

## Be a Lifelong Learner

12 Allen Street  
Auburn, NY 13021  
(315) 253-4899

# CAYUGA-ONONDAGA BOCES

## Adult Continuing Education

### Spring 2010

### Heating, Ventilation, Air Conditioning & Refrigeration I (HVACR)

Great new opportunities for jobs in Green Building Technology! Join the technicians of the future. We will study the refrigeration systems of many environmentally healthy applications. We will explore the theories and practical applications of HVACR installations and servicing for commercial, residential & automotive systems. We will cover the refrigeration cycle, compressor operation & repair, electrical theory, electrical diagnosis, motor use & repair, EPA certification requirements for safe handling and disposal of refrigerants.

**Instructor:** John Welch

**Location:** BOCES REC

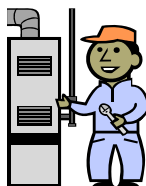
**Class Dates:** 02/23/10-05/04/10

**Number of classes:** 10 (Tuesdays)

**Time:** 6:00 pm-9:00 pm

**Class fee:** \$200.00

**Textbook:** \$55.00



### Forklift Operator Certification

Certification class for forklift operators.

**Instructor:** Darryl Jirinec

**Location:** BOCES REC

**Class Dates:** 04/06/10 & 04/07/10

**Number of classes:** 2

**Time:** 6:00-8:45 pm

**Class fee:** \$75.00



### Forklift Operator Recertification

Recertification class for forklift operators.

**Instructor:** Darryl Jirinec

**Location:** BOCES REC

**Class Dates:** 04/20/10 & 04/21/10

**Number of classes:** 2

**Time:** 6:00-8:00 pm

**Class Fee:** \$50.00

### Heating, Ventilation, Air Conditioning & Refrigeration II (HVACR)

Having completed the HVAC I class or have existing job related experience and would like to expand your knowledge and experience in HVACR, then this is for you! This advanced class is an opportunity for "hands on" and more detailed training in this field. In depth electrical wiring and troubleshooting for A/C, heating and commercial equipment, component repair and replacement, compressors, expansion valves, motors, controls etc., system heat/cooling calculations and air balancing & more. We will concentrate on heat pumps for Geo-thermal applications, industrial size chillers, A/C and refrigeration systems and commercial air-handling equipments plus the advanced computer controls and Building Management Systems operation & repair. This class is geared to the students' needs. Bring your questions and create your curriculum; you have the basics, now let's learn MORE! The HVACR industry is endless and forever changing.

This is a way to keep up with the times.

**Instructor:** John Welch

**Location:** BOCES REC

**Class Dates:** 02/24/10-03/31/10

**Number of classes:** 6 (Wednesdays)

**Time:** 6:00pm-9:00 pm

**Class fee:** \$200.00

**Textbook:** Same as HVACR I

### Welding I

Inspection and practical experience in the use of arc and gas welding units is covered. The course also includes the study of welds and the most commonly use metals in the trade.

**Instructor:** Jim White

**Location:** BOCES REC

**Class Dates:** 02/23/10-03/18/10

**Number of classes:** 8 (Tuesdays & Thursdays)

**Time:** 6:00 pm-8:00 pm

**Class fee:** \$225.00 (includes supplies)

**Textbook:** \$55.00



### Welding II

For the experienced welder; this class is designed to help students improve welding technique. Welding process will include Stick, Tig, Mig, and Flux Core. Focus on all welding positions, including out-o-position welding.

**Prerequisite:** Welding I

**Instructor:** Jim White

**Location:** BOCES REC

**Class Dates:** 02/23/10-03/18/10

**Number of classes:** 8 (Tuesdays & Thursdays)

**Time:** 6:00 pm-8:00 pm

**Class fee:** \$225.00 (includes supplies)

**Textbook:** \$55.00

### Basic Electricity and Fundamentals of Residential & Commercial Controls

Have you ever wondered why your breakers trip or how to install room light switches? Do you ever wake up in the middle of the night and not have heat? We will learn about basic electricity theory and applications for high and low voltage systems. The nature of electricity, rules governing electricity, principles of motor operating relays, contactors and transformer principles, and much more will be covered. The course is for the beginner in the study of electricity and builds on that knowledge to prepare you to install and repair basic electrical systems with confidence. This is the starting point to residential electrical maintenance and light commercial repairs.

**Instructor:** John Welch

**Class Dates:** 02/25/10-04/01/10

**Time:** 6:00 pm-8:00 pm

**Location:** BOCES REC

**Number of classes:** 6 (Thursdays)

**Class fee:** \$150.00

**Textbook:** \$25.00



### Introduction to Computers

Would you like to become more confident in your computer knowledge and abilities? Learn the basic fundamentals of computing and the applications that make computers so valuable. This hands-on approach will expose you to internet techniques, Microsoft applications, as well as digital photos and image editing. You will also have an opportunity to provide input into the areas of instruction that you would like to learn about the most.

**Instructor: Renee Lawrence**  
**Location: BOCES REC**  
**Class Dates: 02/22/10-03/22/10**  
**Number of classes: 5 Mondays**  
**Time: 6:00 pm-8:00 pm**  
**Class fee: \$50**



### Decorating Desserts

Learn how to decorate your own cookies, cupcakes, and cakes. Impress your friends and family with professionally decorated desserts. Class includes your own kit as well as samples to bring home and share.

**Instructor: Colleen Head**  
**Location: BOCES REC**  
**Class Dates: 02/23/10-03/30/10**  
**(Make-up 04/06/10)**  
**Number of classes: 6 Tuesdays**  
**Time: 6:00 pm-8:00 pm**  
**Class fee: \$60**



### Parenting Class

Happy families are not born; they are made one day at a time. Do you ever wonder if there is a better way to handle those daily parenting problems? "Active Parenting Now" course provides a practical approach to parent/child relationships focusing on: positive discipline; developing responsibility; winning cooperation; and enriching family life.

**Instructor: Rosalie Brennan**  
**Location: State Street School, Skaneateles**  
**Class Dates: 03/02/10-04/06/10**  
**Number of classes: 6 Tuesdays**  
**Time: 6:30pm-9:30 pm**  
**Class fee: \$40.00**  
**Parent Handbook: \$15.00**



### Elder Law Seminar

This seminar will present a comprehensive overview of issues facing seniors and their loved ones. Topics covered will include: Estate planning; Empowering other to act; Trusts; Asset Preservation Planning; Long Term Care Insurance. Sponsored by Cayuga County Office for the Aging.

**Presenters: The Law Firm of Karpinski, Stapleton, Galbato & Tehan, PC., & Brenda Wiemann, LMSW, Cayuga County Office for the Aging**  
**Location: BOCES REC**  
**Class date: April 28, 2010**  
**Number of classes: 1-Wednesday**  
**Time: 6:30 pm-9:00 pm**  
**Cost: Free**



### **“My class was cancelled!!!!**

Unfortunately classes are often cancelled if people wait to sign up. Register early and avoid disappointment

### Three Ways to Register for Classes

Call Stacey Shehadi at (315) 253-0361 x5208 or email [sshehadi@cayboces.org](mailto:sshehadi@cayboces.org)  
Visit the Center for Learning at 12 Allen Street, Auburn  
Mail Registration form to the Center for Learning at 12 Allen Street, Auburn



**Payment must accompany registration!! Cash, Check, Master Card or Visa accepted**

**Evening classes will begin the week of February 22, 2010 unless otherwise stated.**

All registration and payments must be received by one week prior to start date, in order to be enrolled in a class. Students will be notified of class cancellation due to insufficient enrollment. Make note of start dates-confirmation is not sent. You will be notified of any changes prior to start. Register early!!!

### Community Education Refund Policy

(This policy is for classes that have **not** been cancelled)

- Prior to the first class 100%
- After the first class, before the second 70%
- After second class No Refund

### Inclement Weather Policy

If the school is closed for the day due to weather conditions, there will be no evening classes. School closings will be announced on the following radio stations: WSYR, WMBO, & WHCD-FM as well as TV channels 3, 5, and 9.

**All cancelled classes will be rescheduled.**

**Do you need to improve your employment situation? Would you like to learn a new career or some additional skills?**

### **Adult Workforce Training Programs**

Call the **Center for Learning at 253-4899**, for more information about any of the following Adult Career Training programs:

- **Business Careers** - Full-time days, new students begin each month
- **Licensed Practical Nurse** - Full-time days; next class starts August 2010
- **Certified Nurse Aide, Home Health Aide, Personal Care Aide** - Full-time days or part-time evenings
- **Phlebotomy** - Part-time evenings
- **Commercial Driving (CDL), Class A, Class B, or Transitional (Class B to Class A)** - Part-time, (individually scheduled)

### **Career & Technical Education Programs**

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|--|--|
| > Auto Body Technology                         | > Early Childhood Education                        |
| > Automotive Technology                        | > Graphic Design & New Media                       |
| > Computer Application Tech. & Web Development | > Heavy Equipment Repair & Operation               |
| > Computer Service Technology                  | > Machining & Welding                              |
| > Construction & Building Trades               | > Outdoor Power Equipment & Powersports Technology |
| > Cosmetology                                  | > Plant, Animal & Life Science                     |
| > Culinary Arts                                | > Residential, Industrial Electricity              |

**All CTE programs are located at the BOCES Regional Education Center**

**Full-time days, September to June**

**Availability for adults based on high school student enrollment**

**Call the Center for Learning, 253-4899 to be placed on our mailing list**

**We can help you prepare for the GED Exam in many ways...**

- Instruction specific to your needs
- Work at your own pace
- Stress-free learning environment
- Individual and small group instruction
- Learning centered on YOU!!

**Classroom Hours:**

**Mondays, Wednesdays, & Fridays 9 am-3 pm  
Tuesdays, & Thursdays 10 am-7 pm**

**FREE classes available for people 21 or older  
Get started today and prepare for your future!**

How do I get started? Good question! Start with Intake and testing at the Center for Learning any Thursday and Tuesday between 9:00 am and 12:00 pm. Additional times are available by appointment. Bring an ID showing your at of birth and allow approximately 3 hours to complete the assessment process. Call 315-253-4899 for further information.

**Students under the age of 21 must contact the Guidance Office at their home school district**

**BOCES**  
**Adult & Continuing Education Registration Form**  
(Use this form for Adult education classes only)  
Payment must accompany registration

<b>Student Name</b>			<b>Address</b>	
City	State	Zip	Home Phone	Cell/Business Phone

<u>Course Title</u>	<u>Tuition</u>	<u>Receipt #</u>

Make checks payable to:  
**Cayuga-Onondaga BOCES**

Mail to:  
Center for Learning  
12 Allen Street  
Auburn, NY 13021  
(315) 253-4899

We accept VISA or MasterCard



<b>Account Number</b>		<b>Expiration Date</b>
<b>Cardholder Name</b>		

**Total Enclosed: \$** \_\_\_\_\_