



Summer Courses

Business/Technology

Notary Public Preparation

Prerequisite: None. Would you like to have the power to administer oaths, certify affidavits, take acknowledgments, take depositions or testimony and record notarial protests? Learn what being a Notary Public is all about and focus on review of Notary Public License Law and preparation for the Notary Public Exam.

Instructor: Balok Course#: BSH-6353-SU18
Day: W Date: 7/12/17
Time: 10 AM-1 PM Cost: \$50, incl. book
Location: BSH/8-Seneca Sessions/hours: 1/3

CDL and Construction Work Zone Training

60 Hour Commercial Driver's License Program (CDL) Class A or B

Prerequisite: Must complete entrance assessment. Must be 21 years of age for class A or 18 years of age for class B, have a valid driver's license, and must have passed the DOT physical exam and have CDL Permit prior to the first day of class. Experience driving standard shift recommended.

The student will complete a 60-hour course, which includes 30 hours of classroom and 30 hours of highway and city driving instruction. You will learn about Safety Rules, Air Brakes, Tractors/Trailers, Coupling/Uncoupling, Driving Techniques, Vehicle Inspection, The Log Book, and Hazardous Materials. Full preparation for Department of Motor Vehicle road test. Road test will be taken with GST BOCES tractor-trailer.

Note: CDL B drive time can also be scheduled at the Coopers Campus in Painted Post.

Instructor: Swimelar Course#: CEC-9081-SU18
Day: M/T Classroom, 8 AM-2:30 PM
Mon-Sun 1:1 drive times available at Bush, Coopers & Wildwood campus; Road test in Aug.-Sept.
Date: 7/10-7/24/17 Cost: \$3,500*
Location: CEC/2-HE class Sessions/hours: varies/60
**PA road test will be an additional \$350*

Fast Track CDL B-25 Hour

Prerequisite: Must be 18 years of age, have a valid driver license and you must have already obtained your CDL permit prior to the start of the class. (The DMV requires a DOT physical before taking the written permit test.)

This short-term, 25-hour program is designed for those who are interested in obtaining their CDL-Class B license. You will receive 5 hour of classroom instruction and 20 hours of 1:1 drive time and use of the truck/instructor for you road test. Road test fee is not included (additional \$40).

Instructor: Dennis/Fodge Course#: WEC-6532-SU18
Day: M Classroom, 9 AM-2:30 PM
Mon-Sun 1:1 drive times at Wildwood Campus; Road test in Aug.
Date: 7/17-8/11/17 Cost: \$1,750*
Location: WEC-6/HE class Sessions/hours: varies/25
**PA road test will be an additional \$350*

The CDL licensing process is currently being updated. Once the new federal regulations are in place, GST BOCES Adult Education will update our current curriculum to reflect the new testing requirements and testing sites. We are expecting the new regulations to be implemented sometime in 2017 and we will put the new information on our website as soon as we receive it.

Additional options for CDL Program:

- Upgrade/Transition from a CDL Class B to a CDL Class A: Get up to 20 hours of 1:1 drive time for \$1,500. Drive time can be scheduled at any of our campuses and drive time will be a minimum of 2 hours per drive time session.
- If you require additional driving time beyond the allowed hours, drive time can be scheduled at the rate of \$100/hour or in a package of 12 hours for \$1,000.

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Registration information

For more information or to register, call 739-7905 or 1-877-ADULTED (238-5833), or log onto www.gstboces.org/adulted



Summer courses, continued...

Construction Equipment Operation

Prerequisite: Must complete entrance assessment. If you are interested in operating heavy equipment, this is the class for you. Students will gain hands-on experience with the basic operation of bulldozers, loaders, backhoes, and excavators (equipment varies at each campus). In this 60 hour program you will also be instructed in safety, identification of equipment, operating techniques, simple plane surveying, and grades. Work boots and helmet are required.

Instructor: Bryant Course#: BSH-6281-SU18
Day: M-F Date: 8/14-8/23/17
Time: 7:30 AM-4 PM Cost: \$1,650
Location: BSH/3-305 Sessions/hours: 8/60

Construction Equipment with Industry Credentials Forklift/Flagger/OSHA 10

Prerequisite: Must complete entrance assessment. If you are interested in operating heavy equipment or working in the construction equipment field, this is the class for you. Students will gain hands-on experience with the basic operation of bulldozers, loaders, backhoes, and excavators (equipment varies at each campus). In this program you will also be instructed in safety, identification of equipment, operating techniques, simple plane surveying, and grades. Classroom and hands on experience will be provided. Additionally, you will get Forklift Operation and Safety certification, Work Zone Safety-Flagger certification training and OSHA 10 Construction credentials. Work boots and helmet are required.

Instructor: Dennis/Fodge Course#: WEC-6283-SU18
Day: M-F Date 8/14-9/1/17
Time: 9 AM-3:30 PM Cost: \$2,000
Location: WEC/6-Shop Sessions/hours: 14/82

Flagger Training - Work Zone Flagger Training Course

Prerequisite: None. The Flagger Training Course is a comprehensive skill-building session that meets federal industry guidelines: the Manual on Uniform Traffic Control Devices (MUTCD) guidelines and the ANSI standard ISEA-107-1999. Each student will gain a thorough understanding of flagging procedures and the proper use of required equipment. Students will also acquire improved flagging skills from hands-on training, classroom activities and a flagging skills test along with an increased ability to coordinate traffic movement through the work zone. This course is a must for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers are also welcome to attend this course as a refresher. All attendees receive a certificate of course completion.

Instructor: Decker Course#: BSH-9802-SU18
Day: T Date: 8/8/17
Time: 8:30 AM-3 PM Cost: \$150
Location: BSH/7-704 Sessions/hours: 1/6

Instructor: Dennis Course# WEC-9802-SU18
Day: W Date: 8/16/17
Time: 9 AM-3:30 PM Cost: \$150
Location: WEC/6 Sessions/hours: 1/6

Forklift Operations

Prerequisite: None. In this 6-hour general operation course, you will learn the skills needed to operate a forklift safely. Classroom and hands on experience will be provided. The training includes vehicle and site specific instruction and meets OSHA requirements specific to the GST BOCES site. Only trained and authorized individuals can operate a forklift on the job and employers must certify that each lift truck operator has received the necessary instruction to run a forklift.

Instructor: Decker Course#: BSH-7801-SU18
Day: T Date: 8/1/17
Time: 8:30 AM-3 PM Cost: \$175
Location: BSH/7-704 Sessions/hours: 1/6

Instructor: Dennis Course#: WEC-7801-SU18
Day: Th Date: 8/17/17
Time: 9 AM -3:30 PM Cost: \$175
Location: WEC/6 Sessions/hours: 1/6

Commercial and Residential Trades

Welding for the Hobbyist

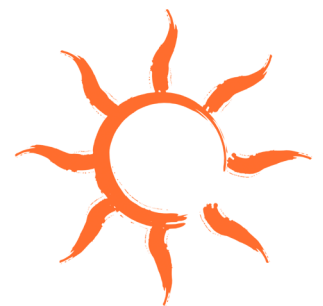
Prerequisite: Must complete entrance assessment. Learn the basic welding skills for the hobbyist. You gain a basic knowledge of mig, tig and stick welding and cutting torches. You may bring a small job or project, if you have one. You must provide your own protection gear if not purchasing welding kit.

Instructor: Lederman Course#: BSH-6463-SU18
Day: M-Th Date: 8/7-8/22/17
Time: 7 AM-1:30 PM Cost: \$850 (welding kit available for additional \$175)
Location: BSH/2-201 Sessions/hours: 10/60

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The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, admission of students, or employment.

Inquiries concerning the application of regulations prohibiting discrimination may be referred to BOCES' Civil Rights Compliance Officer, Doug Johnson (djohnson@gstboces.org), 459 Philo Road, Elmira, NY 14903, (607) 739-3581 ext. 2273 or U.S. Department of Education Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, Telephone: 646-428-3800, FAX: 646-428-3843; TDD: 800-877-8339, Email: OCR.NewYork@ed.gov.



Summer courses, continued...

Healthcare

Comprehensive Dental Assisting Modular Program (CDAMP)

Prerequisite: Must be currently working as a dental assistant for a minimum of two years.

Attention all working dental assistants! Now there is a dental assisting program designed for the individual to complete at your own pace, on your own time, to qualify for New York State Certification. Please call Sheryl Robinson, at 739-3581, ext. 1530 for more information or go on line at www.CDAMP.net to complete a preliminary application.

Instructor: Robinson Day: T/F
Date: 7/1-6/30/18 Time: T: 9-3 PM, F: 10-1 PM
Cost: \$195 per MOD/Challenge Exams \$50/ea.,
book \$155 (\$15 S&H if applicable)
Location: Instructor available Chemung County Health Dept.,
103 Washington St., Elmira

Course#: **See Below**

Module I	Communication in Office	BSH-9301-YR18
Module II	Anatomy & Physiology	BSH-9302-YR18
Module III	Work Place Safety	BSH-9303-YR18
Module IV	Dental Radiography	BSH-9304-YR18
Module V	Systemic Health	BSH-9305-YR18
Module VI	General Dental Practices	BSH-9306-YR18
Module VII	Dental Specialties	BSH-9307-YR18
Module VIII	Expanded Restorative Function	BSH-9308-YR18
Typodont		BSH-9309-YR18
Challenge Exams for MODS I-IV		BSH-9310-YR18

Extra supply fee extra for Mod VIII is \$175, a portion of which may be refundable. Please contact Sheryl Robinson for details.

Dental Assisting

Prerequisite: Must complete entrance assessment; high school diploma or high school equivalency. This 720-hour program is designed to prepare the student for employment as a Registered Dental Assistant. This course will provide the student with the necessary information and skill to become a dental assistant. The course topic includes communication skills, General Anatomy and Physiology, OSHA Standards, Introduction to Dental Radiography, Oral Health and Preventive Techniques, Introduction to the Dental Office, Cosmetic Dentistry and Expanded Functions in Restorative Dentistry. Skills taught range from taking study models and taking radiographs to making temporary restorations.

Instructor: Strong, CDA, RDA Course#: BSH-9100-SP17
Day: M/Th Date: 6/5/17-2/15/18
Time: 9 AM-3:30 PM Cost: \$6,250
Location: Chemung County Sessions/hours: 60/720
Health Department

Nurse Aide/Home Health Aide Training

Prerequisite: Must complete entrance assessment. This 166-hour program designed to prepare the student for employment as a Certified Nurse Aide and Home Health Aide. The course includes basic information about the care of hospitalized patients and residents in a Skilled Nursing Facility as well as taking care of individuals in their homes. Topics covered include patient and resident rights, medical terminology and basic anatomy and physiology. Skills taught range from bathing and bed-making to taking the temperature, pulse and respirations. Preventative care and safety in the home is emphasized and job readiness skills are also taught. Physical exam, and proof of current immunizations required prior to first clinical date. For admission to the exam, you are required to present 2 forms of valid identification with your signature. The name on both identifications must be the same as the name used to register for the examination! This dual certification will make you more employable! Scrubs (navy pants and matching tops) and white shoes required for clinical experience, but not provided.

Instructor: Goodman Course#: BSH-5541-SP17B
Day: M-Th Date: 6/19-8/3/17
Time: 8:30 AM-4 PM Cost: \$1,850 incl.
books & exam fee
Location: BSH/8-ALC Sessions/hours: 24/166

Instructor: Bracken/
Fairbrother Course#: WEC-5541-SU18
Day: M-Th Date: 7/10-8/25/17
(1 Friday clinical)
Time: 8:30 AM-2:30 PM Cost: \$1,850 incl. books
& exam fee
Location: WEC/3-322/323 Sessions/hours: 32/166
**Nurse Aide stand alone is available upon request for \$1,595.*

Workplace Safety

OSHA 10 Construction

Prerequisite: None. This course is intended to provide an entry level construction worker general awareness on recognizing and preventing hazards on a construction site. OSHA recommends this training as an orientation to occupational safety and health. Upon successful completion, participants receive the OSHA Construction card. (10 Hours)

Instructor: Lederman Course#: BSH-7006-SU18
Day: Th/F Date: 8/24 & 8/25/17
Time: 8:30A M-3 PM Cost: \$195
Location: BSH/2-203 Sessions/hours: 2/12

Instructor: Swimelar Course#: WEC-7006-SU18
Day: M-T Date: 8/14 -8/15/17
Time: 9 AM-3:30 PM Cost: \$195
Location: WEC/6-HE Bldg. Sessions/hours: 2/12

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Summer courses, continued...

OSHA 10 General Industry

Prerequisite: None. This course is intended to provide an entry level general industry worker broad awareness on recognizing and preventing hazards on an industrial site. OSHA recommends this training as an orientation to occupational safety and health. Upon successful completion, participants receive the OSHA General Industry card.

Instructor: Decker Course#: BSH-7008-SU18
Day: W/Th Date: 7/19 & 7/20/17
Time: 8:30 AM-3 PM Cost: \$195
Location: BSH/7-704L Sessions/hours: 2/12

Computer and Software Training

Students must be at least 21 years old to take these classes.

Excel – Level I

Prerequisite: Proficient in Windows. This class will teach you the meaning of “number crunching.” You will create Microsoft Excel spreadsheets that organize numbers and format them in ways that make numbers meaningful to your audience. Enter and edit your numbers with ease! You’ll see how simple it can be to write a formula or to have Excel submit a formula for you. Then, it’s a snap to create charts or just save and print the data.

Instructor: Simmons Course#: BSH-7012-SU18
Day: M Date: 8/21/17
Time: 8:30 AM-3:30 PM Cost: \$60
Location: BSH/8-Seneca Sessions/hours: 1/6

Intro to Windows/Computers for Seniors

Prerequisite: None. Do you have a computer and still don’t feel you have the confidence to use it? This is the place to start building your confidence! Receive an overview of computer hardware and software. Learn basic computer skills such as changing the screen saver, desktop, and mouse settings, etc. Get a handle on computer terminology and learn how to save your files efficiently. If you are a novice or just want to brush up on your skills, this is the class for you.

Instructor: Simmons Course#: BSH-7321-SU18
Day: M Date: 7/17 & 7/24/17
Time: 8:30-11:30 AM Cost: \$60
Location: BSH/8-Seneca Sessions/hours: 2/6

PowerPoint Level I

Prerequisite: Proficient in Windows or Basic Computer Skills. When you have to speak in public, nothing will give you confidence like a good PowerPoint presentation! Learn the basics of creating individual slides to go along with each of the topics you need to cover, and then enhance your presentation with color, bullets, clip art, and animation. Your presentation will move between slides with transition effects and sounds. Or, let PowerPoint create the whole thing for you with a wizard!

Instructor: Simmons Course#: BSH-6613-SU18
Day: M Date: 8/28/17
Time: 8:30 AM-3:30 PM Cost: \$60
Location: BSH/8- Seneca Sessions/hours: 1/6

Smart Phone 101

Prerequisite: Own a smart phone. Learn the basics of navigating your cell phone.

Do you find yourself asking “How do I upload pictures to FB or send them via text?,” “What’s an app?,” “How can I connect my phone to the internet?” Find the answers to common tasks like sending a text message, watching a video on YouTube, surfing the web or navigating popular apps. We’ll also cover fundamentals such as adjusting the brightness of the display and setting the device up to work with a wireless network.

Instructor: Simmons Course#: BSH-7328-SU18
Day: M Date: 7/31/17
Time: 8:30-11:30 AM Cost: \$30
Location: BSH/8-Seneca Sessions/hours: 1/3

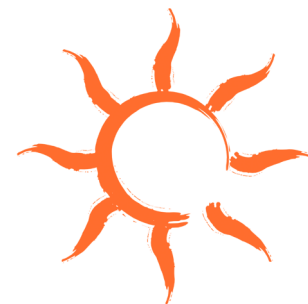
Word – Novice to Intermediate

Prerequisite: Proficient in Windows. Microsoft Word is a program that will help you to create professional-quality documents. Learn to enhance text using Word’s formatting tools such as Bold, Italics, Underline, and numerous font types and sizes. Create tables to organize your thoughts, columns for newsletters, and templates to ease your workload. Learn to automate tasks with macros, and work smarter by using mail merge.

Note: The longer format of this class will allow you time to practice your newly-learned skills and ask questions about your particular needs in the program.

Instructor: Simmons Course#: BSH-7428-SU18
Day: M Date: 8/7 & 8/14/17
Time: 8:30-3:30 PM Cost: \$120
Location: BSH/8-Seneca Sessions/hours: 2/12

Registration information



For more information or to register, call 739-7905 or

1-877-ADULTED (238-5833), or log onto

www.gstboces.org/adulted

**We'll announce our
Fall courses soon. Go to
www.gstboces.org/adulted
for the latest course information.**