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Registration Form, inside back cover

Directions, www.wilsontech.org/sites

register
today!



IMPORTANT PHONE NUMBERS

Registration	631/667-6000, x320
Career Center/Counselors	631/667-6000, x327
Health Careers	631/261-3600, x219
Job Placement Center	631/667-6000, x114
H. S. Diploma Options	631/667-6000, x327
Workplace Education	631/667-6000, x375

Classes start the week of March 5*

Important Dates

Mail Registration
Through March 1

In-Person Registration
Building C
Through March 3
M-Th 8:30 AM-7:30 PM
F 8:30 AM-3 PM
Sa 8:30 AM-12 NOON

Online Registration
www.wilsontech.org/express

Open House
6 PM on Feb. 7

Classes Begin
Week of March 5

Call
(631)
667-6000
ext. 320

Monday	Tuesday	Wednesday	Thursday	Saturday
FEB. 5	6	Open House 7	8	10
12	13	14	15	closed 17
closed 19	closed 20	closed 21	closed 22	closed 24
26	27	28	MARCH 1	3
Classes Begin 5	6	7	8	10
12	13	14	15	17
19	20	21	22	24
26	27	28	29	31
closed APRIL 2	closed 3	closed 4	closed 5	closed 7
closed 9	closed 10	11	12	14
16	17	18	19	21
23	24	25	26	28
30	MAY 1	2	3	5
7	8	9	10	12
14	closed 15	16	17	19
21	closed 22	23	24	closed 26
closed 28	29	30	31	JUNE 2
4	5	6	7	9
11	12	13	14	16
18	19	20	21	23

*High School Diploma, ABE & ESL, and some licensing and full-time programs begin earlier. These dates are noted in each course description.

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*Job Opportunities Abound***Find a Career in Health Care****HEALTH**
COME TO TECH'S OPEN HOUSE
6–8 PM on Wednesday, Feb. 7
Dix Hills Campus
Cancer Awareness NEW

Learn to better understand cancer, its symptoms and types. General discussion followed by site specific information about diagnostic procedures, treatment options, disease progression, metastasis, survival statistics, precautions, quality of life issues and support groups. Directed at general public.

1562-61 Tu 6–8 PM (2 hrs, .2 CEU) \$69
March 13

Northport Campus, Rm 211

1562-62 Tu 6–8 PM (2 hrs, .2 CEU) \$69
June 5

Northport Campus, Rm 211

Case Management

Since health care in the U.S. has evolved into an environment of managed care, the role of the professional case manager has become a vital and crucial link to a successful patient outcome. This course will provide the essentials of the case management process. It is geared to health care professionals (nurses, social workers, vocational counselors) who are interested in entering this field. The first section will cover the evolution of managed care, reimbursement systems, patient assessment, clinical pathways, coordination of resources and discharge planning. Topics include standards of practice, patient rights, peer review, informed consent and legal issues. The process for licensure and certification requirements will also be discussed.

140-61 M 9 AM–4:30 PM (7 hrs, .7 CEU)

\$195, April 16

Northport, Rm 211

Electrocardiography (EKG)

Learn to use the electrocardiograph machine to record the electrical charges that occur during a heartbeat. Gain necessary practice applying leads and recording heart action. This experience will help you obtain a job within hospitals, clinics, private physician offices, and ambulatory care centers; however employment possibilities may be limited for those students without additional skills. Medical Assisting/Clinical and Phlebotomy may increase a student's employment opportunities. Last day of class is the NCCT Certification test. Testing fee separate.

1502-61 W 6:15–10:15 PM (68 hrs, 6.8 CEU)

\$375, Feb. 14–June 20

Dix Hills, Bldg. C, Rm 208



Clinicals give you great hands-on experience.

Hemodialysis

This basic introduction includes: anatomy and physiology of the renal system, basic medical office procedures, chronic renal failure, and principles of dialysis. Focus on the roles of technician, LPN, and the RN in dialysis today. Become familiar with all dialysis standards. This class consists of both lecture and clinical/laboratory practice. You must be available days, evenings, and Saturdays for clinical hours. Prerequisites: high school diploma or equivalent, and a complete physical with all immunizations prior to first day of class. Call 631/667-6000, x320 for a medical form that your doctor must complete. Purchase of a designated uniform is also required (approx. \$50). A background in health care is preferred.

1504-61 M/W 6–10 PM (108 hrs, 10.8 CEU)
\$849, March 5–June 18

Northport Campus, Rm 103

Medical Assisting/Clinical

Learn the skills necessary to work in a doctor's office including sterilization techniques, preparation for and assisting with examinations and treatments, measuring vital signs, height and weight, and patient education. Includes the basics of venipuncture and electrocardiography. Textbook included.

1518-61 W 6–10 PM (68 hrs, 6.8 CEU) \$385

March 7–June 20;

Tuesdays June 12, 19

Dix Hills, Bldg. C, Rm 203

Medical Transcription

Medical transcriptionists are in high demand. This introductory hands-on course trains students in a simulated job setting using actual case dictations. Develop skills sought by healthcare institutions. A broad range of medical special-



CPR & First Aid

American Heart Association and American Safety & Health Institute classes for students to earn certification valid for two/three years. To schedule a training program for your employees in the workplace, including refresher classes, call 667-6000, x320.

American Safety and Health Institute-First Aid **NEW**

Proper first aid can save lives! This course presents critical information for dealing with shock, burns, strains, strokes, seizures and other common emergencies. Learn to recognize the signs and symptoms of injuries and sudden illness as well as how to provide immediate care for adults and children. Those who successfully complete the class will receive an ASHI First Aid card valid for 3 years.

- 3350-61 Sa 8 AM-1 PM (5 hrs, .5 CEU)
\$75, March 10
Dix Hills, Bldg. B, Rm B9
- 3350-62 Sa 8 AM-1 PM (5 hrs, .5 CEU)
\$75, May 12
Dix Hills, Bldg B Rm B9
- 3350-63 Tu/W 6:30-9 PM (5 hrs, .5 CEU)
\$75, June 19, 20
Dix Hills, Bldg. B, Rm B9

BLS for Health Care Providers

This course is a MUST if you are in or entering the health care field. Covers: infection control, foreign body airway obstruction, CPR for infants, children and adults; and AED applications for children and adults. Training includes use of the bag-valve-mask for patient ventilation. Those who successfully complete the class will receive an American Heart Association card valid for 2 years.

- 3092-61 M/Tu 3-7 PM (8 hrs, .8 CEU)
\$85, March 12, 13
DH, Bldg. C, Large Conf Rm
- 3092-62 M/Tu 6-10 PM (8 hrs, .8 CEU)
\$85, April 16, 17
Dix Hills, Bldg. B, Rm B9

ties will be covered including pharmacology and laboratory data training. Instruction is individualized, allowing students to progress at their own pace. Students actively practice transcription using transcription units and tapes. Prerequisite: Word Processing (minimum 50 wpm), solid spelling and grammar.

- 1522-61 W 6-10 PM (56 hrs, 5.6 CEU)
\$589, March 7-June 13
Northport Campus, Rm 203

Nurse Assisting

Prepare to begin your nursing career as a nurse assistant. Covers basic procedures in bedside nursing care, theory, medical ethics, and clinical supervision in a local health facility. Students who

- 3092-63 M/Tu 6-10 PM (8 hrs, .8 CEU)
\$75, May 7, 8
Dix Hills, Bldg. B, Rm B9
- 3092-64 Sa 9 AM-1 PM (8 hrs, .8 CEU)
\$75, June 2, 9
Dix Hills, Bldg. B, Rm B9

Heartsaver AED **NEW**

Designed for the lay responder, not someone in the medical field. Covers: infection control, foreign body airway obstruction, CPR and AED (Automatic External Defibrillator) use on adults, children and infants. Excellent for parents, teachers, those providing care to elderly patients, pool owners and individuals working in the hospitality industries. Those who successfully complete the class will receive an American Heart Association card valid for 2 years for adults, children and infants.

- 3600-61 W 1-5 PM (4 hrs, .4 CEU) \$79
April 11
DH, Bldg. C, Large Conf Rm
- 3600-62 W 6-10 PM (4 hrs, .4 CEU) \$79
May 16
Dix Hills, Bldg. B, Rm B9
- 3600-63 Tu 8 AM-12 NOON (4 hrs, .4 CEU)
\$79, June 5
DH, Bldg. C, Large Conf Rm

Pediatric First Aid

Would you know what to do if your child were injured or suddenly became ill? Learn how to act swiftly and appropriately in emergency situations such as burns, bites and stings, accidental poisoning, infection, musculo-skeletal injuries, sudden illness, internal and external bleeding and choking. Those who successfully complete the class will receive an ASHI (American Safety and Health Institute) First Aid card valid for 3 years.

- 1599-61 Sa 8 AM-12 NOON (4 hrs, .4 CEU)
\$79, April 14
Dix Hills, Bldg. B, Rm B8
- 1599-62 W 6-10 PM (4 hrs, .4 CEU) \$79
May 30
Dix Hills, Bldg. B, Rm B8
- 1599-63 M 6-10 PM (4 hrs, .4 CEU) \$79
June 18
Dix Hills, Bldg. B, Rm B8

successfully complete this program will be eligible to take the Nurse Assistant Evaluation Examination which qualifies students for a listing in the NYS registry. Requirements: a completed physical examination form by the first day of class, purchase of designated uniform, social security card, and fee of \$115 payable to the NYS Commissioner of Health for the state examination. Tuition includes textbook. Call 631/667-6000 x327 for appointment to register.

- 1597-31 T/Th 6-10 PM (150 hrs, 15 CEU)
\$1150, Starts Sept. 2007
(tuition subject to change)
Northport Campus

See page 11 for dates and times of full-time Nurse Assisting classes.

Advancement Opportunities for Nurses

Certificate

Foundations of IV Therapy

Learn the basics of peripheral IV therapy equipment and insertion. Covers infection control, IM, SQ, IV bolus meds, IO EJ, saline locks, basic anatomy and physiology, infusion methodology, IV drip meds and transfusions. Medication packaging and handling ampules, vials and pre-fills will be discussed. All classes are 8 hrs, .8 CEU.

3077-61 M 8-4 PM \$175, March 19

3077-62 M 8-4 PM \$175, April 23

3077-63 M 8-4 PM \$175, May 14

Above at Dix Hills, Bldg. C, Lg Conf Rm

3077-64 M/Tu 6-10 PM \$175

June 11, 12

Dix Hills, Bldg. B, Rm B9

Intravenous/Central Line Therapy

This course will assist RN's to upgrade their knowledge and skills in all aspects of IV administration. Become an expert in peripheral, PICC, triple lumen, implanted ports, intermittent infusion, piggyback systems and TPN. Work practices that ensure safety and prevention of complications will be stressed.

1509-61 M 6-10 PM (24 hrs, 2.4 CEU)

\$209, March 5-April 23

Dix Hills, Bldg. B, Rm B9

Legal Concerns in Nursing

Learn how to significantly increase your protection from legal action and how to deal effectively with it should it occur. Increase your understanding of the Nurse Practice Act, common torts, use of unlicensed assistive personnel and defensive documentation. Current controversial legal issues affecting nursing and types of events that may result in legal action will be discussed.

1511-61 Th 6-9 PM (12 hrs, 1.2 CEU)

\$235, March 8-29

Northport Campus, Rm 209

PICC/Midline Insertion Certification

This eight-hour class is for nurses, PA's and NP's who want the advanced skill of placing peripherally inserted central venous catheters. The class covers the following topics: patient assessment and informed consent, site selection, catheter selection, catheter insertion technique, catheter insertion practice, care and maintenance, dwell time and removal, complications and outcomes monitoring.

3073-61 M 9 AM-5 PM (8 hrs, .8 CEU)

\$235, April 16

Dix Hills, Bldg. C, Lg Conf. Rm

3073-62 M 9 AM-5 PM (8 hrs, .8 CEU)

\$235, April 23

Dix Hills, Bldg. C, Lg Conf. Rm

Certificate

Infection Control/Preventing Disease Transmission

Satisfy the requirements necessary for re-licensure for RNs and LPNs. OSHA regulations indicate that training in bloodborne pathogens must be conducted annually. Gain an understanding of the intent of the bloodborne pathogens regulation issued by OSHA (Occupational Safety and Health Administration). Learn how disease transmission occurs, serious communicable diseases, precautions to prevent disease transmission, and what to do if an exposure occurs. Infection Control certification is valid for four years. All classes are 2 hrs, .2 CEU.

3056-61 Th 3-5 PM \$65, April 12

3056-62 Th 6-8 PM \$65, April 12

3056-63 Tu 3-5 PM \$65, May 29

3056-64 Tu 6-8 PM \$65, May 29

3056-65 Tu 3-5 PM \$65, June 19

3056-66 Tu 6-8 PM \$65, June 19

All classes Dix Hills, Bldg. C, Rm 27

8202-61 Online \$65, Instructor-led

April 19

www.wilsontech.org/express

Certificate

Practical Nursing State Board Review

Review important nursing principles and procedures using a case study format. This course combines lecture, video, sample questions, and a self-evaluation test to monitor the student's progress. Completion of this course will increase your confidence and test taking skills which will enable you to ace the board exam. Maternity, pediatric, medical-surgical, and psychiatric nursing as well as collecting data, planning care, evaluating outcomes, pharmacology and nutrition are covered. Textbook provided. Call 631/667-6000 x320 to register.

847-61 M-F 9 AM-1 PM (20 hrs, 2 CEU)

\$249, June 18-22

Northport Campus

Train the Trainer-NYSDOH 15-hr Certification Course

Learn to develop training curriculum focused on the adult learner. Gain practical knowledge to improve your training effectiveness. *This course meets the NYSDOH requirements for individuals who wish to supervise or teach nursing home nurse aides in NY State.* Highlights: phases of curriculum design/development, creating lesson plans, presentation skills, eight principles of adult learning, ten conditions that facilitate learning, characteristics of the adult learner, perceptual learning styles, and learning aids. Covers DEC requirements also.

9030-61 T/W/Th 9 AM-3 PM (15 hrs, 1.5

CEU) \$339, April 24, 25, 26

Northport Campus, Rm 207

Certificate

Become a Valuable Member of the Health Care Team!



Health care classes are small so students receive individual attention and feel comfortable asking teachers their questions.

- Career opportunities are numerous.
- Lifetime job placement.
- Financial aid, including payment plans and career training loans, available for eligible students. See page 52, call 631/667-6000, x353 or go online at www.wilsontech.org/financialhelp
- Space is limited so register early for these certificate programs!

Hospital Admissions Clerk/Patient Access Representative

Practice the standard procedures hospitals use to admit patients from intake to patient assignment. Prerequisite: competence in keyboarding (approximately 35 wpm) and successful completion of a pre-entrance evaluation of your reading and writing skills. Call the Career Center at 667-6000, ext. 327 to schedule evaluation before registering.

Module I - Medical Terminology

Learn the abbreviations and medical terms used in the admitting process.

M/W 6:30-9:30 PM (18 hrs) March 5-21
Northport Campus, Rm 206

Module II - Computer Skills

Master keyboarding and review basic computer skills needed for your internship.

M/W 6:30-9:30 PM (6 hrs) March 26, 28
Northport Campus, Rm 203

Module III - Customer Relationships

Develop communication skills and build customer confidence and loyalty. Understand the influence the customer has on every aspect of the institution including physician/patient relationships.

M 6-9 PM (15 hrs) April 23-May 21
Northport Campus, Rm 206

Module IV - Patient Access/ Hospital Admitting Procedures

Learn the techniques needed to manage the incoming client. Use actual hospital templates,

become familiar with leading insurance programs, learn to complete an admission form accurately and complete a Health Care Proxy. Gain an understanding of medical ethics as well as interviewing skills.

W 6:30-10 PM (36 hrs) April 11-June 20
Northport Campus, Rm 206/203

Module V - Internship

Practice the hospital admissions process from intake to patient assignment. A 16-hour unpaid internship will be scheduled *after* all coursework in Modules I to IV has been satisfactorily completed. Eligible students will complete the internship at a local cooperating hospital. Completed form for physical exam must be submitted to the Health Career Office to be considered for clinical placement. You must be available M-F during the daytime to complete this clinical component. No additional fee for internship.

Hospital Admissions Clerk (Modules I-V)

186-61 Modules I-IV:
(75 hrs, 7.5 CEU) \$1,020
March 5-June 20

Northport Campus, Rms 206/203
Module V: 16-hr day-time internship after course work is satisfactorily completed.

Insurance & Coding Specialist

Learn to manage all aspects of the administration of a busy medical office. Courses can also be taken individually to improve your job skills as a medical executive assistant. After successfully completing all seven modules, you are eligible to take the National Center for Competency Testing (NCCT) examination for the nationally recognized certification as an Insurance and Coding Specialist. Prerequisite: High school diploma or GED plus competence in keyboarding.

Module I: Medical Terminology

Learn the meaning and pronunciation of commonly used medical terms and abbreviations. Building a strong medical vocabulary will enhance your success in the health field as well as increase your understanding of medical information. This is a MUST for everyone pursuing a health care profession. Workbook provided. Textbook additional.

- 1520-61 M/W 6–10 PM (42 hrs, 4.2 CEU)
\$360, March 5–April 16
Northport Campus, Rm 109
- 8035-62 Online, \$279, Instructor-led
March 12–April 30
www.wilsontech.org/express

Medical Terminology Challenge Exam

Those who have previously taken Medical Terminology or currently work in a health environment may be eligible to take this test. To satisfy the entrance requirement, you must pass this exam with an 80% or above. Call 631/667-6000 x320.

- 1557-61 Call for appointment
631/667-6000, x320
Dix Hills, Bldg. C

Module II: Law and Ethics

Learn the professional responsibilities of the members of the health care team and examine the doctor-patient relationship. Discuss the Patient Bill of Rights, HIPAA guidelines, licensing of health care providers, malpractice, health care proxy, consent policies and procedures, and legal responsibilities of the executive medical assistant. Textbook included.

- 1541-61 M/W 6–9 PM (21 hrs, 2.1 CEU)
\$235, April 18–May 9
Northport Campus, Rm 109
- 8121-61 Online, \$199, Instructor-led
April 23–May 14
www.wilsontech.org/express.
Textbook additional for online.

Law and Ethics Challenge Exam

If you currently work in a health care environment and think you may have learned enough on-the-job to meet this course requirement, take this test. To demonstrate satisfactory knowledge of course content, you must pass this exam with an 80% or above. Call 631-667-6000 x320.

- 1651-61 Call for appointment,
631/667-6000, x320
Dix Hills, Bldg. C

Module III: Anatomy & Physiology

Learn the structure and function of the skin, musculo-skeletal, cardiovascular, respiratory, digestive, endocrine, urinary, reproductive and nervous systems. Discuss common diseases, diagnostic procedures and laboratory testing.

- 1543-61 M/W 6–10 PM (40 hrs, 4 CEU)
\$419, May 14–June 18
Northport Campus, Rm 109

Module IV: Admin. Office Procedures

Actual case scenarios will help you become well-versed in front desk reception, communication and listening skills, telephone techniques, medical records and appointment management. Covers patients' medical records, ledger cards, the pegboard system, ICD and CPT coding, insurance claims and management of the medical office's financial activity. Textbook and supplies included. Prerequisite*: Module I, II, III

- 1544-61 M/W 6–10 PM (40 hrs, 4 CEU)
\$345 (subject to change), Fall 2007
Northport Campus Rm 109

Module V: Medical Manager

Learn to provide billing services with "Medical Manager". Include: new patient entry, electronic appointment scheduling, billing procedures and services, credit and collection policies, and methods of resolving collection problems. Includes textbook and diskette. Prerequisite*: Module I, II, III

- 1545-61 T/Th 6–10 PM (45 hrs, 4.5 CEU)
\$339, March 13–April 26
Dix Hills, Bldg. C, Rm 203

Module VI: Medical Coding

An introduction to basic guidelines in using the ICD-9 and CPT coding manuals. Learn methods specific for medical offices, and the billing of Medicare and private insurance. Explore appropriate use of modifiers. Basic CPT and ICD manuals will be available for class use. Workbook provided. Prerequisite*: Module I, II, III

- 1546-61 T/Th 6–10 PM (50 hrs, 5 CEU)
\$405, May 8–June 21
Dix Hills, Bldg. C, Rm 203

Module VII: Electronic Billing

Learn to access information to complete and transmit insurance forms electronically. Learn to use ICD 9 and CPT Coding. You will receive individualized instruction to develop your billing skills in our computer laboratory. Textbook and diskette included. Prerequisite*: Module I, II, III

- 1547-31 T/Th 6–10 PM (50 hrs, 5 CEU) \$495
(subject to change), Summer 2007

NOTE: NCCT Certification exam coming summer 2007. Modules I–VII must have been completed with a passing grade to sit for exam.

*Prerequisites are for those who wish to complete the Insurance & Coding Specialist program.

Enter a Full-time Program in

Tech's full-time courses fill quickly. Begin your application process immediately. Call 631/261-3600, x219 or return the coupon on the next page for an information packet that includes an application and details about the pre-entrance requirements. All applicants must achieve a satisfactory score on the pre-entrance exam. Program brochures are also available at www.wilsontech.org/fulltimelicensing.



Tanya Eugene (l.) instructs Katherine Uzzi (r.) in reading blood pressures.



Diagnostic Medical Sonography

Learn the fascinating field of sonography. This 24-month program integrates basic sciences, medical sciences and instruction in Diagnostic Sonography with supervised clinical experience at various clinical affiliates throughout Nassau and Suffolk Counties. Successful completion of the program leads to a certificate that qualifies you to sit for the five registry examinations in Diagnostic Medical Sonography.

Prerequisites: high school diploma or equivalent, a minimum grade of "C" in college level general physics, biological science, algebra, English and a desire to work in the medical care environment. Courses begin in July and have vacation during holiday periods.

This program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography. Financial aid available to those who qualify.

806-6 M-F 8 AM-6 PM (2,733 hrs, 273.3 CEU)
\$19,999, Starting July 2007
Northport, Rm 202A



Medical Assisting/ Lab Assisting

Become one of the most versatile members of the health care team.

A career in medical assisting/medical lab prepares you to work in physicians' offices, hospitals and clinics. Duties include running the front office, receptionist functions, bookkeeping, and filing. Assist the physician with examinations and treatments, medications, perform EKG's and simple laboratory procedures. Study topics includ-

ing hematology, urinalysis, phlebotomy, basic blood banking, and routinely performed chemistry tests. Daytime clinical experience provided in local medical offices. High school diploma or equivalent required to sit for national certification exams. Uniform and physical exam required. Textbook included. Payment plan available. Call 631/667-6000 x327 for an appointment to register.

996-45 M-F 9-2 PM (400 hrs, 40 CEU)
\$3,415 (tuition subject to change)
Jan. 29-June 20
Northport Campus

Practical Nursing



Learn the skills and knowledge necessary to be a valuable member of today's health care team. The School of Practical Nursing, located at Tech's Northport campus,

helps prepare you for licensing as a practical nurse. The program is approved by the NYS Education Department. The low ratio of students to faculty allows many opportunities for individualized instruction.

For those planning to pursue additional training, Tech is affiliated with registered nursing programs at Helene Fuld School of Nursing, Nassau Community College, Suffolk Community College, SUNY Farmingdale and Molloy College. Advanced placement is available in the Surgical Technology Program upon graduation.

Tuition includes fees for books, stethoscope and surgical scissors. Additional costs for uniforms, licensing fee, physical exam, liability insurance and CPR certification are required for entering program. Financial aid available to those who qualify. Prerequisite: High school diploma or equivalent. HEGIS code 5209.20

801-61 Accelerated day program (13-mos.)
M-F 8:30 AM-2 PM class
8 AM-3:15 PM clinical
(1,245 hrs, 124.5 CEU) \$10,775
March 2007-April 2008
Northport Campus

801-31 Part-time Day (18-mos.)
M-F 9 AM-1 PM, (1,245 hrs, 124.5 CEU), \$10,775 (subject to change)
Sept 2007-June 2009
Northport Campus

801-32 Part-time Evening (18-mos.)
M-Th 6-10 PM, Sa (two classes each month) 8 AM-3:15 PM
(1,245 hrs, 124.5 CEU)
\$10,775 (subject to change)
Sept 2007-March 2009
Northport Campus

Health Care Today!



Surgical Technology

Learn to work closely with surgeons, anesthesiologists and registered nurses to provide direct patient care throughout surgery.

Study setting up the operating room, prepping patients, the disease process and instrumentation. You will be assigned to a local health care facility to work 550 hours under an experienced health care professional.

This program helps prepare you for employment in operating rooms, surgical offices, delivery rooms, emergency departments, physician and dentist offices, central supply services, cardiac catheterization clinics, tissue banks and ambulatory surgical care sites. Advanced placement is available in the Practical Nursing program upon graduation. Financial aid available to those who qualify. Accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

Additional costs include textbooks, malpractice insurance, uniform, CPR certification, and a complete physical examination. Prerequisite: High school diploma or equivalent.

811-32 M-F Classroom 9 AM-2:30 PM,
Clinical between 7 AM-4 PM
(1,000 hrs, 100 CEU) \$10,525
(tuition subject to change)
Sept. 2007-July 2008

811-31 M-F Classroom 9 AM-2:30 PM,
Clinical between 7 AM-4 PM
(1,000 hrs, 100 CEU) \$10,525
(tuition subject to change)
March 2008-Jan. 2009

Both sections at the Northport Campus



Nurse Assisting

Prepare to begin your nursing career as a nurse assistant. Covers basic procedures in bedside nursing care, theory, medical ethics, and clinical supervision in a local health facility.

Students who successfully complete this program will be eligible to take the Nurse Assistant Evaluation Examination which qualifies students for a listing in the NYS registry. Requirements: a completed physical examination form by the first day of class, purchase of designated uniform, original social security card, and fee of \$115 for the state examination. Tuition includes textbook. Call 631/667-6000 x327 for appointment to register.

1597-63 M-F 9 AM-3 PM (150 hrs, 15 CEU)
\$1,150, March 19-May 7
NACEC, Amityville

1597-64 M-F 9 AM-2 PM (150 hrs, 15 CEU)
\$1,150, April 23-June 12
Northport Campus, Rm 215

1597-65 M-F 9 AM-3 PM (150 hrs, 15 CEU)
\$1,150, May 21-July 3
NACEC, Amityville

1597-20 M-F 9 AM-2 PM (150 hrs, 15 CEU)
\$1,150, June 25-Aug. 13
Northport, Rm 215

1597-21 M-F 9 AM-3 PM (150 hrs, 15 CEU)
\$1,150, July 23-Sept. 5
(tuition subject to change)
NACEC, Amityville

1597-31 T/Th 6-10 PM (150 hrs, 15 CEU)
\$1150, Starts Sept. 2007
(tuition subject to change)
Northport Campus

See pg 52 for financial help.

Learn More About . . .

• Diagnostic Medical Sonography • Practical Nursing • Surgical Technology

To apply for programs listed above, you must have a high school diploma or equivalent **and** achieve a satisfactory score on a pre-entrance exam. Details on application procedures, program requirements and dates for pre-entrance exam (\$75) are given in the packet for each program.

YES! I want an information packet for:

Diagnostic Medical Sonography Practical Nursing Surgical Technology

Return to: Western Suffolk BOCES

Health Careers Office, 152 Laurel Hill Road, Northport, New York 11768

NAME (please print)

ADDRESS

TOWN

STATE

ZIP

TELEPHONE #

CELL#

EMAIL

Application packets including brochures and pre-entrance exam applications for full-time health programs are available at www.wilsontech.org/fulltimelicensing.

Build a Satisfying Career in Health Care at Wilson Tech



Bridgette Weis (l.) likes the BOCES Surgical Tech program because it has more hands-on training while Doreen Kurz (r.) likes the experience she's gaining in two different hospitals.

- Individualized instruction
- State-of-the-art labs
- 96.5% pass rate Practical Nursing Grads*
- Affordable tuition
- Financial aid available to those who qualify
- Experienced instructors
- Flexible schedules
- Small classes

*for those completing the program 2001-06. This is well above the NYS and national pass rate.

Bring Your Career Questions to Tech's Open House

Plan for Fall Admission to a Health Program!

Wednesday, Feb. 7, 6-8 PM

Wilson Tech • 17 Westminster Rd. • Dix Hills, NY • 631/667-6000, x320

Directions at www.wilsontech.org/openhouse

Surgical Technology and Diagnostic Medical Sonography are accredited by the Commission on Accreditation of Allied Health Education Programs. Practical Nursing and Nurse Assisting are accredited by the NYS Education Department.

Join the Fitness Field as a Personal Trainer



Join the ever-growing fitness field and help people stay healthy. This course will help prepare you to take the Personal Trainer Certification exam from the American Council on Exercise (ACE). Learn basic exercise science, nutrition, fitness assessment, exercise programming, instructional and spotting techniques. Study anatomy, kinesiology, injury prevention, supplementation and nutrition and all aspects of weight and strength training as you prepare for employment as a personal trainer in a gym or fitness center or as a consultant for your own business. You'll gain first hand experience in Tech's new fitness center where you'll learn to apply your coursework to sound health and fitness programming on state-of-the-art exercise equipment. Textbook additional \$90. Certification exam administered by ACE, \$160 additional.



1053-61

T/Th 6-9 PM (40 hrs, 4 CEU) \$499
 March 27-May 24, Exam June 2
 Republic Campus, Rm 123

For a career as LPN, Surgical Technician or Sonographer

3 Steps to Prepare for Pre-Entrance Exam

Prerequisites for Surgical Technology, Practical Nursing and Diagnostic Medical Sonography: a high school diploma or equivalent AND a satisfactory score on a pre-entrance exam. You are urged to take the free TABE (Test of Adult Basic Education) test to be certain you have the math and reading skills to be successful on the pre-entrance exam and in these rigorous programs. For details on application procedures, program requirements and brochure, return the coupon on page 9.



Tech's PN graduates have 96.5% pass rate on their national certification exams.

Step #1

If you are uncertain about your reading and math skills or you have been out of school for a while: Take the Basic Skills class before the TABE.

Basic Skills

Your success in any health class will depend on your ability to compute basic math problems and understand textbooks and written directions. This class will help you boost both your English and math skills. Successful completion of this course qualifies you to retake the TABE test given on the last night of class. Bring a blue or black ink pen and photo id for the TABE. You must satisfactorily pass the TABE before registering for any prep class.

1049-61 M/W 6-10 PM (24 hrs, 2.4 CEU) \$110, March 5-26, Dix Hills, Bldg. A, Rm 102

1049-62 T/Th 6-10 PM (24 hrs, 2.4 CEU) \$110, March 6-27, Dix Hills, Bldg. A, Rm 102

Step #2

If you think your skills are up-to-date: Bring a blue or black ink pen and photo id and take the TABE test.

TABE—Test of Adult Basic Education NO CHARGE

Students MUST satisfactorily pass this test before enrolling in a pre-entrance prep class for Practical Nursing, Surgical Technology or Diagnostic Medical Sonography, or to enroll in the Nurse Assisting, Medical Assisting/Lab Assisting programs. The test covers basic math computation and reading comprehension. No advance registration necessary. Bring a blue or black ink pen and photo id.

5555-47 W Feb. 7, 5-9 PM, Dix Hills, Bldg. B, Wilsonian Rm

5555-48 Sa Feb. 10, 8 AM-12 NOON, Dix Hills, Bldg. B, Wilsonian Rm

5555-61 M Feb. 26, 6-10 PM, Dix Hills, Bldg. B, Wilsonian Rm

5555-62 Tu Feb. 27, 6-10 PM, Dix Hills, Bldg. B, Wilsonian Rm

5555-63 W Feb. 28, 5-9 PM, Dix Hills, Bldg. B, Wilsonian Rm

5555-64 Sa March 3, 8 AM-12 NOON, Dix Hills, Bldg. B, Wilsonian Rm

Step #3

If you earned a satisfactory score on the TABE test: Register for one of these Prep Classes.

Prep Classes for Pre-Entrance Exams: Practical Nursing, Surgical Technology and Sonography

To enter our Practical Nursing, Surgical Technology or Diagnostic Medical Sonography programs, you must first satisfactorily pass an entrance exam. Take a prep course to help you prepare for your entrance exam. Work on your reading comprehension, basic math skills, and critical thinking. Prerequisite to these prep classes: Satisfactory score on the TABE test. NOTE: For those taking the prep class, the next Sonography class with available seats will begin in July 2008. To register, call 631/667-6000 x320.

155-61 T/Th 6-10 PM (36 hrs, 3.6 CEU) \$219, March 27-May 17, Northport, Rm 109

155-62 M/W 6-10 PM (36 hrs, 3.6 CEU) \$219, April 11-May 9, Northport, Rm 119

8289-61 Online \$199, Instructor-led, April 3-May 1, www.wilsontech.org/express

evening & full-time courses

classes begin the week of March 5



APPEARANCE ENHANCEMENT

Career training loans are available to eligible students in Cosmetology, Esthetics, Nail Specialty and Waxing. These four programs are accredited by the National Accrediting Commission of Cosmetology Arts & Sciences. Financial aid available to those who qualify. Schedule an appointment with a counselor before admission. For more information, including the refund policy, call 631-261-3600.

Appearance Enhancement (Make-Up Hours)

If you lack hours to meet state licensing requirements, take just the hours you need! Transfer credits can also be evaluated and credit given if approved. Must successfully complete a module's minimum hours to receive credit. Call 631-261-3600 for an appointment. Open enrollment. \$8.50/hr.

- 1000-1 Cosmetology Make-Up hours
- 97-1 Esthetics Make-Up hours
- 977-1 Nail Specialty Make-Up hours

Cosmetology

For those with artistic flair, cosmetology offers a wide variety of opportunities. Learn care of the skin, hair, scalp, and nails in this 1,000-hour program as you prepare for NYS licensing. Full-time students are required to purchase a cosmetology kit (\$122) designated uniform (\$50), and pay a state exam fee (\$60) not included in tuition. Information will be provided at registration by the counselor. *Begin on the first school day of every month.**

- 989-31 M-F 8 AM-2:30 PM (1,000 hrs, 100 CEU) \$6,085
- 989-32 M-Th 6-10 PM (1,000 hrs, 100 CEU) \$6,085

Both classes at Northport, Cosmetology Lab

Cosmetology State Board Prep

Prepare to take the NYS Licensure Test. Call 631/261-3600 for info. and an appointment.

- 955-31 \$319 (48 hrs.)

Esthetics (skin care and make-up)

Esthetics, the field of skin care and make-up, is now a specialty requiring a separate NYS license in Esthetics. This 600-hour course will cover

*with the approval of the counselor and instructor.

NOTE: Tuition for all appearance enhancement courses includes a \$25 non-refundable fee.

Laser Hair Reduction & Medical Aesthetics Hands-on Training Seminar

Register Early and SAVE!

This nationally accredited, advanced Rockwell Laser Training course covers basic fundamentals of laser safety, physics, clinical and technical parameters essential to cosmetic laser usage. Oriented principally towards physicians, physician assistants, and nurses, Western Suffolk BOCES offers a special modified section of this course for Aestheticians and Electrologists. Topics include: recognizing the fundamental concepts of laser science; biophysics and tissue effects of lasers; identifying hazards associated with healthcare laser systems and the appropriate control measures required; implementing regulatory and advisory guidelines for development of a laser program; familiarization with common treatment conditions; laser or light-based equipment selection and potential problems/common mistakes; cooling mechanisms; clinical endpoints; and post-treatment protocols. Exact locations and addresses provided after registration.

Five-Day Program

This hands-on program covers two days of Continuing Medical Education (CME), 16 CEU accredited theory, followed by three days of hands-on clinical interactive study. Ideal for physicians, physician assistants, nurses and aestheticians:

- 927-61 M-F (31 ¾ hrs, 3,175 BOCES CEU) \$4495, March 26-30
Days 1 & 2: Woodbury, 8-5 PM
Days 3 & 4: Syosset, 9-4:30 PM
Day 5: Syosset, 9-3 PM
- 1937-61 SAVE \$500 by registering for the above course by Feb. 26, \$3,995

Three-Day Program

This program covers two days of theory, 16 hrs CEU accredited theory, followed by a one-day clinical preceptorship. Graduates receive a Certificate of Attendance with Clinical Preceptorship. Ideal for aestheticians and electrologists.

- 939-61 M-W (27 hrs, 2,7 BOCES CEU) \$2795, March 26, 27, 28
- 1939-61 SAVE \$300 by registering for the above course by Feb. 26, \$2,495

anatomy and physiology, bacteriology, sterilization, structure and function of the skin, facial procedures, use of various machines, waxing, basic make-up techniques, and business practices. Students will prepare for the State Board examination. Uniform (\$50), state exam fee (\$60) not included in tuition. Classes begin each month. *Begin on the first school day of every month.**

983-31 M-F 8 AM–2:30 PM (600 hrs, 60 CEU) \$4,755

983-32 T/Th 6–10 PM (600 hrs, 60 CEU) \$4,755

Both classes at Northport, Cosmetology Lab

Esthetics-Advanced

For licensed Estheticians to receive a certificate for advanced training in skin care. Call 631/261-3600 for information and registration.

976-31 T/Th 6–10 PM (140 hrs, 14 CEU) \$1,150, Open Enrollment
Northport, Cosmetology Lab

Esthetics for Cosmetologists

For licensed Cosmetologists to enhance their understanding of skin care and prepare for the State Board exam for a license in Esthetics. Uniform (\$50), state exam fee (\$60) not included in tuition. Call 631/261-3600 for information to register.

938-31 T/Th 6–10 PM (400 hrs, 40 CEU) \$3,185, Open Enrollment

938-32 M-F 8–2:30 PM (400 hrs, 40 CEU) \$3,185, Open Enrollment
Both classes at Northport, Cosmetology Lab



AUTOMOTIVE

Auto Body Refinishing

Learn techniques of spraying, use of various solvents, surface preparation, and masking procedure. Hands-on applications will help you to develop skills you'll need to excel.

204-61 Tu 6:30–10 PM (42 hrs, 4.2 CEU) \$329, March 6–June 19
Dix Hills, Bldg. C, Auto Body Lab I

Auto Body Repair

Learn the fundamentals of metal and damage stress repair. Practice using auto body tools and plastic filling.

206-61 M 6:30–10 PM (42 hrs, 4.2 CEU) \$289, March 5–June 11
Dix Hills, Bldg. C, Auto Body Lab I

Automotive Technician Training Program–Full-Time

Learn the theory and skills to make light or heavy duty repairs to the automobile. You will use up-to-date electronic and hydraulic equipment to precisely diagnose



Complete all 4 in Just 4 Months! Advanced Automotive Training Courses

Thinking of opening your own automotive business or looking for advancement in the automotive field? Want help passing the ASE certification exams for Electrical/Electronic Systems or Engine Performance? Complete this entire series of four courses in just four months and earn a certificate as an automotive technician. A tech certificate will demonstrate your competence to your customers and your employers. Register now for all 4 courses or sign up for one to improve your skills in a specific area. Prerequisite: work experience as an automotive technician.

Automotive Electricity & Electronics I NEW

Learn the fundamentals of electricity and electronics: volts, amps, watts, and ohms. Sources and applications of both alternating and direct current are discussed.

1982-61 M/W 6–10 PM (24 hrs, 2.4 CEU) \$209, March 5–21
Northport Campus, Auto Lab

Automotive Electricity & Electronics II NEW

Expand your knowledge of the applications for electricity/electronics in automobiles including starting, charging, and lights.

1983-61 M/W 6–10 PM (24 hrs, 2.4 CEU) \$209, April 11–30
Northport Campus, Auto Lab

Auto. Emissions Diagnostics NEW

Learn to diagnose those vehicles that just won't pass the NYS inspection, with an extensive curriculum involving emission gases such as HC, CO, CO₂, and NOX. Also expand your knowledge of the variety and complexity of the electronic emission control systems used in today's vehicles.

1984-61 M/W 6–10 PM (24 hrs, 2.4 CEU) \$209, May 7–23
Northport Campus, Auto Lab

Computerized Engine Controls

Get a better understanding of automotive computer controls including sensors, actuators, and control units. Learn to troubleshoot and repair the complex computer systems that control today's vehicles.

1986-61 M/W 6–10 PM (24 hrs, 2.4 CEU) \$209, June 4–20
Northport Campus, Auto Lab

today's sophisticated automobile. In five months you can gain the skills you need for a satisfying career with many job opportunities and prepare for certification from the National Automotive Technicians Education Foundation (NATEF).

You'll spend four hours per day of Tech's automotive technology program working "hands-on" in our auto shop. Our highly skilled instructors help you apply what they teach in class. You learn by doing! **NOTE:** *New students may begin on the first school day of each month.* Tuition includes auto tool kit.

Course Curriculum includes:

- Electrical/Electronic systems (230 hrs)
- Engine Performance (220 hrs)
- Suspension and Steering Systems (95 hrs)
- Brakes (105 hrs)

981-61 M-F 8 AM-3 PM (650 hrs, 65 CEU)
\$4,975, New students can begin on the first school day of the month.
Northport Campus, Auto Lab

Auto Mechanics I

A general introduction to automotive cooling; fuel, electrical and ignition systems; tune-ups; drive lines and components; and suspension, steering and brake systems.

216-61 M 6:30-10 PM (42 hrs, 4.2 CEU)
\$289, March 5-June 11
Dix Hills, Auto Mech. Lab I
216-62 Th 6:30-10 PM (42 hrs, 4.2 CEU)
\$289, March 8-May 31
Dix Hills, Auto Mech. Lab I

Auto Mechanics II

This course prepares mechanics for advanced levels of troubleshooting, vehicle servicing, diagnostics, engine mechanical, engine performance, electrical systems, fuel systems, brakes, suspension, steering and alignment. Prerequisite: Auto Mechanics I or prior experience

1805-61 W 6:30-10 PM (42hrs, 4.2 CEU)
\$329, March 7-May 30
Dix Hills, Auto Mech. Lab I

Auto Restoration

Restore autos to a state of beauty! Learn all the different aspects of automotive restoration such as rust repair, panel fabrication and replacement

(1972 and prior), and body finishes including paint and repairs. Manual included.

228-61 W 6:30-10 PM (42 hrs, 4.2 CEU)
\$519, March 7-May 30
Dix Hills, Auto Body Lab I

Pinstripping & Custom Painting

Build your skills at preparing, designing, and applying your own designs in this hands-on course.

232-61 Tu 7-10 PM (24 hrs, 2.4 CEU) \$209
March 6-May 8
Dix Hills, Bldg. C, Auto Body Lab II



AVIATION

Preventive Maintenance for Owners/ Operators of Aircraft

Learn to perform basic maintenance tasks on your aircraft. Topics include hardware, corrosion, greasing, oil changing and plug cleaning.

947-61 W 6:30-9:30 PM (24 hrs, 2.4 CEU)
\$215, March 7-May 2
Aviation Facility
Republic Airport, Farmingdale

Private Pilot Ground School

Learn principles of flight, engines, weather, navigation, and FAA regulations. Those who successfully complete the course will receive the instructor's authorization to take the FAA written examination.

118-61 Tu 6:45-10:15 PM (42 hrs, 4.2 CEU)
\$319, March 6-June 19
Aviation Facility, Rm 103
Republic Airport, Farmingdale



BUSINESS/ OFFICE SKILLS

Office Technology

Gain the competitive edge by learning the latest computer applications. Learn Microsoft Windows, Word, Excel, PowerPoint, Outlook, and Internet Explorer. Create and manage an e-mail account. Practice basic office procedures, business communication, business math, keyboarding, time management, resume writing and interviewing skills. The student will participate



Automotive Service Excellence (ASE) Testing Center #8059

Wilson Tech is an ASE regional testing center. Employers can certify their mechanics in diesel/gasoline engines, electrical systems, painting and refinishing, automatic transmission, manual drive trains, axles, HVAC, cylinder head repair, suspension, steering, and brakes. Mechanics can validate their skills and specialization.

ACT/ASE Testing: May 8, 10
Call 1-800-553-6244, x 1433 to register.

Continuing Education Units

Upgrade your credentials and improve your chances for advancement in the workplace with Continuing Education Units (CEUs). For every 10 hours in a class you complete at Wilson Tech, you will earn one CEU. CEUs are a clear sign to your employer that you have gained new skills. CEUs are often accepted for partial credit by colleges as well as for advancement on the job. You can be assured of the quality of Tech programs!

Airframe & Powerplant Licenses

- **Central location at Republic Airport in Farmingdale**
- **Approved for VESID, VA, DSS, WIA**
- **Financial aid/payment plans available, if qualified.**
- **FAA-certified instructors**
- **Low tuition is all inclusive**

Aircraft Maintenance Technology

With three major metropolitan airports, six regional airports and numerous power stations on Long Island, opportunities for career growth are tremendous for well-trained aviation maintenance technicians. Licensed technicians with Airframe and Powerplant licenses will find good salaries, excellent benefits and personal satisfaction in this exciting field.

This program provides both the hands-on experience and the related knowledge to service, repair and overhaul reciprocating and turbine engines and components, powerplant control systems, instrumentation, and induction and exhaust systems. You will practice the skills you need in airframe and powerplant overhaul as you work under very rigid procedures and the close supervision of inspectors.

Three curriculum areas must be successfully completed to be eligible to take the Airframe and Powerplant Maintenance exams. They include General, 400 hours; Airframe I and II, 755 hours; and Powerplant I and II, 755 hours. Upon successful completion of all exams, the candidates receive their licenses.

Semesters begin September and January. Financial aid is available, call 631/667-6000 x455. The program is offered at Tech's new Aviation Facility at Republic Airport in Farmingdale. Students must meet with a counselor before registering. Career training loans available for eligible students. See page 52.

Prerequisites: A keen interest in aviation, an aptitude for hands-on tasks, an ability to follow directions, and an inclination to pay careful attention to details.

Transfer Credits: Wilson Tech accepts transfer credits for work successfully completed in other FAA-approved programs. Tech students can earn up to 30 advanced placement credits acceptable at numerous colleges offering degrees in aviation technology including University of New Haven, Pennsylvania College of Technology, and Embry Riddle Aeronautical University.

Students must purchase coveralls with long sleeves, steel-toed boots, standard hand tools for each curriculum area (list will be provided). No extra fees for application, books, labs, tests, or graduation. Testing for the Designated Mechanic Exam (DME) included in your tuition. Waiver for approved military training (DD214)

940-20	M-Th 8-2:30 PM (400hrs, 40 CEU)	\$3925	General AMT	May 21-Aug. 28
935-20	M-Th 8-2:30 PM (378hrs, 37.8 CEU)	\$3925	Airframe I	May 21-Aug. 23
820-20	M-Th 8-2:30 PM (378hrs, 37.8 CEU)	\$3925	Powerplant II	May 21-Aug. 23

OPEN HOUSE
April 17 & 18
9 to 11 AM
Republic Airport



Domingo Amadeo of Brentwood is following his lifelong interest in aviation to earn his FAA license at Tech.

Designated Mechanic Exam

Applicants seeking an Airframe and/or Powerplant license from the FAA can register to take the oral and practical exams at Wilson Tech's Dix Hills campus. Prior to registering, however, students must be authorized to sit for the exam. For requirements, call 631/667-6000, ext. 320. To schedule pre-test interview, contact the Designated Mechanic Examiner at 631/752-1957. The Testing Center is open Monday through Thursday from 3-8 PM.

9430-61	General and Airframe or General and Powerplant	\$410
9431-61	Airframe or Powerplant	\$209

To register, call 631/667-6000 x320

For a tour, call 631/752-1957

Financial Help
page 52


 Certificate Program

Human Resources Management

Empower yourself to be a Human Resource Professional. Earn a certificate in Human Resources Management for either profit or non-profit organizations. The 12 courses include group projects and classroom discussions of practical, real work situations relevant to issues in today's workplace. For a certificate in Human Resources Management, students must successfully complete all courses. These courses can be taken individually. All classes at Dix Hills, Bldg. B, Rm B8.

Human Resource Management-Overview

If you are considering a career in this field, or are already involved with any aspect of personnel management, this course will provide a foundation for building a successful career. Topics include interviewing, wage and salary negotiations, recruitment techniques, labor relations, employee orientation, analyzing and evaluating job descriptions and benefits.

2505-61 T/Th 6-10 PM (12 hrs, 1.2 CEU)
\$279, March 6, 8, 13

Compensation and Benefits

Use practical, hands-on exercises to learn compensation best practices. Develop a compensation philosophy as a basis for compensation decisions. Determine external and internal job values. Topics include: building salary ranges, linking performance to rewards, developing effective variable pay programs, insurance, retirement plans and how to communicate the "hidden paycheck."

2506-61 T/Th 6-9 PM (6 hrs, .6 CEU) \$189
March 15, 20

Human Resources and the Law

Gain an understanding of basic labor and employment laws both state and federal, that impact HR professionals. Topics include Title VII, FLSA, ADA, OSHA, HIPAA, union-related laws and Executive Order 11246.

2507-61 T/Th 6-9 PM (6 hrs, .6 CEU) \$189
March 22, 27

Interviewing Techniques

In this dynamic class you will study a variety of interviewing and evaluation techniques for making more effective hiring decisions. This course covers specific techniques for behavioral, technical and executive interviews.

2515-61 W 6-9 PM (3 hrs, .3 CEU) \$109
March 28

Employee Selection and Staffing

Gain a practical understanding of the major issues affecting today's recruitment, retention and staffing. Learn how to conduct a job needs analysis and develop competency-based recruiting procedures. Learn how to select candidates for hard-to-fill positions.

2513-61 Th 6-9 PM (3 hrs, .3 CEU) \$109
April 12

Performance Management

Reap the benefits of clarifying performance expectations, of defining ways to improve job performance, and of setting goals for the future. Learn how to support managers in creating fair documentation in writing, preparing objective review statements, applying fair rating systems and setting achievable goals. Learn how to conduct the performance discussion to maximize

employee commitment.

2514-61 T/Th 6-9 PM (6 hrs, .6 CEU)
\$189, April 17, 19

Employee and Labor Relations

Learn how to provide structured policies and programs to maintain morale in both union and non-union environments. Discuss how to meet the needs of a diversified workforce and explore motivational techniques.

2512-61 T/Th 6-9 PM (6 hrs, .6 CEU)
\$189, April 24, 26

Safety, Security & Health in the Workplace

Focus on the well-being of employees and address employers' liability. OSHA goals, safety-related concerns and employee "Right-to-Know" are covered. Learn how to implement security techniques to reduce workplace violence, resolve safety issues and reduce or eliminate risks to an organization's assets.

2509-61 T/Th 6-9 PM (6 hrs, .6 CEU) \$189
May 1, 3

How to Run an Effective Meeting

Make your meetings an effective management tool. Learn how to put people at ease, use an agenda, improve group participation, avoid problem areas, and close a meeting.

2510-61 Tu 6-9 PM (3 hrs, .3 CEU) \$99
May 8

Training and Development

Make the most of your training opportunities by learning tips, techniques, and strategies for developing and delivering effective training programs. Gain perspective and insight on how adults learn and calculate the return on investment of training. Learn how to conduct a training needs analysis or audit, set objectives and tailor training to meet your agency's needs.

2516-61 T/Th 6-9 PM (15 hrs, 1.5 CEU)
\$309, May 17-June 5

Instructional Design for E-Learning

Lecture and hands-on applications will help you learn to use today's technology to create and deliver effective e-learning and instructor-led training. You will develop and deliver a comprehensive learning solution using the blackboard learning system. Instructional designers new to the profession, trainers, training managers, and human resource managers and staff will benefit!

2517-61 T/Th 6-10 PM (12 hrs, 1.2 CEU)
\$279, June 7-14

The Personnel Manual

The Employee/Personnel manual is the baseline guidance for employees and the HR professional. Learn how to write, update and utilize a manual for everyday decision-making.

2508-61 T/Th 6-9 PM (6 hrs, .6 CEU) \$189
June 19, 21

in an internship in a local office to gain practical experience and a possible opportunity for an entry-level position. Financial help is available for eligible students. See page 52.

994-45 M-F 9 AM–3 PM (500 hrs, 50 CEU)
\$4,125, Jan. 29–June 13
NACEC Campus, Amityville

Accounting Principles

This course covers basic accounting principles and the “accounting cycle” of sole proprietorships, corporations and partnerships using hands-on problems and real life experiences. Learn basic Income Tax Preparation. Class is geared for the beginner to those with advanced accounting experience. Look at everything from reconciling a checkbook to general ledger and basic financial statement preparation. Textbook included. Additional materials will be supplied by instructor.

299-61 Tu 6:30–10 PM (42 hrs, 4.2 CEU)
\$659, March 6–June 19
Dix Hills, Bldg. C, Rm 18

The Basics of Starting a Business

If you are thinking about starting a business, this is the course for you. We will cover: choosing a legal structure, different forms of business ownership, planning, common incorporation requirements, market research—testing the marketplace, selecting a name, choosing a location, record keeping, differentiating yourself from others, developing a market and business plan fundamentals, the process of evaluating start-up costs, start-up list of things “to do”, rules for employers, franchises—pros and cons, buying a business—pros and cons, how to avoid a business trick, start-up checklists, and practical advice from the experts.

9084-61 T/Th 6–9 PM (12 hr., 1.2 CEU) \$199
June 12, 14, 19, 21
Dix Hills, Bldg. B, Rm M5

Bookkeeping

An overview of systems and processes with emphasis on principles and procedures of double entry systems incorporating the theory of debit and credit. Review journals, ledgers, and financial statements. Textbook included.

304-61 Tu 6:30–10 PM (42 hrs, 4.2 CEU)
\$329, March 6–June 19
Manor Plains Campus, Rm 209

Bookkeeping–Advanced (for corporations)

Continuation of fundamentals and principles from Bookkeeping. Learn the details of depreciation and corporate accounting. Prerequisite: Bookkeeping course or prior experience.

395-61 Th 6:30–10 PM (28 hrs, 2.8 CEU)
\$199, May 3–June 21
Manor Plains Rm 208

Civil Service Test Preparation

Prepare for an important exam such as a Civil Service test! Learn test-taking techniques for short answer, multiple choice and essays. Emphasis on finding clues and patterns in questions. Analogies and vocabulary also emphasized. Review sample questions.

308-61 Tu 6–9 PM (9 hrs, .9 CEU) \$110
March 13, 20, 27
Dix Hills, Bldg. C, Rm 11

ebay–Selling on the Internet

Learn the steps to list and sell items on ebay including authorization set-up, creating descriptions, drafting email correspondence, shipping and pricing. Prerequisite: Computer knowledge. Students must be able to sign on to ebay and have a user name. Workbook included.

281-61 Th 6:30–9:30 PM (3 hrs, .3 CEU)
\$55, April 12
Dix Hills, Bldg. C, Rm 18

281-62 Th 6:30–9:30 PM (3 hrs, .3 CEU)
\$55, May 3
Dix Hills, Bldg. C, Rm 18

ebay–Advanced

Take your ebay sales to a whole new level. Learn advanced selling techniques including how to become a Power Seller and Trading Assistant, create a Store and About Me page, and use TurboLISTER software. Learn how to make listings faster and cheaper so you will get more bids! Prerequisite: ebay–Selling on the Internet.

287-61 Th 6:30–9:30 PM (3 hrs, .3 CEU)
\$55, April 19
Dix Hills, Bldg. C, Rm 18

287-62 Th 6:30–9:30 PM (3 hrs, .3 CEU)
\$55, May 10
Dix Hills, Bldg. C, Rm 18

Notary Public Test Preparation

Prepare for the Notary examination. This course reviews the law, both statutes and judicial decisions, governing the practice of the Notary Public

Share Your Skills and Passions–Tech Needs YOU!

Train-the-Trainer

Share your skills and passions with other adults as an adult instructor. Whether you want to teach in an adult education program such as Wilson Tech, or start your own business as a consultant, you will want to learn the most effective methods for helping adults learn. Topics include: principles of adult learning, perceptual learning styles, various training methodologies, classroom management strategies, and presentation skills. Gain practical knowledge in curriculum and lesson plan development focused on the adult learner. A prerequisite (at no charge) for all new adult instructors at Wilson Tech. Dix Hills, Bldg. C, Large Conference Rm.

110-61 W 6–9 PM (15 hrs, 1.5 CEU) \$325, May 2–30

- in NYS. Great, too, for any Notary to know more about his/her rights and responsibilities.
- 312-61 Tu 7-10 PM (3 hrs, .3 CEU) \$85
April 17
Dix Hills, Bldg. C, Rm 26
 - 8037-61 Online \$69, Instructor-led
April 24
www.wilsontech.org/express
 - 8038-1 Online \$59, Tutorial
www.wilsontech.org/express



COMPUTERS

In all of our computer courses, each student has his/her own workstation.

Access 2002-Introduction

Learn to use this leading database management system for Microsoft Windows to create database tables, forms, and reports. Also learn how to sort, filter and export data to other programs.

- 9001-61 Th 6-9 PM (6 hrs, .6 CEU) \$129
May 3, 10
Manor Plains, Rm 109
- 8245-61 Online \$119, Instructor-led
May 10, 17
www.wilsontech.org/express
- 8217-1 Online \$59, Tutorial
www.wilsontech.org/express

Excel-2002-Introduction

Learn to create financial reports, inventory sheets, commission statements and other reports with this leading spreadsheet program. Knowledge of computers required. Workbook additional \$18.

- 556-61 W 6-10 PM (24 hrs, 2.4 CEU)
\$229, March 7-April 18
Dix Hills, Bldg. A, Comp. Lab
- 8247-61 Online \$219, instructor-led
March 14-April 25
www.wilsontech.org/express
- 8147-1 Online \$59, Tutorial
www.wilsontech.org/express

Excel 2002-Intermediate

Build on the skills learned in the beginning Excel

course. Topics include working with multiple workbooks; linking multiple worksheets; utilizing styles and templates; using nested functions; applying range names; enhancing charts; lookup tables; conditional and database functions; creating, editing, and modifying toolbars/menus/keyboard shortcuts; using forms. Workbook additional \$18. Prerequisite: Excel-Beginning or knowledge of the program.

- 404-61 W 6-10 PM (24 hrs, 2.4 CEU) \$229
May 2-June 6
Dix Hills, Bldg. A, Computer Lab
- 8349-61 Online \$219, Instructor-led
May 9-June 13
www.wilsontech.org/express
- 8221-1 Online \$59, Tutorial
www.wilsontech.org/express

Microsoft Office 2003-Overview

Take care of all your business needs with Microsoft Office. Learn the basic functions of Word, PowerPoint, Excel, and Access. Whether you are new to Microsoft Office or a current user, you will gain practical tips and shortcuts that make even your most complex projects faster and easier to complete. Workbook additional \$23.

- 9086-61 M 6-10 PM (24 hrs, 2.4 CEU) \$229
April 16-May 21
Dix Hills, Bldg. C, Rm 16

PowerPoint 2002-Introduction

Create eye-catching presentations with PowerPoint. This class will include working with templates, animation and transition effects. Basic knowledge of Windows helpful. Workbook additional \$18.

- 410-61 Tu 6-10 PM (12 hrs, 1.2 CEU)
\$139, March 13-27
Manor Plains, Rm 205
- 8350-61 Online \$129, Instructor-led
March 20-April 3
www.wilsontech.org/express
- 8223-1 Online \$59, Tutorial
www.wilsontech.org/express

PowerPoint 2002-Intermediate

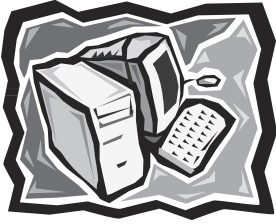
Improve your PowerPoint techniques: Slide Master, advanced animation and transition effects,

Attn: Microsoft Users Enhance Your Employability



When you are proficient in the Microsoft Office Suite of Word, PowerPoint, Excel, Outlook and Access, you can take the Certification Exam to become a Microsoft Office Specialist (MOS). The MOS is a nationally recognized certification that will enhance your ability to obtain a position in a company. You may test to receive your Core, Expert or Master Certification in Office 2000, XP or Office 2003.

Western Suffolk BOCES is a MOS testing center. To schedule an exam call 631-667-6000, x320, and inform the registrar you wish to schedule a MOS exam. Our testing center is open Monday through Thursday, 3-9 PM and Saturday, 8 AM-12 NOON. For more information go to www.careerlearn.org/mos



Learning about computers? Start here!

Each student has his/her own computer.

Computer Kindergarten for Adults

This user-friendly workshop is for first-time computer users. We start with how to turn on your computer and go from there! Overcome your fears and discover the wonders of computers in this slow-paced workshop using IBM computers. 6 hours, .6 CEUs \$95.

- 500-61 M/W 6-9 PM, March 5, 7
Manor Plains, Rm 205
- 500-62 Sa 9 AM-12 NOON, March 24, 31
Dix Hills, Bldg. C, Rm 18
- 500-63 Th 6-9 PM, April 12, 19
Manor Plains, Rm 205
- 500-64 T/Th 6-9 PM, May 29, 31
Manor Plains, Rm 205
- 500-65 M/W 6-9 PM, June 11, 13
Manor Plains, Rm 205

Computer Comfort

Find out what computers can do for you. Learn to use a computer for word processing, E-mail and the Internet. This "hands-on" course will help you get off to a confident start. Prerequisite: Computer Kindergarten for Adults (above). 15 hours, 1.5 CEUs, \$175

- 502-61 M/W 6-9 PM, March 14-28
Manor Plains, Rm 109
- 502-62 Sa 9 AM-12 NOON,
April 14-May 12
Dix Hills, Bldg. C, Rm 16
- 502-63 T/Th 6-9 PM, April 26-May 10
Manor Plains, Rm 109
- 502-64 T/Th 6-9 PM, June 5-19
Manor Plains, Rm 109

Computer Comfort II

Build upon the skills you gained in Computer Kindergarten and Computer Comfort. Learn more about the windows operating system that controls your interactions with programs. Advance your skills by surfing the internet and locating information you want quickly. Enhance your word processing knowledge. Get a free email account and learn how to email your friends and family.

- 513-61 M/W 6-10 PM (24 hrs, 2.4
CEU) \$229, May 14-June 4
Manor Plains, Rm 109

Keyboarding-Beginning

If you are a beginning typist or just wish to develop keyboard skills, this "touch system" method will help. Emphasis will be on mastery of the keyboard and some personal and business applications.

- 506-61 Th 6:30-9:30 PM (24 hrs, 2.4
CEU) \$269, April 12-May 31
Dix Hills, Bldg. A, Rm 202

Computer Troubleshooter-Beg.

Stop wasting time guessing what's wrong with your computer! Prevent problems before they start. After this user-friendly workshop, you will understand both software and hardware components. Gain practical tips on maintaining your computer for optimal performance. Learn to add memory, graphic cards, a CD Writer or DVD ROM.

- 9295-61 Th 6-10 PM (8 hrs, .8 CEU)
\$135, April 19, 26
Dix Hills, Bldg. C, Rm 224

importing charts and graphics, and linking from Word and Excel, bitmaps and Word art.

- 8224-1 Online \$59, Tutorial
www.wilsontech.org/express

Quickbooks-2005-Level I

First time Quickbooks users will learn the basic features of this very popular business software, including getting started, setting up Quickbooks, working with lists and bank accounts using other accounts, entering sales and invoices, receiving payments, entering and paying bills.

- 412-61 W 6-10 PM (24 hrs, 2.4 CEU) \$359
March 7-April 18
Dix Hills, Bldg. C, Rm 18
- 412-62 W 6-10 PM (24 hrs, 2.4 CEU) \$359
May 2-June 6
Dix Hills, Bldg. C, Rm 18

Word 2002-Introduction

Enhance your computer knowledge and familiarity with terminology. Student will learn to save files, close files, create new documents and filenames, insert and delete text, spell check, alignment, page setup, inserting columns & tables, auto text, and mail merge. Workbook additional \$18.

- 426-61 W 6-10 PM (24 hrs, 2.4 CEU) \$229
March 7-April 18
Dix Hills, Bldg. C, Rm 10
- 8333-61 Online, \$219, Instructor-led
March 14-April 18
www.wilsontech.org/express
- 8225-1 Online, \$59, Tutorial
www.wilsontech.org/express

Word 2002-Intermediate

Increase your skills by working with multiple documents; creating, editing and printing a mail merge; working with tables; using columns; automating Word's features; creating, editing, and modifying toolbars/menu/keyboard shortcuts; using forms and templates. Prerequisite: Word 2002-Intro. or knowledge of program. Workbook additional \$18.

- 428-61 W 6-10 PM (24 hrs, 2.4 CEU) \$229
May 2-June 6
Dix Hills, Bldg. C, Rm 10
- 8347-61 Online, \$219, Instructor-led
May 9-June 13
www.wilsontech.org/express
- 8226-1 Online, \$59, Tutorial
www.wilsontech.org/express



**COMPUTER REPAIR/
ELECTRONICS**

Computer Electronics/Construction

Learn to build, install, upgrade and repair personal computer hardware and operating systems. Topics discussed: processors, RAM, motherboards, chipsets, expansion busses, IDE devices, power supplies, floppy drives, expansion cards, DOS, Windows 9x, Windows 2000. Other topics may be added based on current trends.

- 604-61 Th 6:30-10 PM (42 hrs, 4.2 CEU)
\$385, March 8-May 31
Dix Hills, Bldg. C, Rm 225

Electronics-Introduction

Grasp the principles of electronic circuit elements including resistors, capacitors, inductors, diodes, transistors, and solid state devices. Laboratory work will include current, voltage and resistance measurements, introduction to electronic power supplies, filter network, basic transistor amplifier circuits and analysis of electronic drawing. Textbook provided.

- 608-61 W 6:30-10 PM (42 hrs, 4.2 CEU) \$375
March 7-May 30
Dix Hills, Bldg. C, Rm 225



**COMPUTER
PROGRAMMING**

Visual BASIC 6.0-Introduction

Visual Basic is a programming tool that can help you quickly develop programs for the Windows environment. This course teaches you how to create a screen with drop down lists, window-type buttons, and menus. Working knowledge of Windows is a must.

- 8189-1 Online, \$59, Tutorial
www.wilsontech.org/express



**Cisco Networking Academy
at Wilson Tech**



Computer networking technicians have interesting careers! Tech's Cisco Academy can help you prepare for two different certificates-Cisco Certified Network Associate (CCNA) and the more advanced Cisco Certified Network Professional (CCNP). Those without a technical or computer background can prepare for entering by successfully completing the introductory course. Those with experience in computer networking may qualify to take a Challenge Exam on material covered in Intro and Course 1. Call 631/667-6000 x320 for more information. All courses provide both classroom and laboratory experience.

To earn a CCNA: Upon satisfactory completion of Cisco Courses 1, 2, 3, and 4, you are eligible to sit for the CCNA exam. **To earn a CCNP:** After completing your CCNA certification, you can work towards your CCNP. You must receive a passing grade in each of Cisco Courses 5, 6, 7, and 8 as well as pass the Cisco exam at the end of each of these courses. If you want to register for CCNP and you do not have a CCNA, you must take and pass a challenge exam.

**Cisco Networking
Instructor-Level Classes**

Available upon request. Call 631/667-6000 x320 for information.

- 200-61 T/Th 6-9:30 PM (42 hrs, 4.2 CEU) \$549, March 6-April 24
Dix Hills, Bldg. C, Rm 221

Intro to Computer Networking

For those with no computer or networking knowledge. Gain the necessary understanding of networking technology for entering the Networking Academy. Learn: binary and hexadecimal number systems, number conversion, logic gates, Windows operating system, MS-DOS, computer hardware, networking concepts, networking architecture and topology, cabling, and circuit testing.

Cisco Networking-Course 1

First of four courses on current and emerging networking technology. Includes safety, networking terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, bridges, hubs, routers, star topology, IP addressing, and network standards. Prereq: Intro or practical experience.

- 13-61 M/W 6-10 PM (70hrs, 7 CEU)
\$659, April 25-June 20 and
Tuesday June 12, 19
Dix Hills, Bldg C, Rm 222



Certification Prep Programs



A+ and Network+ Certification are testing programs sponsored by the Computing Technology Industry Association (Comp TIA) to certify the competency of service technicians. Anyone who wants to have nationally recognized credentials as a competent computer technician should have both these certificates. The program is supported by major computer hardware and software vendors, distributors, retailers and publications, as well as leading industry service organizations.

A+ Certification Prep Part 1: Hardware

This course helps prepare you for the hardware aspects of the A+ Essentials and three elective exams. Prerequisite: Computer Electronics & Construction or equivalent knowledge and experience.

- 600-61 M 6:30–10 PM (42 hrs, 4.2 CEU) \$439, March 5–June 11
Dix Hills, Bldg. C, Rm 224
- 8238-1 Online, \$249, Tutorial
www.wilsontech.org/express

A+ Certification Prep Part 2: Operating Systems

Continue to prepare for the A+ Certification. This course will cover all of the remaining topics on the A+ Essentials and three elective exams. Prerequisite: Computer Electronics & Construction or equivalent knowledge and experience

- 602-61 W 6:30–10 PM (42 hrs, 4.2 CEU) \$439, March 7–May 30
Dix Hills, Bldg. C, Rm 224
- 8239-1 Online, \$249, Tutorial
www.wilsontech.org/express

Linux + Certification Prep

Prepare to take the Linux + CompTIA Exam Certification. Topics will include: planning, installing, configuring, administering, and maintaining of Linux systems. Hardware identification, installation, maintenance and troubleshooting will also be covered. Textbook additional, approximately \$45.

- 240-61 Tu 6:30–10 PM (42 hrs, 4.2 CEU), \$465, March 6–June 19
Dix Hills, Bldg. C, Rm 226
- 8351-1 Online, \$249, Tutorial
www.wilsontech.org/express

Network+ Certification

Network+ is the logical step to follow A+ Certification. Prepare for CompTIA's new vendor-neutral, certification exam. Course includes both lecture and labs mapped to CompTIA's Blueprint for Network+ exam. Students will purchase a study guide. Prereq.: A+ Certification or equivalent knowledge.

- 614-61 W 6:30–10 PM (42 hrs, 4.2 CEU) \$439, March 7–May 30
Dix Hills, Bldg. C, Rm 221

- 8087-1 Online, \$249, Tutorial
www.wilsontech.org/express

Server+ NEW

Server+ is a testing program that certifies knowledge of different types of servers, identifying hardware and software components on servers, how to install servers into a network environment and configuring servers for optimal performance. This online course prepares you for exam: SKO-001

- 8880-1 Online \$249, Tutorial
www.wilsontech.org/express

i-Net+ NEW

The i-Net+ Certification is designed specifically for any individual interested in demonstrating baseline technical knowledge that would allow his or her to pursue a variety of internet-related careers. The certification program validates entry-level knowledge of Internet Technology. Certification helps individuals enter into the internet industry, but also helps managers determine a prospective employee's knowledge and skill level. This online course helps prepare you for exam 1KO-001.

- 8881-1 Online, \$249, Tutorial
www.wilsontech.org/express

Project+ NEW

Project+ certifies the knowledge of Project Management. This course is designed for students who are new to project management in IT, or who are IT professionals starting to work as project managers in the field. These online sections prepare you for exam PKO-001.

- 8882-1 Online, \$249, Tutorial
www.wilsontech.org/express

Security+ NEW

Security+ certifies competency of server issues and technology, including installation, configuration, upgrading, maintenance, environment, troubleshooting and disaster recovery. This certification is geared toward mid-to upper-level technicians. These online sections prepare you for the Security+ exam.

- 8883-1 Online, \$249, Tutorial
www.wilsontech.org/express



CONSTRUCTION

Blueprint Reading

Learn to read and interpret blueprints for all building trades. Topics emphasize commercial construction including scaling, symbols, legends notes and electrical theory. Textbook included.

700-61 Tu 6:30–10 PM (42 hrs, 4.2 CEU)
\$415, March 6–June 19
Dix Hills, Bldg. E, Adv. Art

Basic Carpentry Skills

Even if you are all thumbs, you'll finish this intro course with confidence! Learn basic skills including blueprint reading techniques. Hands-on work will include using hand tools as well as learning the safe way to use power equipment such as table saws and portable circular saws. Become familiar with construction terminology, materials and nailing codes. Basic tool supply list will be handed out the first night of class.

709-61 Tu 6:30–9:30 PM (30 hrs, 3 CEU)
\$239, March 6–June 5
Dix Hills, Bldg. D, Carpentry Lab

Cabinetmaking-Introduction

Learn the safe procedures to construct a pine Shaker shelf and a base kitchen cabinet unit with a mica countertop. Gain valuable knowledge on building materials and hardware. We'll walk you through each step needed to create a finished project.

702-61 Th 6:30–10 PM (42 hrs, 4.2 CEU)
\$329, March 8–May 31
Dix Hills, Bldg. D, Carpentry Lab

Construction Estimating and Project Management

Take advantage of the high demand for estimators and project managers! Acquire the necessary skills to begin working in this field. Study: Critical Path Management (CPM); estimating database development; job costing principles; estimating standards; estimating practices relating to drainage, sanitary, cut and fill sewer and site work. Prereq: Blue Print Reading and strong basic math.

242-61 Tu 6–10 PM (48 hrs, 4.8 CEU) \$355
March 6–June 19
Dix Hills, Bldg. A, Rm 103A

Filing Residential Work Permits

Don't panic about getting your building permit! This seminar will describe the permit process to help both homeowners and contractors complete home renovation. Learn the steps necessary to assemble the required insurance forms, applications and drawings and become aware of the different requirements among jurisdictions.

1760-61 Tu 6–8 PM (2 hrs, .2 CEU) \$59
March 20
Dix Hills, Bldg. A, Rm 103B
1760-62 Tu 6–8 PM (2 hrs, .2 CEU) \$59
April 24
Dix Hills, Bldg. A, Rm 103B



Home Inspection Licensing coming fall '07

In just seven months you can prepare for a new career or supplemental income for your retirement. This program meets the requirements of the NYS Home Inspection licensing law and helps prepare you for the certification exam. The program consists of 100 hours of classroom study and 40 hours of in-field experience conducting 10 residential home inspections (on weekends). Inspection schedule to be arranged.

Home Remodeling

Learn basic residential construction and remodeling with emphasis on wall construction, framing, door and window installation, molding installations, sheetrocking and taping, metal framing, stairs, rafters, and roofing.

712-61 W 6:30–10 PM (42 hrs, 4.2 CEU)
\$345, March 7–May 30
DH, Bldg. D, Construction Lab



CULINARY ARTS

Students must bring all supplies. A list will be provided upon registration.

Basic Bread Making

Practice various mixing methods, including straight dough, sponge-dough and creaming methods. Study weights and measures and ingredient function. Students supply food/supplies. List provided upon registration.

1037-61 M 6–10 PM (12 hrs, 1.2 CEU) \$149
March 5, 12, 19
Dix Hills, Bldg. B, Food Lab A

Cakes, Tortes and Tarts

Learn to make a grand finale to a meal. Gain an in-depth understanding of pastry-making procedures and techniques. Prepare various icings and glazes, temper chocolate for ornamentation and make fruit tarts. Students supply food/supplies. List provided upon registration.

1030-61 M 6–10 PM (12 hrs, 1.2 CEU) \$149
April 16, 23, 30
Dix Hills, Bldg. B, Food Lab A

Dining Room Management

This course will cover kitchen technology, restaurant vocabulary, interpersonal communication, personnel management, types of catering, and food safety. Study the HACCP (Hazard



Certificate
Program

Recipes for Success in the Food Industry

These two culinary clusters will help you gain the foundation skills needed for a responsible position in the restaurant and food industry or even for your own business. Learn the techniques of great cooking and baking as well as the business aspects of restaurant management.

Restaurant Management Certificate (93 hrs.)

Specialize in the "Front of the House" and earn a certificate when you successfully complete: Dining Room Management, Party Planning & Catering, Restaurant Financial Management, and Professional Culinary Arts & Catering-Intro.

Culinary Arts Certificate (75 hrs.)

Specialize in the "Back of the House" and earn a certificate when you successfully complete: Cakes, Tortes and Tarts; Basic Bread Making; Regional American Cuisine; and Healthy Gourmet Cooking.

See detailed course descriptions on pages 22-24.

Analysis Critical Control Point) plan to maintain food safety from receiving to service. Covers procedures for complaints and sanitation regulations. This course prepares you for the Suffolk County Food Manager's Certificate.

1010-61 W 6:30-9:30 PM (24 hrs, 2.4 CEU)
\$219, March 7-May 2
Dix Hills, Bldg. B, Food Lab Clrm

Japanese Cooking I

Learn the traditional cooking techniques, styles and ingredients to prepare beautiful Japanese cuisine. This hands-on approach will teach how harmony, balance, and aesthetics play a significant role in the preparation, presentation, and taste of soups, stocks, sushi, tempura, tofu, desserts and other Japanese delights. A materials fee of \$20 is payable at the first session.

184-61 W 6-10 PM (4 hrs, .4 CEU) \$55
March 21
Manor Plains Campus, Food Lab

Healthy Gourmet Cooking in Three Grand Evenings

A unique opportunity to fully explore foods that are good for you and taste great. Ingredients are easy to purchase and prepare and the food is rich in nutrients. Students supply food/supplies. List provided upon registration.

SOUPS-various stocks and vegetables to make the finest tasting soups.

SALADS-vegetables, pastas, grains, beans, legumes, special dressings.

DESSERTS-delicious and satisfying ingredients without using sugars, eggs or dairy.

1006-61 Th 6:30-9:30 (9 hrs, .9 CEU) \$149
April 12, 19, 26
Dix Hills, Bldg. B, Food Lab B

Latin and Caribbean Cooking

Explore the exotic and tropical world of the West Indies and Latin American. Prepare these flavorful cuisines. Show off your skills as you learn to identify indigenous ingredients and how to use

them properly. Explore the impact that culture, religion, climate, and immigration have had on the development of each cuisine. \$50 materials fee due at first class.

1410-61 M 6-10 PM (24 hrs, 2.4 CEU) \$229
May 7-June 18
Dix Hills, Bldg. B, Food Lab B

Nutrition for Good Health

Prepare healthy, low fat, low cholesterol and low sodium meals. Learn the secrets to providing heart-healthy and nutritious meals for your family and friends. There will be a materials fee of \$30 payable at the first session.

4036-61 Tu 6:30-9:30 PM (9 hrs, .9 CEU)
\$135, March 6, 13, 20
Dix Hills, Bldg. B, Food Lab C

Macrobiotic Cooking

Learn macrobiotic cooking based on whole grains, beans and vegetables. You'll incorporate many traditional Japanese foods into an overall lifestyle that seeks harmony and balance for body, mind and spirit. Healthy way to lose weight! \$20 materials fee due to instructor on first day of class.

1827-61 Tu 6:30-10 PM (3.5 hrs, 3.5 CEU)
\$49, March 20
Manor Plains Campus, Food Lab

Party Planning and Catering

Whether you are looking to improve your personal party planning talents or expanding those talents into a service business, this course will teach you the basics from small informal gatherings to formal sit-downs. In this interactive environment you will learn techniques, tools, and tips to organize, plan, and implement special events in a professional manner: from creating your theme to table settings, along with aspects of catering and food preparation.

1012-61 T/Th 6:30-9:30 PM (15 hrs, 1.5 CEU) \$149, April 17-May 1
Dix Hills, Bldg. B, Cafeteria



Little Bites- Demonstration Nights

**Just
\$59**

Impress your friends and family! Take these mini culinary courses and you're sure to improve your cooking skills. No prior cooking experience necessary. (6 hrs, .6 CEU) \$59 each class. All classes at Manor Plains campus, Food Lab. Call 667-6000, x 320 for an ingredients list before the first day of class.

Ingredient Gift Jars **NEW**

1835-61 Th 7-10 PM, March 22, 29

Spring Inspired Pies **NEW**

1836-61 Th 7-10 PM, April 12, 19

Mothers Day Brunch **NEW**

1837-61 Th 7-10 PM, April 26, May 3

Diabetic Foods Class **NEW**

1838-61 Th 7-10 PM, May 10, 17

Chocolate Party Favors **NEW**

1839-61 Th 7-10 PM, May 24, 31

Get Ready for Summer **NEW**

1840-61 Th 7-10 PM, June 7, 14

Professional Culinary Arts and Catering-Introduction

Gain the skills and knowledge utilized by kitchen personnel, including safety, sanitation, formulas, recipes, and food cost control. Learn to prepare salads and appetizers, sandwiches, bakery goods, sauces, soups, meats, seafood, and vegetables. Additional topics: menu planning, costing, sanitation, kitchen management. Students supply food/supplies. Teacher will provide a list the first day of class.

1008-61 Th 6:30-10 PM (42 hrs, 4.2 CEU)

\$385, March 29-June 21

Dix Hills, Bldg. B, Food Lab C

Regional American Cuisine

Take a food tour of America focusing on the signature dishes, special ingredients and techniques found in the different regions. There will be Cajun/Creole favorites, such as Spicy Southern Fried Chicken, Baked Ham and Hoppin' John from the south. There will also be several interesting fusion dishes from the west coast and Hawaii. Many "keeper" recipes. Students supply food. A list is provided at registration.

904-61 W 6-9:30 PM (42 hrs, 4.2 CEU)

\$355, March 28-June 20

Dix Hills, Bldg. B, Food Lab C

Restaurant Financial Management

Learn how to budget your cash flow to cover the cost of food and staff. Understand what financial considerations lead to successful restaurants.

1014-61 T/Th 6:30-9:30 PM (12 hrs, 1.2 CEU)

\$125, March 6-15

Dix Hills, Bldg. B, Food Lab Clrm



DRAFTING/AUTOCAD

AutoCAD 2006 & Architectural Desktop

Hands-on introduction to 2D AutoCAD drawing as well as the 3D capabilities of the architectural desktop add-on. Learn the beginning skills and commands to use AutoCAD, the most popular desktop computer-aided drawing software used worldwide. AutoCAD may be used in both manufacturing and architectural environments on a professional level. One student to a computer; textbook provided. Prerequisite: drafting or similar trade experience. (This course is not intended to teach drafting; rather it is meant to instruct drafters in the use of AutoCAD.)

1100-61 M 6:30-10 PM (42 hrs, 4.2 CEU)

\$545, March 5-June 11

Dix Hills, Bldg. C, Rm 205



Coming Summer 2007!

Kids Culinary Craft Camp

Attention 4th through 6th grade boys and girls! Here's a camp where you learn cooking skills that will impress your family and friends. And, best of all, you'll eat all the foods after you've made them! Learn how to decorate a cake and make homemade pasta. Even your craft projects will involve food - weaving potholders, designing a painted motif on your very own chef apron,

or decorating your personal culinary folder of recipes. On Friday we have an "old fashion" celebration...homemade lemonade, ice cream, popcorn balls, pretzels and cookies.

Enjoy this special camp in Tech's air-conditioned professional kitchen. Limited to 15 students per session. \$50 materials fee payable to instructor on first day of class.

1043 Dates and times to be determined.

Dix Hills, Bldg B, Food Lab

Open House

Visit Tech!

- Plan your career path with a counselor
- Discuss financial assistance with an advisor
- Meet Tech instructors

39
Licenses
&
Certificates



SAVE! Take a 5% discount on any course over \$50 when you register during the Open House.

Bring your questions and register for a class!

Wednesday, Feb. 7, 6–8 PM

Wilson Technological Center • 17 Westminster Ave. • Dix Hills, NY
631/667-6000, x320 • Directions at www.wilsontech.org/openhouse

Learn Online at www.wilsontech.com



YOU CAN SET YOUR OWN PACE when you take an online course from Wilson Tech. You'll learn the skills you need to advance in your career or to help you prepare for a new one, all within the comfort of your own home!

Online courses are a great way to learn a subject quickly. Of course, email support is available in every online course. Tech offers two types of online courses:

Instructor-led courses are taught by highly qualified professionals who will guide you through the curriculum, answer specific questions, and evaluate your work. Students are expected to attend a one-hour chat session each week.

Self-paced tutorials are the answer for those preferring more independent study. You'll receive a password valid for six months. Cyber tutors explain each lesson in regular audio lectures.

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Computer Applications

Access 2000, 2002 XP, 2003
 Corel Presentations 11: Level 1
 Excel 2000, 2002 XP, 2003
 FileMaker Pro 6.0
 Office 2000
 Outlook 2000, 2002 XP, 2003
 PowerPoint 2000, 2002 XP, 2003
 QuickBooks Pro 2001, 2003, 2004
 Quicken 98, 2000
 Visio® 2003 Professional
 Word 2000, 2002 XP, 2003
 WordPerfect® 11
 Works 2000 Level 1

Design and Media

Acrobat® 5.0, 6.0, 7.0
 Adobe® Creative Suite 2
 Adobe Atmosphere: Basic Skills
 Authorware® 6.5
 CIW E-Commerce & Strategies includes all courses to prepare for certification
 CorelDRAW® 11
 Corel PHOTO-PAINT® 9, 11
 Corel Ventura® 10
 Corel® DESIGNER™ 9
 DHTML Cross-browser Techniques
 Director® 8, MX
 Dreamweaver® 3, 4, MX
 Fireworks® 4.0, MX
 Flash® Intro, 4, 5, MX
 FrameMaker® 7.0
 FreeHand® 10, MX
 FrontPage 2000, 2002 XP, 2003
 GoLive® 6.0, CS, CS2
 HTML 4.01
 Illustrator® 9, 10 CS, CS2
 InDesign® 1.0, 2.0, CS, CS2
 LiveMotion® 2.0
 Microsoft® Publisher 2003: Level 1
 PageMaker® 6.5, 7.0
 Painter 7
 Photoshop® 5.5, 6.0, 7.0, CS

Quark 4.0, 5.0, 6.0
 Quattro Pro® 11
 Web Design and Usability Techniques
 Web Page Design

MCSE

Administering and Monitoring Servers
 Configuring Windows® XP Pro
 Configuring TCP/IP Clients
 Creating a Security Design for Data, Transmission, Network Perimeters & Incident Response
 Creating a Security Plan for Physical Resources, Computers, Accounts and Authentication
 Designing a Physical Network and Topology
 Designing an Active Directory® and Network Infrastructure
 Designing an Administrative Structure and Policy
 Designing Security for Networks
 Desktop Application Support and Troubleshooting on the Windows XP Operating System
 Essentials of Microsoft Networking 2nd Edition
 Exchange 2000 Server
 Fundamentals of Windows Server™ 2003 Network Infrastructure
 Implementing and Managing Components of Microsoft Windows Server 2003 Active Directory
 Implementing Group Policy
 Implementing TCP/IP
 Implementing, Configuring, & Maintaining Windows Server™ 2003 Domain Name System
 Implementing, Configuring, and Maintaining Windows Server™ 2003 Remote Access
 Implementing, Managing, and Maintaining Windows Server™ 2003 Network Access Services
 Installing and Administering Windows XP Pro
 Installing & Configuring Exchange Server 2003
 Installing & Managing Active Directory
 Installing & Managing DNS
 Internet Security and Acceleration (ISA) Server 2000 System Administration
 Introduction to Windows Server 2003 Active Directory Infrastructure
 Maintaining and Recovering the System
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 Microsoft Internet Information Server 4.0
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 Microsoft SQL Server 2000, 7.0
 Migrating to Exchange Server 2003
 Planning and Maintaining DNS and WINS
 Planning and Maintaining Microsoft® Windows Server™ 2003 Network Access
 Planning Deployment of Project Server 2003
 Planning and Performing the Migration
 Preparing and Testing the Migration Strategy
 Resolving Hardware, Print, and Network Connectivity Issues on Windows XP
 Resolving User Desktop and File Resource Access Issues on Windows XP
 Security+ Certification
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 Troubleshooting TCP/IP Network Problems
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 Windows XP Professional Installation and Administration (Revised)

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 AS/400 Introduction
 Fundamentals of Windows Server™ 2003 Network Infrastructure
 Fundamentals of UNIX Administration
 GroupWise 5.5 Administration, 6.5
 Implementing and Managing Components of Windows Server 2003 Active Directory
 Implementing Group Policy
 Implementing, Configuring, and Maintaining a Microsoft® Windows Server™ 2003 Domain Name System, Remote Access Services, Network Access Services
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 Linux+ Certification
 Mac OS X v10.2: Introduction
 Manage Active Directory® Accounts
 Manage File and Print Resources
 Manage Group Policy
 Manage Windows Server™ 2003 Security
 Microsoft Project 2002: Level 2 (Revised)
 Microsoft SQL Server 2000, 7.0
 NetWare 5.0, 5.1 includes all relevant courses
 Network+ Certification
 Planning and Maintaining Windows Server™ 2003 Network Access
 Planning, Preparing & Testing Migration Strategy
 Security+ Certification
 Sun Solaris Fundamentals
 Updating Support Skills from Windows NT 4.0 to Windows Server 2003
 Windows 2000: Designing a Secure Network
 Windows 2000: Managing a Network Environment
 Windows XP Professional Installation and Administration (Revised)
 ZENworks 2.0: Workstation Management

Programming and Web Development

.Net Framework: Introduction
 Active Server Pages
 Advanced JavaScript Programming v1.3
 Basic COBOL
 C Programming: An Introduction
 C++ Programming Intro & Advanced
 ColdFusion
 Crystal Reports 9.0
 Designing Business Solutions
 Designing Data Services and Data Models

continued next page

Programming and Web Development (continued)

DHTML Cross-browser Techniques
 Enhancing Web Pages with JavaScript
 Gathering and Analyzing Business Requirements
 Intermediate COBOL
 Introduction to Programming
 JavaScript Programming
 Java™ 2
 Object-Oriented Programming Principles
 Oracle Developer 2000
 Oracle Fundamentals
 Oracle9i-Intro

PHP 4: Introduction
 R5 Domino
 R5 Domino Designer Update
 R5 Systems Administration Fast-Track
 SQL: Querying
 VBScript: Introduction
 Visual Basic .NET: Introduction
 Visual Basic 6.0 Introduction
 Visual C#.NET
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 Becoming a Manager
 Building Strong Customer Relationships
 Capitalizing on Change
 Conducting Performance Reviews
 Conflict Intervention
 Creating a Strong Leadership Team
 Delegating
 Developing a Strategic Plan
 Disciplining and Redirecting Employees
 Finance Essentials
 Financial Basics for Non-Financial Managers
 Focusing on Your Customer
 Fundamentals of Communication
 Fundamentals of Customer Service
 Fundamentals of Selling
 Giving and Receiving Feedback
 Hiring
 Intercultural Business Etiquette
 Interviewing Job Candidates
 Keeping Teams on Target

Laying Off Employees
 Leading and Motivating
 Leadership Transitions (Harvard Business School Publishing Program)
 Managing a Virtual Office
 Managing Change
 Managing Crises
 Managing Difficult Interactions
 Managing for Creativity and Innovation
 Managing Your Career
 Managing Your Time
 Marketing Essentials
 Market Intelligence on the Internet
 Mastering Cold Calls
 Motivating Employees
 Negotiating
 Preparing a Business Plan - Communicate
 Presentation Skills
 Project 2000
 Project Management Professional (PMP®) Certification: Initiating a Project
 Preventing Sexual Harassment
 Project Management
 Providing Effective Feedback
 Qualifying Sales Prospects
 Recognizing and Avoiding Burnout
 Recognizing and Managing Anger
 Recognizing Employee Performance
 Setting Performance Goals & Expectations
 Solving Problems as a Team
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 Working with a Virtual Team
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Promotion Code: **spring2007**

Limit 1 online class per family. Offer expires June 1, 2007.



ELECTRICAL

Electrical I and II will aid you in obtaining a job as an electrician. Before taking the NEC courses, basic or advanced, students must have five years experience as an electrician. To obtain more information regarding the test, call the Office of Consumer Affairs at 631-853-4600.

Basic Electric for Beginners

If you are new to the electrical trade, this lecture course is a must before entering Tech's other electrical classes. Learn about devices, circuits and materials used in the electrical field. This course introduces Ohm's Law, conductor sizes, voltage drop, motors, a brief overview of the National Electric Code, symbols used in electrical work, and all the basics needed for the road to a rewarding electrical career.

- 1203-61 M 6-9 PM (18 hrs, 1.8 CEU) \$155
March 5-April 23
Dix Hills, Bldg. C, Large Conf. Rm
- 1203-62 M 6-9 PM (18 hrs, 1.8 CEU) \$155
May 7-June 18
Dix Hills, Bldg. C, Large Conf. Rm

Electrical Installation I

Learn the requirements of wiring a house from the service entry through switches and receptacles. Students must provide hand tools, approximately \$75, from a list provided by the instructor at first class. Textbook provided.

- 1202-61 M 6:30-10 PM (42 hrs, 4.2 CEU)
\$359, March 5-June 11
Dix Hills, Bldg. D, Electric Lab
- 1202-62 M 3-6:30 PM (42 hrs, 4.2 CEU)
\$359, March 5-June 11
Dix Hills, Bldg. D, Electric Lab
- 1202-63 Sa 8:30 AM-12 NOON (42 hrs, 4.2 CEU) \$359, March 10-June 9
Dix Hills, Bldg. D, Electric Lab

Electrical Motor Control

Theory and practical application; wiring diagrams for a wide variety of motor installations and controls. Textbook provided. Must complete

Electrical Installation I & II before enrolling in this class.

- 1206-61 Th 6:30-10 PM (42 hrs, 4.2 CEU)
\$345, March 8-May 31
Dix Hills, Bldg. D, Electric Lab

Industrial Electricity

Start with a review of basic electricity, Ohm's Law, wiring materials, raceways & boxes, switchboards, panelboards, motors, generators, air conditioning & refrigeration, fire pumps, and move into single phase concepts and residential services, branch circuits and feeders, and calculations. Also covered are conductors and over current protection, wiring methods, transformers, special locations and three phase wiring systems. Knowledge of the National Electrical Code will be used in this course. Prerequisite: Electrical Installation I and II, or field experience. Textbook included.

- 1205-61 Tu 6:30-9:30 PM (32 hrs, 3.2 CEU)
\$479, March 6-June 12
Dix Hills, Bldg. C, Rm 8

National Electrical Code-Basic

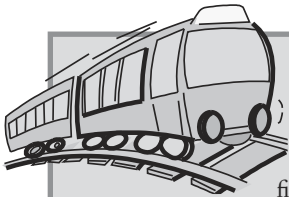
This course covers the National Electrical Code, its application for tradepersons, and preparation for the license test. Textbook provided. **NOTE:** Before taking this NEC class, students must have five years experience as an electrician. For more information about the test, call the Office of Consumer Affairs at 631/853-4600.

- 1208-61 Th 6:30-9:30 PM (24 hrs, 2.4 CEU) \$269, March 8-May 3
Dix Hills, Bldg. C, Rm 17

National Electrical Code-Advanced

Prepare for the Electrician's License Examination through the study of the National Electrical Code including: electrical safety, fire prevention, and electrical codes. Prereq: National Electric Code Basic. **NOTE:** Before taking this NEC class, students must have five years experience as an electrician. For more information about the test, call the Office of Consumer Affairs at 631/853-4600.

- 1210-61 M 6-10:30 PM (60 hrs, 6.0 CEU)
\$409, March 5-June 18
Dix Hills, Bldg. C, Rm 17



LIRR Seeks Qualified Candidates

The Long Island Railroad is seeking qualified candidates for entry level through journeyman positions. The following coursework, along with specific job-related qualifications, will help prepare you for positions ranging from helper, laborer, assistant signalman, electrician, and mechanic at salaries ranging from \$15-\$25/hr. Satisfactory completion of this series of eight courses will enhance your qualifications for career opportunities with the LIRR. Qualification decisions are the prerogative of the LIRR.

Prerequisites: High school diploma or GED, plus relevant experience for the position.

- Blueprint Reading, see pg 22.
- Computer Comfort, see pg 19.
- NEC - basic and advanced, see pg 29.
- Electrical Installation I, see pg 29.
- Electrical Installation II, Fall 2007.
- Electrical Motor Control, see pg 29.
- Programmable Logic Controllers, see pg 30.
- Industrial Electricity, see pg 29.
- CDL - while this is an elective, it is highly recommended, see pg 33.
- Electronics-Intro - while this is an elective, it is highly recommended, see pg 20.



Roy Sommer of W. Babylon enrolled in two classes at Wilson Tech for training that would help him change careers.

Advanced Motor Control-Programmable Logic Controllers (PLC)

An advanced class for the experienced electrician who has knowledge of motor controls and Windows for PCs. Review relays, timers, counters, assembling a PLC with switches, relays and lights, use of the programming software on a PC and learning to program a PLC. Ideal training for traffic controllers or maintenance electricians. Prerequisite: Electric Motor Control or relevant trade experience.

1212-61 Tu 6:30-10 PM (42 hrs, 4.2 CEU)
\$569, March 6-June 19
Dix Hills, Bldg. C, Rm 10



FLORAL ARTS

Floral Design

In this introductory course, students will construct basic, commercial style corsages, centerpieces and arrangements. Learn the principles of floral design, flower availability, how to order from a wholesale florist, pricing, in-store sales, and sending/receiving wire service orders.

1400-61 M 7-10 PM (36 hrs, 3.6 CEU) \$425
March 5-June 11
Manor Plains, Rm 204

Floral Design-Advanced

An in-depth continuation of topics in the beginning course. Prerequisite: Floral Design

650-61 Th 7-10 PM (36 hrs, 3.6 CEU)
\$425, March 8-May 31
Manor Plains, Rm 204



HEATING, VENTILATION, AIR CONDITIONING (HVAC)

Western Suffolk BOCES is an approved technical and trade school/Adult Education School with NORA (National Oil Research Alliance) and NAOHSM (National Association of Oil Heat Service Managers).

Gas Burner Systems-Introduction

Learn to service gas systems. This introductory course will focus on the gas system, gas water heaters, pilots and milivolts, spark ignition and hot surface ignition.

1600-61 Th 6:30-9:30 PM (30 hrs, 3 CEU)
\$375, March 8-May 17
Dix Hills, Bldg. D, Rm D5

Oil Burner Service I

Learn to install, troubleshoot, repair and service oil burners and tanks including fuel piping. Study basic electricity specific to oil heating, schematic and wiring diagrams, and the test instruments used to diagnose and repair residential oil burners. Lecture/hands on. Textbooks included.

1602-61 M 6:30-10 PM (42 hrs, 4.2 CEU)
\$435, March 5-June 11
Dix Hills, Bldg. D, Plumbing Lab

Oil Burner Service II

Continue where Oil Burner I left off! This class covers an in-depth study of oil burner controls and wiring. Learn to troubleshoot and repair residential oil burner controls specific to oil heating as well as hydronic and steam heating. Learn to use test equipment to set up oil burners for proper combustion and efficiency. Pipe a residential hydronic boiler and domestic water heater. Review troubleshooting oil burners, combustion and terminology. Use textbooks from Oil Burner Service I. Lecture/hands on. Prerequisite: Oil Burner Service I.

1604-61 W 6:30-10 PM (42 hrs, 4.2 CEU)
\$399, March 7-May 30
Dix Hills, Bldg. D, Plumbing Lab

Refrig./Air Conditioning-Intro.

Study basic refrigeration cycle, heat energy, system components, an introduction to basic electricity, schematic diagrams, and use of test instruments.

1606-61 Tu 6-9:30 PM (42 hrs, 4.2 CEU)
\$279, March 6-June 19
Dix Hills, Bldg. D, HVAC Lab

1606-62 Th 6-9:30 PM (42 hrs, 4.2 CEU)
\$279, March 8-May 31
Dix Hills, Bldg. D, HVAC Lab



Refrig./Air Conditioning-Intermed.

In this lecture class (limited hands-on) learn commercial-systems controls, heat loads and piping, the fundamentals of air-conditioning systems, heating and humidifying, heat-pump systems, cooling, and dehumidifying. Instruction takes place in a specialized classroom and shop. Pre-req: Refrigeration and Air Conditioning-Intro. 1608-61 W 6:30-10 PM (42 hrs, 4.2 CEU) \$279, March 7-May 30 Dix Hills, Bldg. D, HVAC Lab

Refrigerant Transition and Recovery Certification- Review and Exam

Includes six-hour review course and admission fee to the three-hour RTRC exam. Review basic concepts in refrigerant chemistry and oils and their applications, as well as ozone depletion, the Montreal Protocol, relevant legislation and regulations, recovery recycling and reclamation, storage, handling and transporting refrigerants. 1610-61 M/W 7-10 PM (9 hrs, .9 CEU) \$229 June 4, 6, 11 Dix Hills, Bldg. A, Rm 101 189-61 Exam Only, June 11, \$95

Refrigerant Air Conditioning (RAC) Trade Electric

If you are in the HVAC or electrical field, this course is designed for you. Gain extensive knowledge of the electrical principles behind the operations of refrigeration and air conditioning systems. Emphasis on schematic reading. Pre-requisite: Electrical Installation I or Refrig./Air Conditioning-Intro. Textbook included. 1612-61 W 6-9 PM (24 hrs, 2.4 CEU) \$375 March 7-May 2 Dix Hills, Bldg. C, Rm 26

IR INDUSTRIAL RELATIONS

HAZMAT Awareness NEW

Identification of various hazardous materials, use of MSDS sheets and review of safety procedures at accidents, industrial spills and hazardous materials release will be discussed. 3045-61 Tu 8 AM-12 NOON (4 hrs, .4 CEU) \$79, March 27 Dix Hills, Bldg. C, Large Conf. Rm 3045-62 M 6-10 PM (4 hrs, .4 CEU) \$79 June 4 Dix Hills, Bldg. B, Rm B9

Lockout-Tagout Procedures NEW

Placing any equipment "out of service" can present a danger to those who work in and around the area. These procedures are used for securing any energy equipment in schools, businesses and industrial facilities to prevent injury to those present on the site. 9160-61 Th 5-7 PM (2 hrs, .2 CEU) \$49 April 12 Dix Hills Bldg. B, Rm B9

9160-62 Tu 5-7 PM (2 hrs) \$49 June 12 Dix Hills, Bldg. B, Rm B9

Training the Trainer-NYS DEC 12-hr Certification Course

This course has been approved by the NYSDEC and fulfills the requirement for WWTP personnel planning to offer in-house renewal training. Helps prepare DEC supervisors to train their line workers. It is also approved for operator renewal credit. 9013-61 T/W 9 AM-3 PM (12 hrs, 1.2 CEU) \$285, April 24, 25 Northport Campus, Rm 207



INSURANCE

approved by NYS Insurance Dept.

Business Interruption Solutions Based on Disaster Recovery Plans

This is a continuing education course for licensed Property & Casualty Insurance Agents & Brokers. This seminar has been approved by the NYS Insurance Department and will enhance the knowledge of insurance professionals holding licenses issued by the Licensing Services Bureau. Topics include business income lost, extra expenses, coinsurance traps, leases and risk management.

2550-61 W 6-9 PM (3hrs, .3 CEU) \$79 April 11 Dix Hills Bldg. C, Rm 207

NYS Property & Casualty Insurance Agents & Brokers Training (approved by NYS Insurance Dept.)

Prepare yourself for a career in insurance. This course meets the requirements of the NYS Insurance Department and helps prepare students for the NYS Property & Casualty licensing exam. Class attendance mandatory. NYS Exam date information given by instructor.

2404-45 M/W 5:30-9:30 PM (100 hrs, 10 CEU) \$859, Jan 29-May 9 Dix Hills, Bldg B, Rm B-12

Life/Accident/Health Agents Licensing Course

Anyone interested in applying for a New York Life/Health Agent's License can take this course to fulfill New York State requirements and then sit for the licensing exam. This course meets the mandates of the NYS Insurance Dept.

264-61 M/W 6:15-10:30 PM, Sa 8 AM-2 PM (27 hrs classroom, 24 hrs self-study; total 51 hrs, 5.1 CEU) \$430 March 5-14 Dix Hills, Bldg. C, Rm 207 264-62 T/Th 5-10:15 PM, Sa 8 AM-2 PM; (27 hrs classroom, 24 hrs self-study; total 51 hrs, 5.1 CEU) \$430 June 5-14 Dix Hills, Bldg. B, Rm B-12





Kendra Joseph (l.) of Wyandanch and Tamara Snyder (r.) of Deer Park select fabric for the final touches to illustrate their plan for an interior design business.

Interior Design & Decoration

Students successfully completing all of the required courses plus one elective will earn a certificate in interior design and decoration.

Required Courses for Certificate:

- Interior Design & Decoration I & II
- Business of Interior Design & Decoration
- Fabrics and Materials
- Kitchens and Baths

Plus One Elective:

- Accessories
- Window Fashions/
Window Cornices



INTERIOR DESIGN & DECORATION

Accessories

Details make the difference. Learn how accessories can enrich, embellish, personalize, refine, and complete an interior. Topics covered include: color and its effects, accent pieces, artwork, flowers, collectibles, and pillows. The decorative and utilitarian roles these elements play will be analyzed, discussed and demonstrated. No prerequisites.

1124-61 Sa 9 AM-1 NOON (16 hrs, 1.6 CEU)
\$179, June 2-23
Dix Hills, Bldg. C, Rm 226

Furniture Styles & Periods

Learn about the stylistic development and traits of a variety of furniture periods. The influence of historic forms and styles on those of more modern times will be discussed and illustrated. Tours of two museums in New York City will clarify and deepen your knowledge of this subject. No prerequisites.

236-61 M/W 6:30-9:30 PM (24 hrs, 2.4 CEU) \$269, May 9-June 6
Dix Hills, Bldg. C, Rm 226
8873-61 Online, \$229, instructor-led
May 16-June 13
www.wilsontech.org/express

Interior Design & Decoration I

This is an introductory, yet comprehensive, course providing valuable insight and information about the design and decoration of interior spaces. Learn about space planning, color harmony, and coordination of design elements. This course will be of value to students considering entry into the design field; to those seeking personal enrichment; and to those interested in furthering their knowledge of the field. Text included. Materials cost: approximately \$100;

no prerequisites. 20 classroom hours, plus one field trip. Date to be determined.

1153-61 T/Th 6:30-9:30 PM (24 hrs, 2.4 CEU) \$269, March 6-29
Dix Hills, Bldg. C, 226

Interior Design & Decoration II

An expansion and enhancement of the topics covered in Interior Design and Decorating I. Acquire basic knowledge about floor and wall coverings, paint and other finish coatings, lighting and window fashions. After interviewing your "client", you will develop a design presentation using the knowledge you have gained in this course. 20 classroom hours, plus one field trip. Date to be determined. Prerequisite: Interior Design and Decoration I.

1152-61 T/Th 6:30-9:30 PM (24 hrs, 2.4 CEU), \$269, April 12-May 8
Dix Hills, Bldg. C, Rm 226



Cathy Marie Paul, a design assistant, took a Tech class to expand her skills and earn a certificate.



LANDSCAPING/ HORTICULTURE

Horticulture

Explore basics of plant growth in home gardens and landscaping including: soils, fertilizers, watering, plant identification and selection. Learn the best performers among trees, shrubs, perennials, annuals, and bulbs; planting and maintenance for lawns and gardens; and diagnosis and treatment of pests.

1704-61 W 6:30–9:30 PM (30 hrs, 3 CEU)
\$315, March 7–May 16
Manor Plains Campus, Rm 113

In-Ground Sprinkler Installation

Learn how to install, maintain, repair, renovate and upgrade an in-ground sprinkler system. Students will also learn how to design and select materials and equipment to properly install the system.

1706-61 Sa 8:30–12:30 PM (36 hrs, 3.6 CEU)
\$329, March 10–May 12
Dix Hills, Bldg. B, Rm B9

Landscape Design–Beginner

Learn everything you need to know to tackle that not-so-great part of your yard. Topics will include site selection and preparation, developing your design, plant selection, installation and maintenance. Perfect for homeowners or landscapers expanding their skills.

1710-61 W 7–10 PM (30 hrs, 3.0 CEU) \$199
March 7–May 16
Dix Hills, Bldg. C, Rm 205



LANGUAGES

Sign Language–Beginning

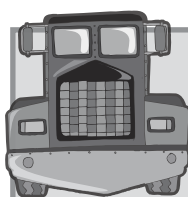
Did you know that Sign Language is the third most used language in the U.S.? Learn to finger spell and sign with A.S.L (American Sign Language) and some Sign English. There is a focus on developing facial/body expression skills. Cultural aspects of the Deaf community will be explored.

1806-61 M/W 7–9 PM (24 hrs, 2.4 CEU)
\$195, March 5–April 23
Dix Hills, Bldg. C, Rm 9

8343-61 Online, \$150, Instructor–led,
March 12–April 18
www.wilsontech.org/express

Sign Language–Intermediate

This is an intensive continuation of the beginning sign language course with a wide range of vocabulary and grammar. Focus on developing fluency in meaningful conversations in both expressive and receptive skills. The class is



Commercial Driver (CDL)

Prepare for the NY State CDL written exam and a career as a commercial driver. Test-taking techniques and review of CDL laws and regulations will be covered. Dept. of Motor Vehicle booklets will be provided.

11-61 Tu 6–8:30 PM (7.5 hrs, .7 CEU)
\$105, April 17, 24, May 1
11-62 T/Th 6–8:30 PM (7.5 hrs, .7
CEU) \$105, May 31, June 5, 7
Classes at Dix Hills, Bldg. C, Rm 27

conducted through sign language at all times. Prerequisite: Beginning Sign Language.

1807-61 M/W 7–9 PM (24 hrs, 2.4 CEU)
\$195, April 30–June 11
Dix Hills, Bldg. C, Rm 9

Spanish Conversation and Culture

Habla español? Learn to communicate in Spanish. Topics will introduce students to the history and culture of Spain and Spanish-speaking countries. Learn pronunciation, vocabulary and idiomatic expressions.

1804-61 M 7–10 PM (36 hrs, 3.6 CEU) \$255
March 5–June 11
Manor Plains Campus, Rm 209

Spanish–Intermediate

Expand your familiarity with basic Spanish conversation and continue your study of Spanish culture. Practice your verbal communication skills and gain valuable speaking experience. After completing this course, you will have the necessary Spanish language skills and understanding of the history of Spanish culture.

1803-61 W 7–10 PM (36 hrs, 3.6 CEU) \$255
March 7–May 30
Manor Plains Campus, Rm 212



MARINE

Boating Safety

All operators of personal watercraft (PWC) must complete an 8-hour boating safety course. This course is approved by the National Association of Safe Boating Law Administrators (NASBLA), and is recognized by the US Coast Guard for a lifetime certificate. Complimentary membership in BOAT/US includes discounts on boating insurance, accessories and services. Course meets mandatory boater education laws in NY, NJ, CT, MA.

3081-61 T/Th 6–10 PM (8 hrs, .8 CEU) \$69
May 8, 10
Dix Hills, Bldg. C, Rm 9



Growth in Recreational Boating Creates Jobs Marine Technical Specialist

The growth in recreational boating has spurred tremendous demand for qualified marine technicians who can service boat engines and operate marinas. Earn a certificate from Wilson Tech in this two-year program of part-time study and you will find employment opportunities in boat yards, marinas, engine repair facilities, as well as on fleets of boats used for consumer fishing, police and government agencies.

After successfully completing coursework in all 12 modules, the student must complete an internship in a local boat yard or marina. Program brochure available at www.wilson-tech.org/marine.

Diesel Theory I (Module 11)

This class covers basic theory and maintenance of the diesel engine.

2911-6 T/Th 6-9:30 PM (42 hrs, 4.2 CEU) \$399, April 24-June 7
Manor Plains Campus,
Rm 212 (theory), Rm 115 (lab)

Outboard Technology 2 (Module 7)

Expand on the knowledge gained in Outboard Technology 1, including: advanced systems troubleshooting for both 2 and 4 stroke engines.

2904-6 T/Th 6-9:30 PM (42 hrs, 4.2 CEU) \$399, April 24-June 7
Manor Plains Campus,
Rm 212 (theory), Rm 115 (lab)

Electronic Fuel Injection (Module 5)

Gain a thorough understanding of computerized electronic and direct injection engine operating systems. Heavy emphasis on computer diagnostic operations.

2906-61 T/Th 6-9:30 PM (42 hrs, 4.2 CEU) \$399, April 24-June 7
Manor Plains Campus,
Rm 212 (theory), Rm 115 (lab)

Diesel Theory II (Module 12)

Build on the knowledge from Diesel Theory 1 through advanced theory and troubleshooting.

2912-61 T/Th 6-9:30 PM (42 hrs, 4.2 CEU) \$399, June 12-Aug. 2
Dix Hills, Auto Mech Lab II

Rigging & Performance (Module 9)

Learn proper installation of outboards, stern drives and related equipment. With this in-



Steve Kreuter, marine technical specialist, makes a pre-delivery inspection on an outboard motor.

formation you will be able to optimize engine and boat performance.

2909-61 T/Th 6-9:30 PM (42 hrs, 4.2 CEU) \$399, June 12-Aug. 2
Dix Hills, Auto Mech Lab II

Drive Systems (Module 6)

This comprehensive class covers all drive systems in the industry today. Class includes: Outboard lower units, stern drive, and inboard transmissions diagnosis and rebuilding including shimming procedures.

2905-61 T/Th 6-9:30 PM (42 hrs, 4.2 CEU) \$399, June 12-Aug. 2
Dix Hills, Auto Mech Lab II

Other courses leading to Marine Technical Specialist (coming fall and next spring)

- Outboard Technology I (Module 1)
- Basic Marine Wiring (Module 2)
- Fuel Systems (Module 3)
- Ignition Systems (Module 4)
- Electronics Installations (Module 8)
- Marina Management (Module 10)

Electives: Fiberglass Technology
Heliarc (Tig)

Let Us Bring Our Courses to You!

If 5 or more employees want to take the same course, call us at 631/667-6000 x320! We can teach at your location!

Marine Outboard Motors

Learn to repair outboard motors. Course includes basic operating principles and procedures for tune-ups, water pumps and winterizing your own motor.

2302-61 M 6:30–10 PM (42 hrs, 4.2 CEU)
\$275, March 5–June 11
Manor Plains Campus, Rm 115

**MEDIA AND GRAPHIC ARTS****Basics of Digital Photography: Pictures Right Out of the Box**

You bought a digital camera, or perhaps received one as a gift. Now what? Learn basic concepts and terminology and understand elementary camera features and techniques. Use free, readily available software to transfer images to the computer; edit, organize and make basic changes and corrections; prepare images for archiving on disk and/or making prints or sending email. Everything you need to know to start a successful transition from film to digital imaging. A digital camera and basic computer literacy are required.

1931-61 Sa 9 AM–12 NOON (9 hrs, .9 CEU)
\$79, March 10, 17, 24
Dix Hills, Bldg. C, Rm 16

Digital Photography & Photoshop Elements v4.0 – Introduction

Master the fundamentals of digital image capture: file format, image size, pixel resolution, the importance of exposure and white balance. Experience the power of Photoshop Elements (v4.0) to import, organize, manage and archive your files for easy retrieval. Learn to utilize many of the same tools and techniques the pros use to crop, adjust, color-correct, fine-tune exposure, eliminate imperfections, apply filters and create special effects. Understand the three pillars that support all digital image manipulation and enhancement techniques: selections, levels and layers. Completion of the basic course or equivalent strongly recommended; moderate computer literacy required.

1933-61 Th 6:30–9 PM (10 hrs, 1 CEU) \$95
April 12–May 3
Dix Hills, Bldg. C, Room 16

Digital Photography & Photoshop Elements v4.0–Intermediate NEW

Continue to explore more advanced concepts and techniques: use of adjustment layers and layer masks, color management, device profiling and calibration, sophisticated use of text, layer styles, layer effects, the extensive filter menu, plug-ins, and brushes and patterns. Not for beginners; successful completion of the Introduction course or equivalent knowledge and experience as well as good computer skills required.

1955-61 Th 6:30–9 PM (10 hrs, 1 CEU) \$95
May 17–June 7
Dix Hills, Bldg. C, Rm 16

Flash MX-Introduction

Design fully interactive sites without having to write a line of code. Learn to control Flash's uncomplicated design interface to draw crisp, clear vector graphics. 12 hrs, (1.2 CEU)

8112-61 Online, \$195, Instructor-led,
March 6, 13, 20

www.wilsontech.org/express

8344-1 Online, \$59, Tutorial

www.wilsontech.org/express

Illustrator®10-Introduction

Learn Adobe's Illustrator on a Power Macintosh™ (Window users will also benefit) to create illustrations, alter clip art, design logos, and place text on a path. Subjects will include: Bezier curves, the difference between vector graphics and bit mapped graphics, color, layers. Prerequisite: Basic computer experience.

1900-61 M 6–9:30 PM (21 hrs, 2.1 CEU)
\$315, March 5–April 23

Dix Hills, Bldg. E, Adv. Art Lab

8346-61 Online, \$255, Instructor-led,
March 12–April 16

www.wilsontech.org/express

8315-1 Online, \$59, Tutorial

www.wilsontech.org/express

iPod and iTunes NEW

Confused about iPod and iTunes? Have you received an iPod as a gift and don't know what to do? Are you unsure of how to access and use iTunes? This three hour class will guide you through the how-to's and the features of each.

2323-61 W 6:30–9:30 PM (3 hrs) \$55
April 18

Dix Hills, Bldg C, Rm 18

Photography-Introduction NEW

Start in the darkroom and learn to develop your own black and white film and make prints. Visit NYC galleries and go on location for shooting assignments. Guest lectures by working photographers are included as well as studio lessons to learn to shoot medium format and use strobe lighting. Experiment with digital photography and learn basic Photoshop to make amazing prints.

1959-61 M/W 6–10 PM (32 hrs, 3.2 CEU)
\$215, March 5–28

Dix Hills, Bldg. E, Photo Lab

Photoshop-Introduction

Explore the imaging tools, learn to apply channels, masks and layers. Create drop shadows, embossing and other basic effects. Subjects will include the difference between vector graphics and bit mapped graphics, working with photos, printing resolutions, and basic color models. Prerequisite: Basic computer experience.

1904-61 W 6–9 PM (18 hrs, 1.8 CEU) \$269
March 7–April 18

Dix Hills, Bldg. E, Adv. Art Lab

8312-61 Online \$255, Instructor-led
March 14–April 25

www.wilsontech.org/express

8306-1 Online \$59, Tutorial

www.wilsontech.org/express

Certified Internet Webmaster

This certificate program offers industry-wide recognition of an individual's internet and web knowledge and skills. Professional and Master Certificates provide tangible evidence of your competency as an internet professional. The CIW certificates are aimed at professionals who design, develop, administer, secure and support internet- or intranet-related services and at those desirous of joining this growing field.

Students first work for a CIW Certificate in each of the three steps described below. To qualify to sit for the exam leading to one of these CIW Certificates, a student must successfully complete the course(s) required at that step. Once you have earned all three CIW Certificates, you qualify for the CIW Master Certificate. For your convenience you can take your certification exams at Tech, an authorized VUE Testing Center. Prerequisites: knowledge of Windows or Macintosh plus Web Page Design (Intro) on page 37 or equivalent.

CIW certificates are the only ones endorsed by the world's premier associations of Internet professionals: International Association of Webmasters (IWA), the Association of Internet Professionals (AIP), and the Internet Certification Institute International (ICII).



STEP 1 for CIW Associate Foundations Series

These are the fundamentals you must take to build specialized internet skills and begin to work toward any CIW certification. Includes internet fundamentals, web page authoring, and networking fundamentals. Prerequisite: Web Page Design-Intro, see page 37.

- 2799-31 (30 hrs, 3.0 CEU) \$1,935 (tuition subject to change) Fall 2007
Dix Hills, Bldg. C, Rm 16
- 8099-31 Online, \$1915 (tuition subject to change) Instructor-led Fall 2007
www.wilsontech.org/express

This course is a prerequisite for Steps 2 and 3

STEP 2 for CIW Professional Design Methodology/Technology

Learn to create and manage web sites with Macromedia Dreamweaver and Flash, FrontPage, Dynamic HTML and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. Focus on theory, design, and web construction, along with information architecture concepts, web project management, scenario development and performance evalu-

ations. Prerequisite: Successful completion of CIW Foundation Series.

- 2804-31 M 6-10 PM (48 hrs, 4.8 CEU) \$1,955, March 12-June 18
Dix Hills, Bldg. C, Rm 16
- 8200-31 Online, \$1,915, Instructor-led March 15-June 22
www.wilsontech.org/express

STEP 3 for CIW Master Designer E-Commerce Strategies/Practices

Prepare yourself for the world of e-commerce! Learn the technological issues associated with constructing a web site for conducting business online. Students will actually implement a web site for handling transactions between consumers and a business. Examine strategies and products for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement the infrastructure of an existing business. Create smooth electronic transactions between the credit card holder, the merchant, the card issuer, and the business' own financial institution. Prerequisite: Successful completion of CIW Foundation Series and CIW-Design Methodology/Technology

- 2805-1 (30 hrs, 3 CEU) \$1,935 (tuition subject to change) Fall 2007
Dix Hills, Bldg. C, Rm 16

See page 52 for information on financial assistance.

Take Your Certification Exam at Tech's Testing Center

Take the tests for more than 20 nationally recognized certifications at Wilson Tech's VUE and ACT Testing Center. To schedule your exam, go directly to VUE.com or ACT.org. Select the testing program and then select BOCES-Wilson Tech as your test location.

Photoshop-Intermediate

Continue your education in Adobe's Photoshop. Learn about layer masks, adjustment layers, clipping paths, the actions palette to automate repetitive tasks, working with channels, and an introduction to color correction. Prerequisite: Adobe Photoshop-Introduction

- 1906-61 W 6-9:30 PM (21 hrs, 2.1CEU)
\$315, April 25-May 30
Dix Hills, Bldg. E, Adv. Art Lab
- 8203-61 Online \$255, Instructor-led
May 2-June 6
www.wilsontech.org/express
- 8345-1 Online \$59, Tutorial
www.wilsontech.org/express

Video Editing-Introduction

With so many media outlets, editing and transferring digital video is a valuable skill. Learn linear/non linear editing in a start-of-the-art editing suite. Learn to transfer video slides and photos to any format with music, titles and/or special effects.

- 127-61 Th 6:30-10 (42 hrs., 4.2 CEU) \$289
March 8-May 31
Dix Hills, Bldg. E, Video Lab

Web Page Design-Introduction

Design your own web page using HTML. Topics include common problems in web designing, the planning phase, introduction to HTML structure, storyboards, linking, formatting of text, web graphics, bulleted lists, and File Transfer Protocol (FTP). Explore Macromedia Dreamweaver, Word, Netscape Composer, Internet Explorer, Firefox, Notepad and Netscape Browser using the Windows OS. No software to buy. Textbook included. Prerequisite: Competency in Windows, Word or Mac OS.

- 1926-61 Tu 6-10 PM (12 hrs, 1.2 CEU)
\$339, March 6, 13, 20
Dix Hills, Bldg. A, Rm 15
Small Computer Lab
- 8053-61 \$255, Instructor-led
March 13, 20, 27
www.wilsontech.org/express

Web Page Design-Intermediate (Dreamweaver MX/8)

Learn to use Macromedia Dreamweaver to create web sites that are visually appealing and incorporate the most advanced features possible on the Web using Windows OS. You will also learn to create pages; insert objects; format pages, frames and tables; hyperlink pages; Email hyperlinks; create cascading style sheets, design rollovers, create response forms, publish your site, design pop-up menus and use HTML and JavaScript. Practice your new skills by making your own website and upload it to the internet via our server. Course will introduce you to Macromedia Fireworks. No software to buy. Students receive a 30-day trial free download. Textbook included. Prerequisite: Introduction to Web Design.

- 1932-61 Tu 6-10 PM (24 hrs, 2.4 CEU) \$369
April 17-June 5

- Dix Hills, Bldg. A, Rm15
Small Computer Lab
8093-61 Online \$255, Instructor-led
April 24-June 12
www.wilsontech.org/express
(Online must have Dreamweaver.)



PLUMBING

Lead Wiping

Prepare for the Master Plumber's License Practical Test. Successful completion of the lead wiping portion of the test is necessary to qualify for Master Plumber's License Certification in most Suffolk & Nassau County locations. Students must provide: lead pot, ladle, wiping cloths, four-inch brass ferrules, four-inch lead pipe, wiping solder, propane tank & furnace, small hand tools and miscellaneous materials. Purchase tools and materials from list provided (approx cost \$400-\$550). All tools and materials used in this class will be needed for licensing tests. May be taken in conjunction with Plumbing II. Prerequisite: Plumbing I or prior experience in the trade.

- 2000-61 Th 7-10 PM (30 hrs, 3 CEU) \$395
March 8-May 17
Manor Plains Campus, Auto Lab

Plumbing I-Introduction

You'll learn the proper use of common plumbing tools, equipment, plumbing theory, terminology, and how to do small repairs. Textbook included.

- 2002-61 Tu 6:30-10 PM (42 hrs, 4.2 CEU)
\$325, March 6-June 19
Dix Hills, Bldg. D, Plumbing Lab
- 2002-62 Th 6:30-10 PM (42 hrs, 4.2 CEU)
\$325, March 8-May 31
Dix Hills, Bldg. D, Plumbing Lab

Plumbing II-Intermediate

This theory only class prepares you to become a master plumber by practicing exams and coding. Prereq: Plumbing I or previous experience

- 2004-61 W 6:30-10 PM (42 hrs, 4.2 CEU)
\$329, March 7-May 30
Manor Plains, Rm 207



Brian Hopp of Lindenhurst practices soldering a pipe to prepare for a career in plumbing.



REAL ESTATE

**Real Estate License Course
(to Obtain a N.Y. Real Estate License)**

Offered by *LI Real Estate Training*, this course is a prerequisite for persons who wish to obtain a Real Estate Salespersons License. **Topics include:** License law, contracts, leases, finance, valuation and listing, deeds, environmental issues, closing and closing costs and much more. This course is also open to students who are not applying for a license but who seek general real estate knowledge. Students purchase textbooks (\$40 will be collected at first class meeting).

2102-61 T/Th 6:15-10:15 PM (48 hrs, 4.8 CEU) \$195, March 8–April 26
45 classroom hrs, plus 3-hr exam
Dix Hills, Bldg. C, Large Conf Rm

**22 ½-hr Real Estate Course
(to Renew and Retain a N.Y. Real Estate License)**

Offered by L.I. Real Estate Training, this 22½ hour course fulfills NY Dept of State requirements for Real Estate Brokers and Salespersons to renew their licenses. Real estate professionals will learn the most timely income-producing opportunities and risk reduction strategies to attract new customers and clients and increase earnings. Also uncovers timesaving tips for real estate professionals with limited work schedules. Includes: Buying, listing and selling foreclosures, the latest NYS disclosure requirements, 1031 Tax Free Exchanges for your investor clients, new rules on incorporating real estate businesses, internet ‘cyber-selling’ do’s and don’ts.

2214-61 M/W 6–10:30 PM (22.5 hrs, 2.25 CEU) \$225, May 9–23
Dix Hills, Bldg. C, Large Conf Rm

The ABC’s of Buying a Home

**Co-sponsored by: Western Suffolk BOCES,
L. I. Real Estate Training
Guest Speaker: The LI Housing Partnership**

Overcome homeownership barriers with the latest mortgage products for today’s real estate buyers: buyers with low cash savings, buyers with credit blemishes, buyers who need extra money for remodeling, buyers with low and moderate income. Addresses the most common dilemmas encountered during the home-buying procedure and provides solutions that help buyers complete their transactions safely and sanely. Also includes closing cost calculations and proven negotiating strategies for buying a home.

2216-61 T/Th 6–9 PM (6 hrs, .6 CEU) \$20
May 1, 3
Dix Hills, Bldg. C, Large Conf Rm

The ABC’s of Residential Real Estate Investing

This course provides real estate investors with innovative investment opportunities. Includes 1031 tax free exchanges, foreclosures, money saving investor loans, forecasting market conditions, rental property do’s and don’ts and proven purchasing strategies.

2218-61 Tu 6–9:30 PM (3.5 hrs, 3.5 CEU)
\$49, May 8
Dix Hills, Bldg. C, Large Conf Rm

Buying Real Estate Foreclosures

Learn the step-by-step procedures for: finding and financing foreclosure bargains from delinquent homeowners, pitfalls to avoid when buying at an auction, and successful techniques for obtaining incredible deals from banks and government agencies. Course includes: hidden costs, sources for lists of properties, creative financing methods for buying foreclosures. Students must purchase a manual (\$20 will be collected by instructor).

2106-61 Tu 6–10 PM (4 hrs, .4 CEU) \$49
March 6
Dix Hills, Bldg. C, Large Conf Rm

Street Smart Landlord Series

Session 1: The 12 Biggest Mistakes

This seminar, a must for new and experienced owners of smaller rental properties, addresses the most common problems encountered by landlords



**High School Students
Save \$500**

SAT Course for Juniors & Seniors

Take this nationally recognized test preparation course to score your best on the new SAT! Includes 12 sessions (regularly priced at \$999). Course includes diagnostic testing to identify individual strengths and weaknesses. Small classes taught by experienced Kaplan trained instructors. Course is for high school juniors or seniors. This session will help prepare students for the

May 5 SAT exam. Seats are limited!

10-61 T/Th 3–5:30 PM, \$499
March 15–May 3, Sessions 1, 5, 8
are 4-hour testing sessions
Dix Hills, Bldg. C, Rm 27
10-62 T/Th 5:30–8 PM, \$499
March 15–May 3, Sessions 1, 5, 8
are 4-hour testing sessions
Dix Hills, Bldg. C, Rm 9

NO COST for Wilson Tech High School Students

and offers successful solutions. Includes creative strategies for insuring timely rent payments and many other proven techniques for landlords who wish to protect themselves. Students must purchase a workbook, \$20 payable to instructor.

2108-61 Th 6–10 PM (4 hrs .4 CEU) \$49
 May 24
 Dix Hills, Bldg. C, Large Conf Rm

Session 2: How to Spot a Bad Tenant

This second session of the landlording series focuses on successful strategies for the rental procedure, including six techniques to identify a deadbeat, life saving tips, innovative tenant interviewing techniques, discrimination prevention and 15 creative case terms that keep you in control of your tenants and your rental property. Prerequisite: “The 12 Biggest Mistakes.”

2110-61 Th 6–10 PM (4 hrs, .4 CEU) \$49
 May 31
 Dix Hills, Bldg C, Lg Conf. Rm

Session 3: How to Evict a Bad Tenant

This final session of the landlording series helps landlords of residential properties prevent costly mistakes. It includes essential preparations for court appearances, tips on serving legal notices, preventing unexpected surprises, techniques that expedite the eviction process, and actual eviction cases with surprise endings. Prerequisite: “The 12 Biggest Mistakes.”

2112-61 Th 6–10 PM (4 hrs, .4 CEU) \$49
 June 7
 Dix Hills, Bldg C, Lg Conf. Rm



SECURITY & INVESTIGATIONS

Security guard training through BOCES is approved by the Division of Criminal Justice Services Bureau.

Locksmithing I

Gain hands-on experience in the lucrative field of locksmithing. Learn basic locksmithing skills such as: re-keying, shimmiing, picking, and impressioning. Locksmithing tool kit, valued at \$150, will be provided for each student.

2200-61 W 6:30–9:30 PM (36 hrs, 3.6 CEU)
 \$515, March 7–May 30
 Dix Hills, Bldg. D, Rm D6

Locksmithing II

Student will gain hands-on experience with many popular brands of residential, commercial and industrial lock hardware in use today. Gain experience with safes, automotive locks, Master key systems, and much more. Prerequisite: Introduction to Locksmithing.

2202-61 Tu 6:30–9:30 PM (36 hrs, 3.6 CEU)
 \$515, March 6–June 19
 Dix Hills, Bldg. D, Rm D6

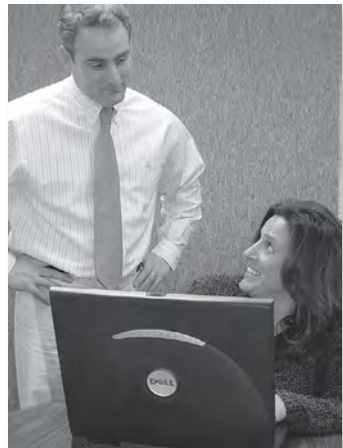
Private Investigator I

Learn to conduct investigations of crimes or threats against the United States or any state. Gain the skills to investigate the identity, whereabouts, conduct, affiliations or character of any person or organization. Find out how to conduct investigations involv-

8 Good Reasons Why...

... more than 100 companies on Long Island have used Wilson Tech instructors to train their employees.

1. Customized Classes
2. Hands-on Learning
3. Experienced Instructors
4. Your Site or Ours
5. Affordable
6. Flexible Times
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8. Responsive to Students and Employers



Customized training for your business
631/667-6000, ext. 320



The Training Source is the corporate training department of Wilson Technological Center and Western Suffolk BOCES

ing the location or recovery of property; causes and origins of fires and accidents; the conduct and honesty of employees and contractors; and the securing of evidence for use at civil and criminal proceedings. Topics include licensing requirements; criminal procedures, criminal law and the criminal justice system; intensive coverage of investigative and interview techniques; information sources; supervision requirements; report writing; and authority restrictions. Gain a solid foundation for beginning a career in private investigations and prepare for the licensing exam. **Note:** must be at least 25 years of age at time of application for licensure. Plus, you must be a private investigator for three years or a police officer for 20 years before you are eligible to sit for the exam.

2204-61 M 6-10 PM (40 hrs, 4 CEU) \$439
 March 5-May 21
 Manor Plains Campus, Rm 208

Security Guard: 8-hour Pre-service

NYS General Business Law, Article 7A requires registration and an 8-hour pre-assignment course for anyone performing guard or security functions. Covers the role of a security guard, legal powers and limitations, emergency situations, access control, communications and public relations, ethics and conduct.

3076-61 T/Th 6-10 PM (8 hrs, .8 CEU) \$135
 April 24, 26
 Manor Plains Campus, Rm 208

Security Guard: 8-hour In-service

Every year, all certified security guards must take an 8-hour in-service class on mandated topics.

3078-61 T/Th 6-10 PM (8 hrs, .8 CEU) \$135
 May 8, 10
 Manor Plains Campus, Rm 208

Security Guard: 16-hour On-the-Job Training

All registered security guards are required to successfully complete this course covering the role of security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, and report writing.

3080-61 T/Th 6-10 PM (16 hrs, 1.6 CEU)
 \$249, June 5-14
 Manor Plains Campus, Rm 208

 **SELF-IMPROVEMENT**

Ballroom Dancing

Break out your dancing shoes! This beginning class will include the Waltz, Fox Trot, Swing, and other popular dances. Students must wear soft dance shoes. Singles welcome.

4011-61 Th 7-8 PM (6 hrs, .6 CEU) \$55
 March 8-April 19
 DH, Bldg. A, Multi Purpose Rm
 4011-62 Th 7-8 PM (6 hrs, .6 CEU) \$55
 May 3-June 7
 DH, Bldg. A, Multi Purpose Rm

Swing Dancing

Join us for the hottest dance craze. Sneakers or low-heels are recommended. Singles welcome.

4029-61 Th 6-7 PM (6 hrs, .6 CEU) \$55
 March 8-April 19
 DH, Bldg. A, Multi Purpose Rm
 4029-62 Th 6-7 PM (6 hrs, .6 CEU) \$55
 May 3-June 7
 DH, Bldg. A, Multi Purpose Rm



SEWING/UPHOLSTERY

Sewing and Alterations

Make clothing fit by learning the techniques of the trade. Benefiting beginners and experienced sewers, this course will teach pattern layout, cutting, and reading; plus sewing zippers, buttonholes, pockets, collars, sleeves, and linings.

100-61 Tu 7-10 PM (30 hrs, 3 CEU) \$229
 March 6-June 5
 Dix Hills, Bldg. C, Rm 225
 100-62 Sa 9 AM-12 NOON (30 hrs, 3 CEU)
 \$229, March 10-May 19
 Dix Hills, Bldg. C, Rm 225

Upholstery

An introductory course to develop basic upholstery skills as you work on an ottoman or a small chair. Bring small chair or ottoman (only) to the first class. No bulky furniture, please. Students must purchase hand tools and basic materials from list provided by instructor.

106-61 Th 6:30-10 PM (42 hrs, 4.2 CEU)
 \$209, March 8-May 31
 Dix Hills, Bldg. C, Rm 226



SMALL ENGINE REPAIR

Small Engine Repair: 2 or 4 Stroke

An individualized course of study for the beginning to intermediate mechanic and homeowner. Learn theory and receive hands-on training in diagnosis, troubleshooting, maintenance, and

continued on page 44

Driving Classes Improve Safety, Reduce Premiums

New York Safety Program, Defensive Driving Course

6-hour classroom course to encourage defensive driving habits. Reduce up to four (4) points from your driving record.

Approved for insurance reduction for principal driver. (6 hrs, .6 CEU) \$35
 3054-61 Sa 9 AM-12 NOON, May 5, 12
 Dix Hills, Bldg. C, Rm 27
 3054-62 Th 6-9 PM, April 19, 26
 Dix Hills, Bldg. C, Rm 27
 3054-63 T/Th 6-9 PM, June 12, 14
 Dix Hills, Bldg. C, Rm 27



Usted puede estudiar Mecánico Automotriz en español.

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Windows 2000–Introducción

Le proveerá una base fundamental de como obtener un conocimiento de la computadora. Prepare con las siguientes funciones básicas: configuraciones de la memoria, sistema de operación DOS y como copiar los discos. A la vez, se ofrecerá una guía, paso por paso, de Windows 2000. Un repaso de los archivos de ayuda de Windows, como organizar el “desktop” a gusto personal y el manejo general de los discos del computador.

Las prácticas serán “manos a la obra.”

Dos estudiantes por una computadora.

699-61 lunes 6:30–9:30 PM
 (24 horas, 2.4 CEU) \$229
 5 marzo–7 mayo
 NACEC Campus, Amityville

Curso Básico de Computación para Adultos

Este taller amigable esta orientado a los usuarios que utilizarán por primera vez un computador. Comenzamos desde como aprender su computador y continuamos a partir de ahí. Pierda el miedo y descubra las maravillas de los computadores en este taller paso a paso, utilizando Windows XP.

696-61 martes 6–9 PM (6 horas) \$95
 1 & 8 de mayo
 Dix Hills, Bldg. A, Rm A15
 Small Computer Lab

Computación Práctica

Descubra lo que los computadores pueden hacer por usted. Aprenda a utilizar los computadores para crear textos, enviar correo electrónico y navegar en el Internet. Este curso “práctico” le ayudará a empezar con confianza. Pre requisito: Curso Básico de Computación para Adultos.

697-61 ma/j 6–9 PM (15 horas) \$175
 5–19 de junio
 Dix Hills, Bldg. A, Rm A15
 Small Computer Lab

Inglés Vea la pagina 46.

Mecánico Automotriz

Este curso ofrece la teoría y la habilidad necesaria para los arreglos básicos y complicados de un motor de automóvil, la transmisión, chasis y sistema de suspensión. Los estudiantes usarán equipos de prueba modernos electrónicos e hidráulicos para diagnosticar los automóviles sofisticados de hoy en día en el mercado.

216-62 sábado 8:30 AM–12 PM
 (42 horas) \$289
 10 marzo–9 junio
 Dix Hills, Bldg. C,
 Auto Mech. Lab I



Online Paralegal Certificate Programs

Western Suffolk BOCES and the Washington Online Learning Institute have formed a partnership to offer WOLI's nationally acclaimed 100% online Paralegal Certificate Programs. Now you can study the full sequence of classes and earn a nationally recognized Paralegal Certificate specializing in the American Legal System or Modern Law Office Practice and Skills in 7 to 10 months. (Each online class takes four weeks.) Or, earn both certificates in the Combo program in just 15 months. Instructors are practicing attorneys with a wealth of experience and knowledge. Communicate with other students and your instructors through e-mail, discussion boards, and chat rooms. Students may take individual courses for personal enrichment and earn a certificate of completion for each. (Tuition for individual courses does not include textbooks.) Students may also choose to earn up to 30 college credits for their courses by transferring credits to the University of Phoenix. Payment plan available, call 631/667-6000, x320. Register at www.wilsontech.org/express

American Legal System

This certificate program is a 10-month series of paralegal courses that prepare the future paralegal professional with both theoretical understanding and practical skills of the world of law. Descriptions for all courses are available at www.wilsontech.org/als. Take the program one course at a time (listed on next page) for \$575 each or save \$900 by registering for all 11 courses now.

8282-1 SAVE \$900 by registering for the full program (924 hrs, 92.4 CEU) \$5,425 (includes textbooks)

Modern Law Office Practice and Skills

This certificate program is a fully-accredited seven-month program that focuses on essential administrative, technical and practical skills that every paralegal must possess in order to succeed in the modern law office. Descriptions for all courses are available at www.wilsontech.org/modernlaw. Students have the option to extend this program to ten months

by adding three basic-level electives from the list of Continuing Paralegal Education (CPE) courses at www.wilsontech.org/cpe. Take the program one course at a time (listed on next page) for \$575 each (exception: course #8705 is \$1,150) or save \$1,610 by registering for all six courses now.

8283-1 SAVE \$1,610 by registering for the full program (588 hrs, 58.8 CEU) \$3,990 (includes textbooks)

Paralegal Certificate Program "Combo"

Take the 15 courses indicated on page 43. Descriptions for all courses are available at www.wilsontech.org/paralegalcombo

8513-1 (1260 hrs, 126 CEU) \$9,250 (includes textbooks)

Electives

For students enrolled in the above certificate programs, electives cost just \$518 each. For graduates of the certificate programs, electives cost just \$432 each. Classes begin each month. See www.wilsontech.org/paralegal



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Take these online courses to earn the certificate you want.

	American Legal System Certificate	Modern Law Office Certificate	Paralegal "Combo" Certificate
8227-1 Introduction to the World of Law	✓	✓	✓
8228-1 Legal Research and Writing	✓	✓	✓
8229-1 Bankruptcy	✓	-	✓
8230-1 Criminal Law	✓	-	✓
8231-1 Ethics	✓	-	-
8232-1 The Law of Real Estate	✓	-	✓
8233-1 Civil Litigation	✓	-	✓
8234-1 Personal Injury Law (Torts)	✓	-	✓
8235-1 Corporate Law	✓	-	✓
8236-1 Family Law	✓	-	✓
8237-1 Wills, Trusts, and Estates	✓	-	✓
8510-1 Investigation and Legal Reasoning	-	✓	✓
8511-1 Litigation and Advocacy	-	✓	✓
8514-1 Law Office Administration; Using Computers in the Law Office	-	✓	✓
8701-1 Ethics and Paralegal Regulation	-	✓	✓
8705-1 Legal Research and Writing – Extended	-	-	✓

Take any of the above classes for \$575 each, except #8705 which is \$1,150. Register at www.wilsontech.org/express

Certified Legal Assistant (CLA) Test Prep

Prepare for the Certified Legal Assistant (CLA) exam offered by the National Association of Legal Assistants (NALA). Topics include legal terminology, communications, ethics, judgment and analytical ability, legal research, human relations and interviewing skills, and substantive law. Includes two weeks of study time prior to the exam with full access to the online classroom and your attorney instructor. Tuition for this prep class is free for graduates of the American Legal System Paralegal Certificate Program (textbook purchase is required). For exam dates and fees, go to www.nala.org

8495-1 Details at www.wilsontech.org/cla

Continuing Paralegal Education (CPE)

Taught by experienced attorney-instructors, these 4-week and 10-week, instructor-led online courses are perfect for paralegals, legal assistants, or professionals in other fields who wish to advance their knowledge of the law. Students may also choose to earn up to 30 college credits for their courses by transferring credits to the University of Phoenix.

8498-1 Details at www.wilsontech.org/cpe

Payment plan available; call 667-6000, x320.



sponsored by: **The North Amityville Community Economic Council, Inc.**
One Commerce Blvd.
Amityville, New York 11701

in cooperation with Wilson Technological Center at Western Suffolk BOCES

Training at NACEC
call 631/789-5768

Monday-Friday, Day & Evening

- Computer Skills/Spanish
- Academic Skills
- Office Technologies
- Nurse Assisting
- Licensed Practical Nurse Exam Prep
- External Diploma Program
- High School Diploma

repair of small two-stroke or four-stroke air-cooled engines common to home use and the landscaping trade. Students should bring a used, two or four-stroke engine to class.

2300-61 M 6:30-10 PM (42 hrs, 4.2 CEU)
\$269, March 5-June 11
Manor Plains, Rm 115

SI SPECIAL INTEREST

Basic Guitar

Covers basic concepts of guitar technique for those with no experience. Study rudiments of music theory, chords and how they function in a key, methods of song accompaniment, melodies, care of the guitar and much more. Bring your guitar to class.

1370-61 Th 6:30-9:30 PM (21 hrs, 2.1 CEU)
\$115, March 8-April 26
Manor Plains, All Purpose Rm

Intermediate Guitar

This class builds on the concepts taught in Basic Guitar. Learn basic theory, including how to construct chords and scales and to use pentatonic scales in improvising. Learn chord progressions and finger picking. Develop proper techniques through scales and finger exercises. Emphasis is on learning repertoire and note reading.

1375-61 Th 6:30-9:30 PM (21 hrs, 2.1 CEU)
\$115, May 10-June 21
Manor Plains, All Purpose Room

Survival Skills 101 NEW

This dynamic course will include segments on dealing with stress, time management, awareness of street drugs currently in use in the area, bullying, harassment and intimidation, gang awareness and creating a safe environment. Time will be provided to answer your concerns.

9100-61 Tu 8 AM-2 PM (6 hrs, .6 CEU) \$75
March 20
Dix Hills, Bldg. C, Lg Conf Rm



VETERINARY ASSISTING/ ANIMAL CARE

Veterinary Assisting

Work with various types of domestic animals and learn proper nutrition, correct handling and restraining of animals, administration of medication, identification and treatment of common ailments and parasites, reading and interpretation of diagnostic imaging, surgical assisting and basic grooming. Field trips to animal hospitals, groomeries. Guest speakers will augment instruction. Includes two Saturdays and one Sunday for field trips. Textbook

Relax with Us!

Yoga

Relax and enjoy moving through various yoga postures to tone-up your body while increasing your energy and improving your physical, mental and spiritual well-being. For men and women of all ages. Bring blanket or mat and wear loose clothing.

4059-61 W 5:30-7 PM (9 hrs, .9 CEU)
\$55, March 7-April 18
DH, Bldg. A, Multi Purpose Rm
4059-62 W 5:30-7 PM (9 hrs, .9 CEU)
\$55, May 2-June 6
DH, Bldg. A, Multi Purpose Rm

Parent/Child Yoga

Through a series of fun movements, storytelling, and meditation techniques, you can share a playful and meaningful experience with your child that: promotes strength and flexibility, stimulates creativity, increases coordination and balance, improves concentration and builds self-confidence, teaches techniques for relaxation and encourages mindful breathing and quieting of the mind.

93-61 Sa 10-11:30 AM (9 hrs, .9 CEU) \$55, March 10-April 21
DH, Bldg. A, Multi Purpose Rm

Prenatal Yoga

In this special yoga class, pregnant women can

safely practice asana (postures) and pranayama (breathing). The class will also address anatomy and physiology of pregnancy, teach women to trust signals from their bodies, include practical comfort measures, promote community Bldg. among pregnant women and teach tools for proper breathing and focus. Students should dress comfortably and bring a mat and blanket to class. Prior yoga experience is recommended. Pregnant women must bring a doctor's note-clearing you to take this course.

4065-61 Tu 7-8 PM (6 hrs, .6 CEU) \$55
March 6-April 24
DH, Bldg. A, Multi Purpose Rm

Yoga & Meditation for Everyone

Relax and enjoy moving through various yoga postures to tone-up your body while increasing your energy and improving your physical, mental and spiritual well-being. Learn various breathing and meditation techniques to ease away stress. Come and tap into the physical and spiritual power of meditation. Bring a block, strap (or a necktie), blanket and mat. Wear loose clothing. For men and women of all ages.

4061-61 W 7-8:30 PM (9 hrs, 9 CEU)
\$55, April 25-May 30
DH, Bldg. A, Multi Purpose Rm

and grooming kit are provided. Payment plan available. Schedule an appointment with a career counselor before admission to set up a pre-entrance exam. Call 631-667-6000 ext. 327. Students will be post-tested on the last day of class to assess their skills.

970-61 T/Th, 6-10:30 PM (140 hrs, 14 CEU)
\$2,245, Feb. 6-June 21
Manor Plains Campus, Rm 203



WELDING

Electrical Arc Welding I

Learn the practical application of weldments in various positions, theories of electricity, welding circuits, current controls, and types of electrodes. Students must provide gloves, goggles/helmet and textbook (textbook is \$80).

2702-61 M 6:30-10 PM (42 hrs, 4.2 CEU)
\$419, March 5-June 11
Dix Hills, Bldg. C, Welding Lab

Electrical Arc Welding II

A continuation of Welding-Electrical Arc I. Students provide gloves, goggles/helmet and textbook (textbook from Electrical Arc Welding I).

2704-61 W 6:30-10 PM (42 hrs, 4.2 CEU)
\$469, March 7-May 30
Dix Hills, Bldg. C, Welding Lab

Heliarc (Tig)

Learn theory and practical applications of heliarc welding and positions and properties of various metals. Students must provide gloves, goggles/helmet.

2706-61 Th 6:30-10 PM (42 hrs, 4.2 CEU)
\$489, March 8-May 31
Dix Hills, Bldg. C, Welding Lab

Video Conference Room Available

Take advantage of digital technology and conduct your own interactive video conference in one of our three conference rooms. Your company will save money and your employees will appreciate the state-of-the-art equipment and convenient locations. Conference rooms can hold up to 50 people! Call 631-667-6000 x320 for fees.

Oxyacetylene Welding

Develop skill and knowledge in using oxyacetylene welding and brazing equipment. The course covers butt and fillet welding cutting techniques, brazing, and related safety practice. Students must purchase their own materials and provide gloves, goggles/helmet. Approx. \$100.

2710-61 Tu 6:30-10 PM (42 hrs, 4.2 CEU)
\$439, March 6-June 19
Dix Hills, Bldg. C, Welding Lab

Welding Certification Preparation

Are you an experienced welder? Prepare for the ASME Section IX Qualification Standard 6G pipe, 3G vertical and 4G overhead.

After an evaluation period, you will either practice for the examination or pursue a course of remediation as prescribed by the evaluator/instructor.

2712-61 Sa 8:30 AM-12 PM (42 hrs, 4.2 CEU)
\$659, March 10-June 9
Dix Hills, Bldg. C, Welding Lab



HELP WANTED: Adult Instructors with Skills

Supplement your income or start a satisfying second career teaching adults at Wilson Tech. Share your knowledge and skills to help adults enter the job market, gain a promotion or change careers. Find out how rewarding and stimulating it is to teach adults eager to learn.

Name _____

Phone Number: Days () _____ Evenings () _____

What would you like to teach?

- Horticulture Electrical Computers HVAC
 Culinary Sonography Surgical Technology
 Marine Tech Other _____

Any ideas for new courses that you could teach? _____

Call 631-667-6000, ext. 320 or email careered@wsboces.org for more info.

Fax your resumé to 631/623-4922



Learn English in class or at home.

Program	Why?	How?	Where?
English as a Second Language (ESL)	Learn English	Classroom instruction for speaking, reading, and writing English. Includes citizenship education.	<p>Wilson Tech–Dix Hills, 667-6000 x327 17 Westminster Ave., Dix Hills M & W, 6–9 PM T & Th, 6–9 PM M-F, 8:30–11:30 AM</p> <p>Wilson Tech Aviation Facility, 752-1957 Republic Airport, Farmingdale M-F, 8:30–11:30 AM M-Th, 12–3 PM T/Th, 6–9 PM</p> <p>Wilson Tech Northport, 261-3600 152 Laurel Hill Rd., Northport M-F, 9 AM–12 NOON (Beg.)</p> <p>Huntington High School, 667-6000 x327 Oakwood and McKay Roads T & Th, 6:30–9:30 PM</p> <p>Huntington Station Enrichment Center 667-6000 x327 BIG H Shopping Ctr., New York Ave., Huntington M/W/F, 9:30 AM–12:30 PM</p> <p>Copiague High School, 667-6000 x327 Dixon Ave., Copiague T & Th, 6–9 PM (All levels.)</p> <p>Salvation Army, 667-6000 x327 319 Clay Pitts Rd, E. Northport M & W 6–9 PM (All levels)</p> <p>St. Martin of Tours Church, 667-6000 x327 41 Union Ave., Amityville M-F, 8:30–11:30 AM (All levels)</p> <p>Copiague Library, 691-1111 or 667-6000 x327 T & Th, 6–9 PM (All levels)</p> <p>Walt Whitman High School, 667-6000 x327 West Hills Rd., Huntington M & W, 6:30–9:30 PM (All levels)</p> <p>Dolan Health Center, 667-6000 x327 284 Pulaski Road, Greenlawn T & Th, 12:15–3:15 PM (All levels)</p> <p>North Babylon Library, 667-6000 x327 815 Deer Park Ave. N. Babylon T & Th, 12–3 PM (All-level)</p> <p>The Opening Word, 667-6000 x327 555 Albany Ave., Amityville M-F, 9 AM–3 PM (All levels) 1434 Straight Path, Wyandanch M-Fri, 9 AM–2 PM</p> <p>Family Service League, 425-9694 or 667-6000 x 327 90 E. Fifth Street, Huntington Station M & W, 6–9 PM</p>
 <p>¿Habla español? Aprenda un oficio en español. Vea la página 41 donde encontrará los cursos.</p>			
Home English Language Program (HELP) (must be 21)	Learn English	Learn to read, write and listen/speak with cassette tapes	261-3600 <ul style="list-style-type: none"> • Study at home • Pick-up assignments from the Career Center or local library
Citizenship	Prepare for INS Citizen Exam	Classroom instruction and review	Lindenhurst Library, 667-6000 x327 1 Lee Ave., Lindenhurst Call for exact dates and times Wilson Tech–Dix Hills, 667-6000 x327 Call for exact dates and times.


Finish your high school education.

Program	Why?	How?	Where?	
High School Equivalency Classes Adult Basic Education (ABE) and General Education Diploma (GED)	Prepare for the GED Exam	Classroom instruction in social studies, math, science, literature and the arts, and writing skills	Wilson Tech–Dix Hills 17 Westminster Ave., Dix Hills M-F, 8:30 am–11:30 AM T & Th, 12 NOON–3 PM M & W, 6–9 PM M & W, 12 noon–3 PM T & Th, 6–9 PM	667-6000 ext. 327
			Wilson Tech Aviation Facility Republic Airport, Farmingdale T/Th, 6–9 PM	667-6000 ext. 327
			NACEC Center One Commerce Blvd., Amity. M-F, 9 AM–1 PM T & Th, 6–9 PM	789-5768
			HYB/Project EXCEL Park Ave., Huntington M, W & Th, 10 AM–1 PM M & Tu 5–9 PM	271-5497
			St. Martin of Tours Church 41 Union Ave., Amityville M-F, 8:30–11:30 AM	667-6000 ext. 327
			Huntington Station Enrichment Center BIG H, New York Ave. M/W/F 9:30 AM–12:30 PM	425-2640
			Huntington High School Oakwood and McKay Roads T & Th, 6:30–9:30 PM	667-6000 ext. 327
			Copiague High School Dixon Ave., Copiague T & Th, 6–9 PM	667-6000 ext. 327
			Fegs/Bailey House West Copiague T & Th, 12:15–3:15 PM	667-6000 ext. 327
			The Opening Word Straight Path, Wyandanch M-F, 9 AM–3 PM	667-6000 ext. 327
External Diploma Program (EDP) (must be 21)	<ul style="list-style-type: none"> • Earn a high school diploma from Kings Park or W. Babylon H.S. • Credit for life skills 	Meet each week with a counselor	Study at home	667-6000 ext. 327
GRASP (must be 21)	Prepare for the GED Exam	<ul style="list-style-type: none"> • Telephone help available • Work at your own pace • Assignments based on need 	<ul style="list-style-type: none"> • Study at home • Pick-up assignments from the Career Center or local library 	261-3600
Connection (GED/TV) (must be 21)	Prepare for the GED exam	Telephone help available	Study from TV at home	261-3600

Enroll at any time!
 No charge to those eligible.

Career Center at Wilson Tech

17 Westminster Ave.
 Dix Hills, New York



frequently asked questions about adult education at BOCES

Courses in career and technical education are tailored to meet the specific needs of adults. Our programs change to keep up with advances in technology and to help you develop the new skills needed in the ever-changing world of work. Some courses encourage job advancement; others provide new career opportunities. Courses can also be taken for personal enrichment or interest.

Here are your choices

We offer a wide range of full-time and part-time courses for adults. Find the course or program that's right for you!

1. Part-Time Courses

Our part-time courses are perfect for those with a busy schedule. Classes meet once or twice a week for three or four hours. They provide the hands-on training you need to bring your skills up-to-date and help your resumé catch the eye of employers. Successful completion of your course leads to a certificate and CEUs to give your career the boost it needs.

2. Licensing, Certificate & Full-Time

Successful completion of your program of study will qualify you to sit for the national exams leading to licensure or certification in your field. These courses meet several times a week for four hours or more each class session.

3. Business & Industry Training

Tech's intensive, one-day and half-day seminars are perfect to help employees learn the skills needed to keep Long Island businesses competitive. These classes are open to individuals and to groups of employees from one company. They can be taken at Tech or they can be scheduled at the work site. Call 631/667-6000 x320 today for a no cost, no obligation evaluation of your company's training needs.

4. Health & Safety

Employers and individuals will find Health and Safety courses valuable in meeting requirements established by governmental agencies. These courses can be scheduled at Tech or at the work site. Call 631/667-6000 x320 for more information or a no cost, no obligation evaluation of your health and safety education needs.

5. General Education Programs

It's never too late to learn! If you've always dreamed about finishing your high school education or you want to learn English, Tech offers

classes at no cost and study-at-home programs that will fit your individual needs. Don't wait any longer to take advantage of these programs that can give you a head start. Call 631/667-6000 x327 for more information.

6. Online Courses (see pgs. 26-28)

go directly to www.careerlearn.org

Instructor-led courses are taught by highly qualified professionals who will guide you through the curriculum, answer specific questions, and evaluate your work. Students are expected to attend a one-hour chat session each week.

Self-paced tutorials are the answer for those preferring more independent study. You'll receive a password valid for six months. Cyber tutors explain each lesson in regular audio lectures.

How do I register for classes?

Choose one of these 6 easy ways:

1. By mail
 2. By phone
 3. By fax
 4. In-person
 5. By company purchase order
 6. Online at www.wilsontech.org/express
- See inside back cover for registration form & details.



What if I do not have a high school diploma?

A high school diploma is not required for most of our evening classes. Western Suffolk BOCES also offers a variety of no-cost ways to complete your high school education. To work toward your high school diploma or your equivalency diploma (GED), see pg 47 or call our Career Center at 631/667-6000 x327.

How can I get to Wilson Tech?

Wilson Tech campuses are centrally located and easily accessible by major roadways or public transportation. Maps are on our web site, www.wilsontech.org.

Public Transportation options to Wilson Tech/Dix Hills campus on weekdays, 8 AM-3 PM:

1. **From S. Huntington & Dix Hills:** S29 to Rt. 231 at Lake Ave. Connect with free BOCES shuttle.
2. **From Huntington/Huntington Sta.:** S1, H9A or H9B to Walt Whitman Mall. Connect with free BOCES shuttle.

3. **From Northport & Greenlawn:** H4S to Walt Whitman Mall. Connect with free BOCES shuttle.
4. **From Dix Hills & Wheatley Heights:** S23 to Wyandanch train station. Connect with free BOCES shuttle.
5. **From Amityville, Copiague, & Lindenhurst:** S33 to Wyandanch train station. Connect with free BOCES shuttle.

For more information about bus routes, times and shuttle locations, visit or call the Career Center at Wilson Tech, 631/667-6000 x327.

Does Western Suffolk BOCES offer other services?

Yes! Admissions counselors are available to help you make the best possible class choices. Career counseling, GED programs, and English as a Second Language (ESL) classes are offered at Western Suffolk BOCES and community sites. Tech's job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. To meet with a career counselor, call our Career Center at 631/667-6000 x327 from 8 AM-9 PM Mon.-Thur. or 8 AM-4 PM on Fri.

Does BOCES offer financial aid or tuition assistance?

- The following programs are eligible for Title IV funding: Aircraft Maintenance, Sonography, Practical Nursing, Surgical Technology and Appearance Enhancement programs. Contact our Financial Aid office at 631/667-6000 x455 for information.
- Grant funds and tuition assistance may be available for single parents, displaced homemakers, veterans, and adults experiencing other barriers to employment. Call 631/667-6000 x195 to find out more about tuition assistance.
- We also offer convenient monthly payment plans for licensing & full-time programs. Call 631/667-6000 x320 or ask about this option when you register.
- You may apply for a career training loan for any eligible course Tech offers over \$1,000. Visit our website at www.wilsontech.org/financialhelp for more information.

Can I receive tax incentives for BOCES courses?

The Taxpayer Relief Act of 1997 created the Lifetime Learning Credit, which is a tax incentive to help you offset the cost of your continuing

education course work. A family can claim on its tax return a credit equal to 20% of \$5,000 of educational expenses, so the maximum benefit is \$1,000 for each tax year. For further information, contact your tax advisor.

Are there any additional costs?

We make every effort to include all costs, including books and basic hand tools, as part of course tuition. In limited instances students are required to purchase personal protective equipment or personal tools. Your course description in this catalog will indicate any additional costs or requirements.

Will I receive a certificate and CEUs?

Yes, you will! Certificates of completion are issued to all career & technical education students who have successfully completed a course. To be eligible for a certificate, you must attend 80% of the class sessions (unless otherwise stipulated) and complete all other course requirements with a grade of 80% or above. You will also earn one Continuing Education Credit (CEU) for every 10 hours of study. Ask your employer if CEUs count toward promotions. Some companies reimburse employees who successfully complete courses that offer CEUs.

Do Tech courses qualify for veteran's benefits?

Yes, veterans may qualify for complimentary training at Wilson Technological Center through the Division of Veteran Affairs. Contact your local Veterans' representative or call 631/667-6000 x195 to speak with our veterans' advisor.

Does Tech offer gift certificates?

There's no greater gift than the gift of learning! We will gladly issue a gift certificate in any denomination to the person of your choice. To order, send a check or money order in the amount desired to: Office of Continuing Education, Western Suffolk BOCES, 17 Westminster Ave., Dix Hills, NY 11746



Give the gift of learning. Call 631/667-6000, x320.

school closing

Adult classes will not be held when Western Suffolk BOCES day classes are closed. Announcements will be forwarded to the following stations:

WALK 97.5 FM WBAB 102.3 FM WBLI 106.1 FM
WBZO 103.1 FM WMJC 94.3 FM Channel 12

Or, telephone (631) 667-6000 x888 for voice response. Or, check the home page of the Wilson Tech website at www.wilsontech.org.

Western Suffolk BOCES policy

Parking

All vehicles MUST park in designated regular parking areas. NO cars may be parked in designated fire zones, reserved parking or on the grass.

Certificates of Completion

Certificates of Completion for evening continuing education courses will be issued upon successful course completion. The minimum eligibility standards for a certificate are as follows:

- (a) absences of no more than 20% of instructional time.
- (b) recommendation by the instructor that you have successfully completed all course requirements and met course objectives with an average grade of 80%.
- (c) some programs have course-specific attendance requirements.

Damage to or Loss of Personal Property

Western Suffolk BOCES assumes no responsibility, either real or implied, for the personal property of any adult student. Students should review their own insurance coverage regarding personal property liability.

Special Needs

Many of our programs are appropriate for adults with special needs. Please contact the Career Center at 631/667-6000 ext. 152 with specific questions. Call prior to your first day of class so that our staff can make an effort to assist you with any necessary arrangements. All our facilities are wheelchair accessible.

Refund Policy

1. Although we make every effort to ensure that all our courses are offered as advertised, it may become necessary to make changes to our program. If we cancel a course, all your fees are totally refunded.
2. If you cannot attend a class that has been rescheduled to a time or place other than advertised, you are entitled to a full refund as set forth in Paragraph 1.
3. If you transfer from a canceled class to another class, you will either be charged the tuition difference or receive a refund of any overpayment.
4. If you withdraw* from a class 24 hours before the first scheduled class meeting, a full tuition refund, less a withdrawal fee of \$25, will be made after the withdrawal*

is requested and your original registration receipt is surrendered.

5. If you withdraw* after the first scheduled class meeting but 24 hours before the second class meeting, one-half of the tuition, less a withdrawal fee of \$25, will be refunded after withdrawal* is requested in writing, and your original registration receipt is surrendered.
6. Students enrolling in programs greater than or equal to 300 clock hours will be given a course-specific refund policy statement shown on their enrollment form.
7. All extra costs, such as books or equipment that were not included in tuition price, are not subject to refund.
8. We are unable to provide refunds for requests received after the second scheduled class meeting.
9. Any overpayment accepted will be totally refunded.
10. Please note there is a \$25 fee for ALL returned checks.
11. Payments made with a credit card will receive cancellation credit on their credit card.

NOTE: Every effort is made to provide you a timely refund. Processing of refunds may take 30 days after your first scheduled day of class. Our programs are supported entirely by student tuitions. No discounts can be provided.

*The date of withdrawal is the date/time your request is received at BOCES.

Issues Under Dispute

Western Suffolk BOCES has an appeal and grievance policy for issues under dispute. A copy of this policy can be obtained from your instructor, evening administrator or www.wilsontech.org/dispute.

Smoking Policy

Western Suffolk BOCES is a non-smoking facility. Smoking is not permitted anywhere on campus, including: classrooms, hallways, bathrooms, offices, the grounds, or parking lots.

Transcripts and Certificates

All students will be provided a student copy of their transcript upon completion at no cost. Certificates are distributed at your last class. There is a \$5 fee for duplicate copies of certificates and transcripts.



30 Programs for High School Students

Train for Your Future at Tech!



At Tech you can:

- choose from 30 exciting career options
- get hands-on experience in our modern classrooms/labs
- earn a Regents diploma with a technical endorsement
- continue to college/technical school with advanced standing
- participate in home school sports, clubs, and government
- make new friends with similar interests

Attention 10th and 11th Graders: Find out the dates for the Tech orientation sessions at your high school and dates for visiting Wilson Tech by going to: www.wilsontech.org/learnaboutTech.

Call Wilson Tech at 631/667-6000, x300

or contact your high school guidance counselor to learn more about:

Administrative Assistant
Advertising Art
Aircraft Maintenance Technology
Auto Body Repair
Auto Technology
Aviation Science/Flight
Carpentry

Certified Personal Trainer
Computer Network Repair
Construction Elect.
Cosmetology
Culinary Arts
Drafting-CAD
Early Childhood Education & Care
Equine Studies

Fashion Merch. Design
Heating/Ventilation/Air Conditioning
Horticulture/Floriculture
Medical Assisting
Medical Laboratory
Nurse Assisting
Photography
Police Science & Law

Professional Health Careers
Outdoor Power Equipment Tech.
Technical Electronics
Veterinary Assisting
Video Production
Web & Internet Technology
Welding

Financial Help is Here!

Call 631/667-6000, x455

You can take advantage of many financing options through Wilson Tech. Financial help is available for part-time and full-time students who are eligible.

FEDERAL FINANCIAL AID

Eligibility Requirements

To receive federal financial aid, you must:

- Be a US citizen or eligible non-citizen
- Be enrolled as a regular student in an eligible certificate program at BOCES
- Eligible BOCES programs are:
Practical Nursing
Aircraft Maintenance Technology
Surgical Technology
Diagnostic Medical Sonography
Esthetics & Cosmetology
- Be a high school graduate, have a recognized GED or meet "ability to benefit" guidelines of federal government
- For grants, be a student who has not earned a bachelor's degree yet
- Not be in default on previous student loans or owe a refund on previous grants
- Make satisfactory academic progress as defined by BOCES
- Be registered for Selective Service if male and 18 years or older

Determining Financial Need

Generally, financial aid is awarded on the basis of financial need. When submitting a Free Application for Federal Student Aid (FAFSA), you are asking the government to look at your income, dependents and assets and calculate how much you and your family can be expected to contribute towards education. Financial need is the cost of education less the amount you can contribute.

Federal Pell Grants

Based on federal eligibility determined by the FAFSA, this award money is used for tuition and does not have to be repaid.

Federal Stafford Loans

Students may qualify for subsidized or unsubsidized loans based on financial need.

Federal Plus Loans

Available to eligible parents of dependent students. Repayment of principal and interest begins immediately.

LOANS FROM FINANCIAL INSTITUTIONS

Many financial institutions, banks, and credit unions offer loans to students

and/or parents for education beyond high school. These private loans are meant to help students cover education costs not met by other forms of financial aid. It is recommended that students take full advantage of all government loans available to them *before* considering a supplemental private loan. Terms and conditions of loans vary so read details carefully.

Wachovia Education Finance

Wachovia Education Finance has approved eligible Tech courses for the three following loans as well as Federal Stafford Loans and Federal Plus Loans. Wachovia offers a fast online application. Details about eligibility requirements, interest rates, borrowing maximums, repayment schedule for any of the following loans offered through Wachovia Education Finance are available at www.wachovia.com/education. Or, call 1-888-953-4987. Note: Loan details are the prerogative of Wachovia Education Finance and may be modified or discontinued at any time without notice.

TERI® Continuing Education

For students enrolled on a part-time basis. This loan allows flexible repayment options and generous borrowing limits.

Wachovia Education Loansm

For students enrolled at least part-time. This loan allows flexible repayment options and generous borrowing limits; apply alone or with a co-borrower.

Federal Consolidation Loans

This loan can combine your existing education loans into a new loan with a single monthly payment, a fixed interest rate and an extended repayment period.

OTHER FINANCIAL OPTIONS

Awards/Grants

Various awards and grants are sometimes available for those who meet specific criteria and are looking to better themselves through education. Ask for details when you register for a Tech program.

Monthly Payment Plan

Tech offers convenient monthly payment plans for licensing and full-time programs. Ask about this option when you register.

REGISTER TODAY!

Full tuition must be received before you can be enrolled in a class.

Register early. Classes are filled on a "first come, first served basis." As classes fill, every effort is made to schedule additional classes to serve your needs.

BOCES reserves the right to change locations, times or dates where necessary, or to cancel classes.

Complete the entire registration form. Payment must accompany this form. Fax, phone and on-line registration by VISA or MasterCard only.

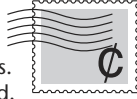
Retain this brochure for your course description, refund policy, class schedule, calendar and maps. Unless notified otherwise, you can safely assume your registration is confirmed.

Make your check or money order (no cash please) payable to: Western Suffolk BOCES.

Choose one of these 6 easy ways to register!

Mail-in registration:

Through March 1, or one week before your class begins. Check, money order or credit card. Mail to: Adult Education, Wilson Tech, 17 Westminster Ave., Dix Hills, NY 11746



In-person registration

At Dix Hills Campus only
Through March 3
M-Th, 8:30 AM-7:30 PM
Fridays, 8:30 AM-3 PM
Saturdays, 8:30 AM-12 NOON



By phone:

With VISA or MasterCard. Please have all the information requested on the registration form before calling 631/667-6000 ext. 320; 9 AM-4:30 PM, Mon.-Fri.



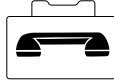
By Purchase Order

Organizations enrolling staff for training can be invoiced if a purchase order number is provided.



By FAX:

Fax your completed registration form with your VISA or MasterCard number and expiration date. The line is open 24 hrs./7 days. 631/623-4922.



Internet

Follow the instructions at www.wilsontech.org/express Registration accepted via a secure server.



Spring 2007 Courses at Wilson Tech

Course title	Location	Days	Course #	Tuition
				\$

Course title	Location	Days	Course #	Tuition
				\$

email address _____ Tuition Total \$

Last name _____ First _____ M.I. _____ Social Security # _____

Street address _____ City _____ Zip _____

Phone (home) () _____ Phone (work) () _____ Cell Phone _____

METHOD OF PAYMENT

Full payment must accompany this registration form.

- Check or Money Order
- VISA MasterCard
- Purchase Order

Credit Card # _____

Expiration Date _____

Signature _____

PLEASE COMPLETE

1. Employed Yes No
2. H.S. Graduate Yes No
3. Age Group 18-20 21+ Senior Citizen
4. Reason for taking course:
 - Registered apprentice Change vocation
 - Obtain basic skills Personal Interest
 - Pre-retirement Planning
5. School district _____ Signature _____
6. First course here? Yes No
7. I want to be on Tech's mailing list. Yes No
8. I agree to Tech's refund policy on page 50. Yes No

Privacy Statement: By registering for a course, you will receive a monthly email newsletter that highlights new learning opportunities through our school. You can elect not to receive this or any other communication from us by requesting not to be put on the mailing list when you register or by noting "REMOVE" in the subject line in response to communications from us. This is strictly an opt-in opt-out service to keep you apprised of new avenues for building better job skills at Western Suffolk BOCES. Such information is never sold to any third parties. Full privacy statement at www.wilsontech.org/privacy.