will also be made available at the Thompson Road Campus the first night of class. Occasionally, classes are canceled due to low enrollment. Please make sure your class is running prior to purchasing supplies or textbooks, as texts are not returnable.

8. All parking areas and lots are designated for student use.

9. Although some of our classes are taught by people who are practicing financial planners, salespersons, or actively involved in a business or profession that is related to the subject they teach, we only endorse their ability as instructors, not the value of any product or service they sell.

10. We assume students recognize the risk of physical injury or damage and that they agree to take responsibility for any personal accident that might occur in the course of any activity associated with an Adult Education program.

11. Any students who are under the age of 18 or need special assistance must be accompanied by a parent/guardian/advocate who is also registered for the class. Please call 315-453-4466 or email mtarolli@ocmboces.org for more information.

FULL-TIME

STUDENT CONDUCT - FULL-TIME

Our expectations for student conduct in full-time certification programs is outlined in detail in our Student Handbook. As a student at OCM BOCES, you are expected to conduct yourself in a professional manner at all times. You will not engage in any behavior that endangers the safety and welfare of others, violates their rights or violates state statutes. To get a complete copy of the Student Handbook, please call 315-453-4400.

FINANCIAL AID & REFUNDS - FULL-TIME

Adult students at OCM BOCES may be eligible to receive many different forms of financial aid. A typical financial aid package may look something like this:

Average Tuition:	\$9,867
Average Pell Grant:	\$4,171
Student Loan	\$5,722

The actual cost for your education may vary. Not all students will qualify for a Pell Grant, local grant and/or student loan. Our Financial Aid Office staff will assist you in securing the best available financial aid package to suit your needs and help you attain your education goals.

Please call (315) 453-4422 in Liverpool.

FEDERAL TITLE IV REFUNDS

The financial aid (Pell Grant and student loans) earned by the student is equal to the percentage of the period of enrollment completed. When a student withdraws before completing more than 60 percent of the period of enrollment, the percentage of financial aid is prorated using the Federal Refund/Repayment Policy.

The returned funds must be refunded to the following sources in this specific order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grant

VETERANS' REFUND POLICY

Students not accepted by the school and students who never begin the program are entitled to a full refund of all tuition and fees paid.

In the case of student withdrawal after the commencement of classes, the school shall retain \$10.00 of the registration fee plus a percentage of tuition and fees, which are prorated on a day to day basis. The refund is based on the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.

OUTSTANDING BALANCES

Upon termination of enrollment, any balance due to OCM BOCES (based on the school's refund policy) is payable immediately. All charges on the student's account must be paid in full prior to the completion of the training program. OCM BOCES reserves the right to withhold student transcripts and deny approval for state board examinations to any student who has an outstanding tuition balance.

Onondaga-Cortland-Madison BOCES offers specialized, short-term clock hour training programs and is a non-credit bearing institution. Therefore, the institution does not allow students to transfer between programs within the facility.

WITHDRAWAL OR DISMISSAL FROM SCHOOL & REFUND POLICY

To withdraw from school after beginning attendance, student must notify program coordinator of intent in writing, in person, or by phone. A full refund is given to students if a

class is canceled by OCM BOCES. Refunds are made without requiring a request from the student. If withdrawal occurs after the start of the program, tuition will accrue as follows:

- Withdrawal prior to the first day or second day of class will only require the \$50 processing fee.
- Students who have enrolled without visiting OCM BOCES will be given a full refund (minus the \$50 processing fee) as long as they withdraw by the end of the second day of class.
- The student will be responsible for cost of supplies already issued or fees previously applied.
- Up to 5% of authorized program hours offered, 20% of tuition will be charged.
- Up to 20% of authorized program hours offered, 50% of tuition will be charged.
- Up to 30% of authorized program hours offered, 75% of tuition will be charged.
- Over 30% of authorized program hours offered, 100% of tuition will be charged.

Tuition payments of more than \$5.00 in excess of the amount owed will be made within 45 days of the last date of attendance.

PROFESSIONAL JUDGMENT

Students may pursue an adjustment to the factors that determine their financial aid eligibility based on special or unusual circumstances.

Unusual circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g. human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override.

Special circumstances refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the COA or in the EFC calculation.

VA PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11

G.I. Bill®* (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;

- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the office U.S. government website at www.benefits.va.gov/gibill.

CREDIT EVALUATION POLICY FOR VA RECIPIENTS

OCM BOCES will inquire about the previous education and training of each veteran or veterans who are eligible for benefits and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

ACADEMIC CALENDAR & GRADING

Full-time certification courses generally begin in the fall and winter. Please see specific programs for detailed start/end dates. Part-time courses run throughout the academic year. Specific class times/dates are noted in this course catalog. Grading is based on hands-on evaluations, tests, quizzes and in-class assignments.

- Students cannot miss more than 10% of the total hours of their respective programs (5% for PN program). All arrivals and departures are recorded in our attendance system.
- Students must maintain a 75% average or 2.5 Grade Point Average (GPA) or better to maintain enrollment and qualify for internship/completion. Students who do not meet the 75% average or 2.5 GPA requirement will be placed on academic probation for a period of time, and a written plan for remediation must be followed before the student is allowed to complete their internship.

- Students who withdraw or are dismissed must submit a written plan of correction for successful completion and satisfy all financial obligations. Re-admission packets are reviewed by a committee to consider re-admission.

TRANSFER POLICY - FULL-TIME PROGRAMS

TRANSFER POLICY (COSMETOLOGY & PRACTICAL NURSING)

Students transferring from another institution must provide official transcripts of any previous education received, including documented clinical hours.

Cosmetology:

A prospective student's clinical competency skills will be assessed by the cosmetology instructor to determine his or her level of proficiency. The instructor and/or program coordinator will then determine the number of OCM BOCES clock hours required to complete the New York State licensing requirements. Tuition will be prorated based on the number of hours to be completed. Transfer students will be responsible for providing all kit supplies, including a mannequin.

Please Note: Transfer students must be enrolled for a period of 100, 300 or 700 clock hours.

Practical Nursing (PN):

The OCM BOCES PN program is broken into trimesters. A review of transcripts will determine if and when a previously enrolled student will be able to re-enroll in the program. Please reference the re-admission policy.

TRANSFER FROM OTHER INSTITUTIONS

Onondaga-Cortland-Madison BOCES offers specialized, short-term, clock-hour training programs and is a non-credit bearing institution. Therefore, with the exception of the Cosmetology Program, we do not allow students to transfer credits or clock hours from other institutions. (See above for Cosmetology transfer students.)

TRANSFER WITHIN THE INSTITUTION

Due to the specialized content in each of our vocational training programs, clock hours attended are only applicable to each individual program. No transfer between training programs is accepted. Students are free to withdraw from a program and re-apply to another at the next scheduled start date. Acceptance to the new program will be based upon fulfilling all prerequisites and available space.

continued

PROGRAM POLICIES

Full-time policies continued

GRIEVANCE PROCEDURE - FULL-TIME

If you or any Onondaga–Cortland–Madison BOCES division of Adult/ Continuing Education Program applicant/participant or other interested party have a grievance involving the program or treatment by any staff member, subcontractor's staff or any other person, regulation or WIOA or other program operation, you should notify the case manager or designated staff person of the program or department of the nature of the complaint. If, however, you feel your complaint may involve fraud, abuse or any other criminal activity, you have the right to notify the United States Secretary of Labor directly. When a complaint is reported to the Secretary of Labor (those regarding fraud, abuse or other criminal activity), the grievant must additionally submit a written notification to the Director of Adult Education at Onondaga–Cortland–Madison BOCES and the New York State Department of Labor in the case of a WIOA program.

For PN Students Only: PN may also grieve directly to the Office of The Professions.

The appropriate addresses are (PN only):

Director of Adult Education
Main Campus
PO Box 4754
Syracuse NY 13221

New York State Department Office of the Professions
89 Washington Ave
Albany, NY 12234

For complaints not involving fraud, abuse or other criminal activity, please adhere to the following procedure.

A complaint of this nature must be filed within one year of the occurrence of the grievance.

- a. A complaint is a signed statement, which contains information that, if true, indicates in sufficient detail that there has been a violation. If State or local laws, regulations or guidelines are relevant, then citations should also be included.
- b. Complaints must be sent in writing to the Director of Adult Education. Upon receipt of the written complaint, the Director of Adult Education or a designated staff representative will perform an investigation. This investigation will be made following adequate advance notice to the parties involved, will include the gathering of information through interview and examination of records concerning each allegation of the complaint, and will provide appropriate opportunity for the complainant and for OCM BOCES to present evidence concerning the allegations.
- c. Within five (5) days after the receipt of the complaint, the Director of Adult Education, or a designated staff representative, will provide to the complainant a written summary of the complaint and notice of procedures to be followed in resolving the complaint.
- d. Within thirty (30) days after receipt of a complaint, the Director of Adult Education or a designee responsible for investigation of the complaint shall conclude the investigation, transmit a written decision and contact the parties.
- e. If you feel that the decision made is not satisfactory, you may request a review of your complaint by the District Superintendent of the Onondaga–Cortland–Madison BOCES. This request must be made within ten (10) days of receiving a decision or within ten (10) days of the date you should have received a decision. The District Superintendent or his/her designee will make a decision within thirty (30) days of receiving the request to review the complaint.

- f. If you do not receive a decision from the District Superintendent within thirty (30) days of the date your original request was filed with him/her or you feel the decision made is not satisfactory, you may request a review of your complaint by the school's accrediting entity:

Council on Occupational Education (www.council.org)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081

You must exhaust all steps at the institutional level before seeking resolution from the Council.

If you need help with your grievance, the program or department will assign someone to help you. You will always be allowed to have your own counsel or other representative assist you. Where there are allegations regarding the WIOA program and there are other allegations whose resolutions are provided for under other legislation or collective bargaining agreements, you may proceed simultaneously in both places. If there are any questions regarding procedures, contact:

Supervisor, Adult Education
Main Campus
OCM BOCES
PO Box 4754
Syracuse, NY 13211

NON-DISCRIMINATION NOTICE

The BOCES shall not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, military status, veteran status, disability, or under the Boy Scout Act in the educational programs or activities which it operates, or against any employee or applicant seeking a position of employment or admission to a BOCES program. The BOCES will be in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990).

Appropriate procedures shall be developed to ensure the implementation of these rules and regulations concerning civil rights. The Board shall appoint a Civil Rights Compliance Officer to coordinate civil rights activities applicable to the BOCES (see subheading below).

Civil Rights Compliance Officer

The Civil Rights Compliance Officer is the Director of Human Resources/School Attorney, with offices at 110 Elwood Davis Road, Liverpool, NY (phone number 315-433-2631; e-mail jbufano@ocmboces.org). The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990) for any student, parent, employee or applicant. For civil rights discrimination claims based on race, color, national origin, sex, age and/or disability, a complainant can, at any time, also contact the Office of Civil Rights.

Phone: 646-428-3900/800-421-3481.

FIND US

MAIN CAMPUS & 200 MAIN CAMPUS

110 Elwood Davis Road, Liverpool

(315) 453-4455

Off Seventh North Street

200 Elwood Davis Road, Liverpool

Directly adjacent to 110 Elwood Davis

THOMPSON ROAD CAMPUS

6820 Thompson Road North, Syracuse

(315) 433-2635

Left of main entrance

THOMPSON ROAD - ALTERNATIVE BUILDING

6820 Thompson Road North, Syracuse

(315) 433-2635

Right of main entrance

HOLIDAY SCHEDULE 2023-2024

OCM BOCES ADULT EDUCATION IS CLOSED ON THESE HOLIDAYS:

March 29

Good Friday

May 27

Memorial Day

June 19

Juneteenth Observed

July 4

Fourth of July

CONSIDER TEACHING!

DO YOU HAVE ANY SKILLS OR EXPERTISE YOU WOULD LIKE TO SHARE WITH OTHERS?

Become an instructor at OCM BOCES! We need full- and part-time instructors for a variety of programs — or maybe you have an idea of your own! If you're interested, please contact:

Matt Tarolli at

mtarolli@ocmboces.org

EASY WAYS TO REGISTER FOR PART-TIME CONTINUING ED CLASSES

ONLINE AT OCMBOCES.ORG

You will need:

- Name, address, phone number & email address
- Course code & title
- Visa/MC/Discover/American Express number and exp. date

IN PERSON

At the Main Campus:

110 Elwood Davis Road,
Liverpool, NY 13088

Please call 315-453-4455 to
confirm registration hours.

OVER THE PHONE

315-453-4600

Leave message

BY MAIL

Complete the registration form
below, enclose a check or money
order payable to **OCM BOCES
Continuing Education** and mail to:

OCM BOCES
Continuing Education Registration
PO Box 4754
Syracuse, NY 13221

MAIL-IN REGISTRATION FORM

Name: _____

Address: _____

City: _____ Zip: _____

Email: _____

Home # _____ Cell # _____

Course # _____ Title: _____

Course # _____ Title: _____

Mail to:

OCM BOCES Continuing Ed Registration

PO Box 4754, Syracuse NY 13221

Make checks payable to OCM BOCES (No Cash)

FULL-TIME
CAREER
CERTIFICATION
PROGRAMS

PART-TIME
CONTINUING
EDUCATION
CLASSES

HIGH SCHOOL
EQUIVALENCY
& LITERACY
CLASSES

Non-profit
Organization
US Postage
PAID
Permit No. 1745
Syracuse, NY

Please send all mail to:
OCM BOCES
Adult Education
P.O. Box 4754
Syracuse, NY 13221

HOW TO
FIND US

OPEN HOUSE:

EVERY THURSDAY AT 1 P.M.

110 ELWOOD DAVIS ROAD, LIVERPOOL NY 13088

OR SCHEDULE AN IN-PERSON TOUR, (315)453-4455

Visit ocmboces.org/adulted & click on
Full-Time Certification Programs.

LOCATIONS:

Main Campus

110 Elwood Davis Rd, Liverpool NY 13088

Thompson Road Campus

6820 Thompson Rd North, Syracuse NY 13211

Courses also held at other locations.



LOOKING FOR A GREAT HALF-DAY PRESCHOOL?

3 DAYS per WEEK PRESCHOOL PROGRAM at OCM BOCES on Thompson Road
Tuition fees have been **WAIVED.**

CALL 315-431-8407

ARTS & CRAFTS ● MUSIC APPRECIATION ● CREATIVE MOVEMENT ● ACTIVITIES
PUPPET SHOWS ● COMPUTER SKILLS ● COOKING ● MATH & SCIENCE ● LANGUAGE ACTIVITIES