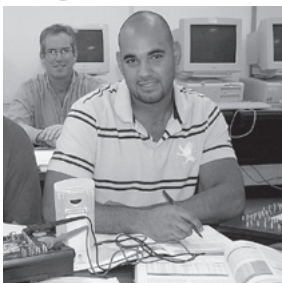


Onsite, Customized Corporate Training



Course
Listings

The TRAINING SOURCE
through Western Suffolk BOCES

631/667-6000, x320
www.wilsontech.org

ATTENTION:

Business & Industry Leaders!

Does your company need...

- skilled managers?
- effective leadership?
- customer-focused service?
- relationship-oriented marketing?
- up-to-date technical skills?
- diversity/sensitivity awareness?
- ESL instruction?

The Training Source at Western Suffolk BOCES offers technical and professional training to help employees develop industry-specific skills at competitive prices. All of our courses are taught by instructors with business and academic backgrounds. They understand the importance of well-trained workers to your bottom line!

This brochure highlights our more popular courses. Our professional staff will work directly with you to design a training program that specifically meets your business needs. Classes are conducted at your site or at BOCES during day or evening hours.

Give us a call at 631/667-6000, x320 to discuss the education and training needs of your employees. Let us start planning a training program customized to your specific business goals, today.

Western Suffolk BOCES Board

Salvatore Marinello, *President*

Peter Wunsch, *V. President*

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Ilene Herz, Esq.

Jeannette Santos

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17 Westminster Ave.

Dix Hills, NY 11746

631/667-6000 x320

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Career & Technical Education

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Wilson Technological Center is the career and technical education program of Western Suffolk BOCES. The Training Source is the corporate training department of Wilson Technological Center and Western Suffolk BOCES.

THE TRAINING SOURCE

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Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

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Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

COMPUTER TRAINING

We offer beginner through advanced computer courses in either half-day or full-day seminars. Schedule classes in our modern classrooms or at your site. Our mobile computer lab is perfect for group instruction (two to a computer) in your facility! Day, afternoon or evening times can be arranged. Group rates available.

To find out more about our training programs or about customizing a training program to meet your business needs, call 631/667-6000, x320.

COMPUTER APPLICATIONS

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

Access–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.

Call to schedule.

Excel–Introduction

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

Call to schedule.

Microsoft Office–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 included.

Call to schedule.

PowerPoint–Introduction

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

Call to schedule.

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

PowerPoint–Intermediate

Improve your PowerPoint techniques: Slide Master, advanced animation and transition effects, importing charts and graphics, and linking from Word and Excel, bitmaps and Word art.

Call to schedule.

Quickbooks-2007

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.

Call to schedule.

Word 2003-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 included.

Call to schedule.

MEDIA & 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.

Call to schedule.

Digital Photography & Photoshop Elements v5.0 – 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 (v5.0) 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

Most classes can be conducted at your location.

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Discount rates for groups.

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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.

Call to schedule.

Digital Photography & Photoshop Elements v5.0–Intermediate

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.

Call to schedule.

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.

Call to schedule.

Illustrator®–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.

Call to schedule.

iPod and iTunes

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.

Call to schedule.

Microsoft® Expression® Web

Build dynamic, interactive web pages with Microsoft's professional web design tool. This new software is a successor to FrontPage. Learn how to build dynamic, interactive pages that harness the power of the web to deliver superior quality. Unleash your creative ideas and bring your web sites to life with sophisticated CSS design features that give you precise control of page layout and formatting. Reduce complexity and ease data integration by using this powerful design

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

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tool. use Microsoft Expression Web to design attractive, CSS-based, scalable web sites. Includes a copy of Peachpit's *Microsoft Expression Web: Visual QuickStart Guide*.

Call to schedule.

Photography-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.

Call to schedule.

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.

Call to schedule.

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

Call to schedule.

Video Nonlinear Editing-Introduction NEW

You've shot the video footage so now come to Tech to explore the creative and technical aspects of digital video editing as you learn the basics for making your own professional looking video! Students will learn the foundations of post production techniques and editing styles on state-of-the-art equipment using Final Cut Pro editing software. Textbook included.

Call to schedule.

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

Most classes can be conducted at your location.

4 **Call, 631/667-6000, x320 to schedule.**

Discount rates for groups.

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and Netscape Browser using the Windows OS. No software to buy. Textbook included. Prerequisite: Competency in Windows, Word or Mac OS.

Call to schedule.

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.

Call to schedule.

BUSINESS IMPROVEMENT

These courses can be tailored to meet your business needs. They are usually offered on-site at your business during the workday. Call 631/667-6000, x320 for details.

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.)

Call to schedule.

Shop Math and Blueprint Reading

Review basic shop math such as fractions, decimals, and basic geometry. Use pre-college level blueprint concepts including basic orthographic projection and view concepts.

Call to schedule.

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

CAREER DEVELOPMENT

Our professional development courses meet at Wilson Tech's Dix Hills Campus, 17 Westminster Avenue. Classes can also be arranged at a convenient time and date at your company with five or more participants. Call 631/667-6000, x320 for more information about on-site training.

Accounting Principles

Learn 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.

Call to schedule.

Advance Your Career with Personal Power

Lead yourself to success. Advance your career! Understand the uses of "Power", personal and position. Learn to promote your own success through the self-enabling four keys.

Call to schedule.

Conducting Effective Meetings

Learn the skills to facilitate an effective meeting from the pre-meeting planning stage to keeping the meeting discussion on target. Highlights: facilitation skills for focusing discussion, techniques for handling questions, interruptions, tangents, summations during the meeting, and follow-up techniques on action items.

Call to schedule.

Customer Relationship Management (CRM)

From the customer to the marketplace this course will focus on how to develop relationships that will increase your bottom line. Highlights: The fundamentals of building customer loyalty, focused listening and communication skills, effective questioning techniques, setting up a data gathering structure, and relationship centered marketing.

Call to schedule.

Customer Service/Telephone Skills

Learn to understand your customer's needs, handle problems and complaints, effective defusing techniques to calm difficult customers, and telephone relationship building skills.

Call to schedule.

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

Sales & Marketing Skills—Monopolizing your Marketplace

Learn the basic techniques of effective marketing and selling. This course will help you to understand the customer's needs, develop marketing ads that sell, effectively promote your products, present yourself professionally, "close" the sale, and self-evaluate your selling success. Students will prepare marketing ads and sales presentations.

Call to schedule.

Workplace Communication

This refresher course is for anyone who writes letters, memos, reports, proposals, or articles. As hard as we try, the English language offers many challenges. This workshop will help you to remember the eight parts of speech, grammar and usage, informal vs. formal English language, consistency in written form, proper verb tenses, sentence structure, and much more.

Call to schedule.

MANAGEMENT SKILLS DEVELOPMENT

These classes meet at Wilson Tech's Dix Hills Campus, 17 Westminster Avenue. Classes can also be arranged at a convenient time and date at your company. Call 631/667-6000, x320 or 361 for more information about on-site training.

Coaching Skills for Management

Learn how to overcome behavior and performance barriers and implement goal-oriented improvement plans. Supervisors will study a coaching process and learn communication skills that will motivate employees to achieve high levels of performance.

Call to schedule.

Conflict Resolution Management

Almost every working relationship will produce some degree of conflict over time. Learn the skills to change these conflicts from destructive to constructive. This workshop covers the nature of conflict, causes, alternative approaches, and possible outcomes. Participants will develop their conflict resolution skills using a five step process for successful conflict management.

Call to schedule.

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

Effective Communication Skills: The Art, Science, and Practice

Communicating effectively is an art. Understanding the science and practicing the art will pave the way for making connections with others and building long-lasting relationships in the business community and in life. Develop the skills to make that connection by strengthening your ability to communicate more effectively.

Call to schedule.

Leadership and Performance

Learn the skills and leadership strategies that motivate and enable employees to reach their fullest potential. Learn to manage change and to moderate and adapt behavior to facilitate productivity. Increase the performance of your employees.

Call to schedule.

Leadership Skills for Team Building

Learn techniques to lead your team to success. Participants will learn methods for improving working relationships among team members and develop communication and problem solving skills that will boost team productivity.

Call to schedule.

Presentation Skills

Overwhelmed with anxiety when facing an audience? Do you know how to create an attention getting presentation? Overcome the fear of public speaking and create and deliver a presentation that fits you and will “WOW” your audience. Each participant is required to prepare and deliver a presentation.

Call to schedule.

Supervisory Skills

Develop the skills of your staff to maximize their full potential. This course will cover aspects of planning, problem solving, decision making, communication/ listening skills, coaching, and motivation. Evaluating performance, and hiring and terminating employees are pertinent topics included in seminar.

Call to schedule.

Team Building

Successful organizations are characterized by effective teamwork and leadership, rather than management. This course is specifically tailored to focus on the core competencies of your organization and develop team skills that will achieve goals.

Call to schedule.

Most classes can be conducted at your location.

8 Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

Writing Skills for Business

Write effective letters, memos, reports and proposals. Learn how to organize your thoughts to improve your correspondence and business interactions. Learn to write with clarity and to use appropriate business language that communicates your message. Review standard grammar, verb tense, and punctuation.

Call to schedule.

HUMAN RESOURCE DEVELOPMENT

These classes meet at Wilson Tech's Dix Hills Campus, 17 Westminister Avenue. Classes can also be arranged at a convenient time and date at your company with five or more participants. Call 631/667-6000, x320 for more information about on-site training.

Cultural Sensitivity in the Workplace

Do your employees understand the value of diversity? Do they appreciate difference and how these differences can make a positive contribution to the success of your company? This interactive seminar will focus on the positive influence of a diverse workforce. Participants will learn specific communication skills to address performance problems and build effective interpersonal skills.

Call to schedule.

Train the Trainer (15 hrs.)

Trainers—learn how to develop training curriculum focused on the adult learner. Gain practical knowledge and skills to improve your training effectiveness. Highlights: Practical hands-on training in the preparation of program design, curriculum development, domains of learning, creating lessons plans, presentation skills, eight principles of adult learning, ten conditions that facilitate learning, characteristics of the adult learner, types of learning, perceptual learning styles, and learning aids will be covered. Course can be taught at your site with five or more participants.

Call to schedule.

Interviewing Skills for the H.R. Professional

Learn to analyze job specifications before the interview, plan the interview, and manage the face-to-face interview and selection process.

Call to schedule.

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

Sexual Harassment Awareness

An interactive seminar utilizing video, lecture and discussion to examine the issues of sexual harassment in the workplace and management's responsibilities. Participants will learn the laws according to Title VII of the 1964 Civil Rights Act, and the EEOC. Participants will be made aware of the two main kinds of sexual harassment—quid pro quo and hostile environment and what constitutes sexual harassment. We will also review guidelines and procedures for reporting harassment incidents.

Call to schedule.

Stress Management

In this workshop, participants will learn the definition of stress, common misconceptions about stress and ways to reduce and overcome job stress. A stress test and a life events questionnaire will be given.

Call to schedule.

Violence in the Workplace Prevention

The cost of workplace violence is enormous in terms of financial impact and shattered careers. Managers need the skills and information to recognize potential violence and help prevent it before it occurs.

Call to schedule.

WORKPLACE LITERACY & ENGLISH INSTRUCTION

Advanced ESL (reading, writing, and ESL)

Enhanced language skills enable your workers to have more job flexibility and greater mobility within the work force. Subject matter in these classes is related to the workplace in order to increase worker's competency levels and to improve workplace communications.

Call to schedule.

English as a Second Language (ESL) for the Workplace

Enable your non-English speaking employees to become more productive in the workplace. Strong language skills will improve communication and job flexibility. Increase your workers' ability to read, write and speak English. Subject matter will be related to the workplace.

Call to schedule.

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

SPANISH

Spanish for Managers

Habla español? If you don't, then this beginners course will help you communicate in Spanish. Learn to communicate better with your employees. Learn pronunciation, vocabulary and idiomatic expressions.

Call to schedule.

ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY EDUCATION

Health and safety education courses meet the training requirements of various federal and state regulations related to health and safety in the workplace. Businesses can send one employee or a group of employees; group rates are available. Call 631/667-6000, x320 for a free consultation or to schedule a course.

Basic Forklift Operator Training

This course covers the basics of lift truck safety which will train participants in the safe use and operation of gas, LP gas, diesel trucks, electric sit-down rider, electric stand-up rider, narrow aisle reach truck, narrow aisle straddle truck, order selector, low lift motorized hand truck, high lift motorized hand truck, and tow tractor. This class must be held at your location.

Call to schedule.

Hazardous Materials Transportation

This intensive one-day course complies with the training requirements found in the DOT 49CFR172.700-172.704 regulations. It will prepare students for the Hazardous Materials Endorsement to the Commercial Driver License (CDL). Designed for people who handle, load, unload or transport hazardous materials. Topics include: regulatory overview, training requirements, hazard classification, labeling/placarding requirements, shipping papers, spills and hands-on exercises using HazMat tables.

Call to schedule.

Safety Hazards Around You

This four-hour program will help make the participant more aware of the hazards around us in daily life and help one to make more informed decisions about the handling and use of chemical materials. Environmental issues such

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

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as air quality, pesticide use, lead and asbestos, EMF's and groundwater are covered. Prevention and protection strategies will be discussed.

Call to schedule.

24 Hour HAZWOPER Technician Level

This course follows the requirements from 29CFR1910.120 Paragraph Q (Emergency Response). Students learn how to respond to a release of hazardous materials at their facility while controlling, containing and mitigating the environmental damage of the spill.

Call to schedule.

Lockout/Tagout

Learn OSHA lockout/tagout requirements and procedures plus recommended record keeping.

Call to schedule.

Pollution Prevention

Learn how to identify activities, products and services and their associated environmental aspects and impacts. Develop strategies to evaluate these aspects and impacts using significance criterion.

Call to schedule.

Right-to-Know/Hazard Communication:

This program helps employers meet the NYS Department of Labor (12NYCRR Part 820) Right-to-Know Law and the OSHA Hazard Communication Standard (29CFR1910.1200). For companies needing assistance in developing a written Hazard Communication Plan, call 631-667-6000 ext 320.

Call to schedule.

Training the Trainer NYS DEC (12 hrs certification course)

This course will prepare you to develop training curriculum focused on the adult learner. Gain practical knowledge to improve your training effectiveness. Highlights: phases of curriculum design/development, creating lesson plans, eight principles of adult learning, ten conditions that facilitate learning, characteristics of the adult learner, perceptual learning styles, and learning aids. This course has been approved by the NYSDEC and fulfills the requirement for

**Most classes can be conducted at your location.
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Discount rates for groups.**

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WWTP personnel planning to offer in-house renewal training and is also approved for operator renewal credit.

Call to schedule.

Workplace Ergonomics

Topics under discussion: the importance of ergonomics and ways to minimize the strain employees place on their bodies. Ergonomic problems caused by movements, parts of the body most often affected and practical solutions such as sitting, standing and lifting positions are reviewed.

Call to schedule.

SECURITY GUARD TRAINING

Security guard training through BOCES is approved by the Division of Criminal Justice Services Bureau. Classes can be arranged at a convenient date and time at your company.

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.

Call to schedule.

Security Guard: 8-hour In-service

Every year, all certified security guards must take an eight hour in-service training class covering mandated topics.

Call to schedule.

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

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

Call to schedule.

Most classes can be conducted at your location.

Call, 631/667-6000, x320 to schedule.

Discount rates for groups.

PRIVATE INVESTIGATOR

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 involving 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

Call to schedule.

CARDIO PULMONARY RESUSCITATION (CPR)

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

American Safety and Health Institute-First Aid

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.

Call to schedule.

**Most classes can be conducted at your location.
Call, 631/667-6000, x320 to schedule.
Discount rates for groups.**

Basic Life Support (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.

Call to schedule.

Heartsaver AED

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.**

Call to schedule.

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.

Call to schedule.

INFECTION CONTROL FOR NURSES

Exposure to Bloodborne Pathogens

Training for school district personnel, healthcare providers (medical and dental offices), linen services, funeral home directors, medical waste haulers, and law enforcement. Review regulations for employers and employees for occupational exposure to bloodborne pathogens: 29 CFR part 1910.1030,

Most classes can be conducted at your location.

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Discount rates for groups.

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OSHA standard. Understand the need for a written exposure control plan, Hepatitis B vaccination, post-exposure evaluation and follow-up, hazard communication, information and training requirements, and record keeping. Prepare for compliance with OSHA mandates and learn how to train employees for safe work practices.

Call to schedule.

Emergency Decon for the ER

This class helps employees in the ER understand how to reduce or eliminate potential exposure to hazardous conditions. Topics covered include: work practices, handling of materials and waste, the proper method of labeling and disposing, and an emergency response plan.

Call to schedule.

Infection Control

This course will satisfy the requirements necessary for re-licensure for registered nurses and licensed practical nurses.

Call to schedule.

Peripheral IV Certification

Designed for RNs and LPNs and nursing students to develop and learn techniques and skills necessary to insert and maintain peripheral IV catheters and provide safe, competent infusion nursing care. This 8-hour workshop will provide a hands-on approach with simulated models used for practicum.

Call to schedule.

Train the Trainer–NYSDOH

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