



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-6351-SU19
Day:	W	Date:	7/11/18
Time:	10 AM-1 PM	Cost:	\$50, incl. book
Location:	BSH/8-Seneca	Sessions/hours:	1/3

Office Support Specialist

Prerequisite: Must complete entrance assessment. Whether you are looking for employment in a business office setting or medical office setting, this 348-hour Office Support Specialist training is for you! This program consists of 100 hours of core office skills; for example, students will review grammar, business mathematics concepts, professional writing, office practices and Microsoft Word. The remaining 248 hours are devoted to one of two options. The Business Office training portion would include expanded computer training which could lead to potential Microsoft Office Specialist certifications in Word 2016 and Excel 2016. (Additional MOS tests available for \$100/each) It is recommended that you have a home computer and MS Office software to practice and enhance your skills from home. Students also will get an introduction to a MAC computer/software. The Medical Office portion will introduce students to medical terminology, medical office administration, and basic billing and coding procedures for the medical office setting. If you choose the medical career pathway, you may be required to provide proof of immunization.

Instructor:	Simmons	Course#:	BSH-9550-SU19
Day:	T, Th	Dates:	6/19/18-2/7/19
Time:	8:30 AM -3 PM	Cost:	\$4,150
Location:	BSH/8-Seneca	Sessions/hours:	87/348

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 20 hours of classroom and 40 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 also can be scheduled at the Coopers Campus in Painted Post.

Instructor:	Swimelar	Course#:	CEC-9081-SU18
Day:	M/W	Date:	6/18-7/18/18
Time:	4-7 PM (drive time varies)	Cost:	\$3,950*

Location: CEC/3-305 Sessions/hours: varies/60

**PA road test will be an additional \$350*

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 also will be instructed in safety, identification of equipment, operating techniques, simple plane surveying and grades. Work boots and helmet are required.

Instructor:	Bryant/Taber	Course#:	BSH-6281-SU19
Day:	M-F	Date:	8/13-8/22/18
Time:	7:30 AM-4 PM	Cost:	\$1,650
Location:	BSH/3-305	Sessions/hours:	8/60

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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...



Commercial/Residential Trades & Manufacturing

Heating, Ventilation, A/C and Refrigeration (HVAC/R)

Prerequisite: Must complete entrance assessment. This 305-hour comprehensive program includes the following core modules: Heating & Ventilation I, Heating & Ventilation II, Air Conditioning I, Air Conditioning II, Heat Pumps, Basic Refrigeration I, Basic Refrigeration II, and Commercial Refrigeration and Geothermal Controls. Also included is the review class for the EPA Technician Certification Exam and the EPA Technician Certification exam.

Instructor: Freeborn Course#: BSH-5100-F19
Day: M/T Date: 7/9/18-7/30/19
Time: 5-8 PM Cost: \$5,000
Location: BSH/7-704 Sessions/hours: 101/305

Precision Machining

Prerequisite: Must complete entrance assessment. This machining program provides a total of 400 hours of instruction and gives an individual the knowledge of blueprint reading, precision measurement, lathes and mills, CNC and basic programming skills. It will fill the needs of our local business community and provide qualified candidates for career opportunities in our area.

Instructor: Decker Course#: BSH-9600-SU19
Day: M, W Date: 6/18/18-3/20/19
Time: 3:30-10 PM Cost: \$4,650
Location: BSH/7-703 Sessions/hours: 67/400

Welding

Prerequisite: Must complete entrance assessment. This is a 342 hour Welding program providing instruction in basic welding skills and then moving into more advanced welding procedures. Students will gain hands-on experience using the tools, equipment and consumables of the welding trade and receive training of in-depth skills with concentration on techniques and proficiency in the welding field. Areas of instruction include blue print reading, welding symbols, theory and practice in all aspects of welding to include Stick, Mig and Tig (SMAW, GMAW and GTAW). More advanced skills such as out of position welding (vertical up and overhead), oxy-fuel cutting, plasma arc cutting and welding on materials such as stainless steel and aluminum will enhance the student's skill level and overall welding abilities. Class will include visits to local manufacturing facilities and résumé building. Upon successful completion of this program, a GST BOCES certificate will be issued.

Instructor: Wing/Lederman Course#: BSH-6461-F19
Day: M, T, W Date: 9/24/18-5/25/19
Time: 4-8 PM Cost: \$6,700, incl. books
Location: BSH/2-201 Sessions/hours: 92/342

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.

Healthcare

Nurse Aide/Home Health Aide Training

Prerequisite: Must complete entrance assessment. This 166-hour program is 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 also are 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-SU19
Day: M-Th Date: 8/6-9/19/18
Time: 8:30 AM-4 PM Cost: \$1,850 incl. books & exam fee
Location: TBD Sessions/hours: 27/166

Nurse Aide

Prerequisite: Must complete entrance assessment. See course description above.

Instructor: Bracken Course#: WEC-5531-SU19
Day: M-Th Date: 7/16-8/30/18
Time: 9 AM-2 PM Cost: \$1,595 incl. books & exam fee
Location: WEC/Bldg 3 Sessions/hours: 35/166

Phlebotomy Technician Certification Preparation Program

Prerequisite: Must complete entrance assessment and have high school diploma or high school equivalency. This is a course that will enable you to obtain an entry level position in a hospital, clinic or nursing home. This is a wonderful class to take if you are interested in advancing in the health care field. The phlebotomy program is designed to provide students with the hands-on practical skills needed to prepare you for the National Health Career Association Certification exam. All students will be required to practice drawing blood on each other during this class. Physical exam and proof of immunizations are required prior to beginning clinical experience. Moisture resistant lab coat and white tennis shoes also required for clinical experience but not provided. Clinical assignments will be scheduled in various hospitals and clinics throughout the area. Clinical hours are scheduled M-F, 1st shift, and day time hours. All classroom and clinical hours must be successfully completed to be eligible to take the NHA Certification Exam.

Instructor: Wing Course#: WEC-5411-SU19
Day: T, W, Th Date: 7/17-9/27/18
Time: 4-8 PM Cost: \$1,350
Location: WEC/4-405 Sessions/hours: 27/130