



CV-TEC

CV-TEC for 21st Century Skills!

www.cves.org (518) 536-7344

Adult & Continuing Education Spring 2012 Catalogue



Exciting New Evening Classes!

Four Campus Locations to Serve You!

Plattsburgh (Main Campus)
Mineville Campus

Plattsburgh (Satellite Campus)
OneWorkSource Campus

CVES Mission Statement

CVES, in partnership with local school districts and their communities, the Board of Regents and the Commissioner of Education, will be a leader in providing quality, cost-effective programs and services that support school districts and their communities to achieve higher standards through enhanced educational opportunities.

Champlain Valley Educational Services

Board of Education

Larry Barcomb	Christopher Belair	Leisa Boise
Tonia Finnegan	Bryan Garvey	Evan Glading
Linda Gonyo-Horne	William Haseltine	Richard LaVigne
Richard Malaney	Thomas McCabe	Bruce Murdock
Sue Reaser	Lori Saunders	Michael St. Pierre

Administration

Craig L. King, District Superintendent
Dr. Barry Mack, Director of CV-TEC
Thomas Ryan, Plattsburgh Principal
Dr. Grace Stay, Mineville Principal
James McCartney, CVES Satellite Campus Principal
Cathy Snow, OWS Campus Supervisor

CV-TEC Guidance

Lucy Limberis	Diane Rolfs	Melody St. Clair
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CV-TEC Coordinators

Sue Baker	Colleen LaFountain	Polly Tavernia
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CV-TEC Mission Statement

“To prepare students for success in careers and life-long learning including post-secondary education”

4 Campus Locations Serving You!

Plattsburgh Campus (Main) 1585 Military Turnpike, Plattsburgh, NY 12901
Satellite Campus 518 Rugar Street, Plattsburgh, NY 12901
Mineville Campus Plank Road, Mineville, NY 12956
OWS Campus US Avenue, Plattsburgh, NY 12903

CV-TEC Spring 2012 Program Guide & Course Catalog

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REVISED

Adopted by CVES Board on May 11, 2011

SCHOOL CALENDAR 2011-2012

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TOTAL DAYS IN SESSION - 186

Schools May Not Be In Session

Labor Day - September 5
 Columbus Day - October 10
 Veterans Day - November 11
 Thanksgiving Day - November 24
 Christmas Day - December 25
 New Year's Day - January 1
 Rev. M. L. King, Jr. Day - January 16
 Memorial Day - May 28

Schools May Elect To Be In Session

Election Day - November 8
 Lincoln's Birthday - February 12
 Washington's Birthday - February 22
 President's Day - February 20

Revisions to this calendar will be made if SED extends the required number of days in session for the month of June due to Regents exam schedules

If additional days are added in June, CVES will not be in session as follows:

- April 6 if required to be in session on June 25th
- April 5th if required to be in session on June 26th
- December 22nd if required to be in session on June 27th

The Calendar Committee recommends to each district that if extra calendar days (vacation days) are to be taken around the Memorial Day vacation, that their first choice be Friday and second choice be Tuesday

CV-TEC Directions: 4 Campus Locations to Serve You!



We're Easy To Find...

Main Campus (From I-87)

1. From I-87 Exit, take Route 3 West toward Morrisonville, New York;
2. At Route 3-Military Turnpike Intersection, take Left onto Military Turnpike (Kinney Drugs will be intersection landmark);
3. Take immediate Right into CV-TEC's Main Campus parking lot;
4. Bear Left into Visitor Parking Lot.
5. Destination Address: 1585 Military Turnpike, Plattsburgh, NY.

Satellite Campus (From I-87)

1. From I-87 Exit, take Route 3 West toward Morrisonville, New York;
2. At Route 3-Military Turnpike Intersection, take Left onto Military Turnpike (Kinney Drugs and CVES Main Campus will be intersection landmarks);
3. Proceed .75 miles to traffic light (Intersection of Military Turnpike and Rugar Street) (Nadim's Mobil Station will be an intersection landmark);
4. At light, take Right onto Rugar Street Extension;
5. Proceed 50 yards through main gate to Satellite Campus. Bear right around South Hangar to Visitor Parking Lot.
6. Destination Address: 518 Rugar Street, Plattsburgh, NY.

OneWorkSource Campus (From Downtown - Margaret Street - Plattsburgh)

1. From Margaret Street, proceed to intersection of Margaret and Broad;
2. Take Left onto Broad Street, proceed 0.2 miles to intersection of Broad and Peru Street;
3. Take Right at light onto US 9 South;
4. Proceed .07 miles, bearing left through intersection at US 9 South and Elizabeth St;
5. Proceed .04 miles to roundabout;
6. Take third Right hand turn onto Vermont Street;
7. Proceed 100 yards and take a Left turn onto Ohio Avenue;
8. At intersection of Ohio and US Oval, take slight Left. OneWorkSource/CV-TEC will be on left.
9. Destination Address: 194 US Oval, Plattsburgh, NY.

Yandon Dillon Educational Center (From I-87)

1. Take I-87 to Elizabethtown/Westport Exit 32 (US 9 South);
2. Take ramp to NY 9N South. Take Left at end of ramp;
3. Proceed 11.5 miles on 9N South through Westport to Pelfershire Road;
4. Take Right onto Pelfershire Road;
5. Proceed 2.9 miles to intersection of Main Street/Plank Road;
6. Take Right onto Plank Road and proceed 0.3 miles to Yandon Dillon entrance, on Right
7. Destination Address: 3092 Plank Road, Mineville, NY.

CV-TEC Policies and Procedures

Admissions

Adults interested in enrolling in a CV-TEC CTE, GED, HCE, and/or WAE program must adhere to the following admissions criteria:

1. Adult students seeking enrollment in a CV-TEC's program through agency sponsorship (e.g., ACCES-VR, OneWorkSource, JCEO) must receive documented agency approval prior to the CV-TEC application/ registration process;
2. Procedures for *Agency-Sponsored, Adult Students* (e.g., ACCES-VR, OWS, JCEO):
 - a. Adult students must initiate contact with, and secure endorsement from, sponsoring agency;
 - b. Agencies sponsoring adult students must complete all written inter-agency sponsorship forms and confirm sponsorship with CV-TEC;
 - c. Adult students must complete all applicable application and registration forms for the desired program;
 - d. Adult students must sign an "Adult Student Registration" form at the time of program registration.
3. Procedures for *Self-Sponsored, Adult Students*:
 - a. Adult students must contact CV-TEC to receive and to complete all applicable application and/or registration forms for the desired program. Application/registration materials can be obtained from the CV-TEC student services office;
 - b. Adult students seeking to pay for their programs through the Sallie Mae loan process, must obtain written loan confirmation from the CV-TEC Financial Aid Office prior to final enrollment;
4. Prospective adult students must submit application/registration materials prior to any applicable program deadlines;
5. Adults who have been convicted of a violent crime, who have a history of criminal convictions, who pose an unreasonable risk to property or to the safety or welfare of CV-TEC faculty/students or the general public, will be precluded from participating in CV-TEC's adult education programs and should not apply. Neither will CV-TEC admit any agency-sponsored adults who have committed such crime(s) or who may have a criminal history conviction record similar to that cited above;
6. Any adult who knowingly provides false or misleading information on any of CV-TEC's applications or registration forms-- or who omits information that might preclude him or her from participation in any of CV-TEC's programs--loses eligibility to participate in said programs;
7. Adults who are accepted for admission to a CV-TEC program must comply with agreed upon payment schedules in force at the time of admission. Programs requiring full-payment at the time of application/ registration, require that students make full payment prior to attending the first class session;
8. Adults who have been admitted and who choose to select to disclose a disability may do so through a sponsoring agency such as ACCES or directly (by attaching a separate description of the disability to the program application/registration form). In accordance with CFR 504 and ADA Title II and Title III CV-TEC will make reasonable efforts to accommodate the adult student's disability.
9. To protect the health, safety and welfare of all students, staff and property, CV-TEC reserves the right to deny or restrict admission to any adult applicant.
10. Certain CV-TEC programs require applicants to take the "Test of Adult Basic Education" (TABE) assessment. Final admission into these programs will require a grade equivalent score of 10th grade in Reading and in Mathematics. Please refer to the course description for those programs or courses that require TABE scores as a prerequisite to admission.

Expenses & Financial Aid

Adult students who are seeking enrollment or who are currently enrolled in CV-TEC have a variety of financial aid opportunities. Depending upon eligibility, students may qualify for one or more of the following financial aid options:

Financial Aid	Source
● PELL/NDSL	Federal (LPN Only)
● Training Grants	OneWorkSource/DOL
● Vocational Rehabilitation	ACCES-VR
● Training Grants/EPE/TANF	CV-TEC, GED Program
● Training Grants	JCEO
● Training Grants	Veteran's Administration
● George Stevens Scholarship	Memorial Fund- PAI
● Fujitsu Scholarship	Fujitsu, Inc.

CV-TEC Policies and Procedures

Student Loans:

Financial Aid	Source
• Guaranteed Student Loans	Federal (LPN Only)
• Sallie Mae Loan	Sallie Mae/CV-TEC

Academic Policies, Standards and Information

All Adult students will be required to abide by CV-TEC's **Acceptable Use Policy (AUP)** and student **Code of Conduct**, including its dress code. Adult students will be required to read and to sign a copy of the **Adult Student Handbook**, and a copy of CV-TEC's **Adult Student Tuition and Fees Payment Agreement**. Copies of the **Acceptable Use Policy (AUP)**, **Code of Conduct**, **Adult Student Participation Agreement**, and **Adult Student Handbook** can be obtained through CV-TEC's Main, Satellite, or Mineville campuses.

These documents must be read and executed prior to participation in the Adult Orientation process that occurs in August prior to the first year of enrollment.

CTE Course Costs

Adult Tuition, 1/2 Day:	\$4,979
Adult Tuition, Full Day:	\$9,958

* Other program-related costs such as fees, supply lists, textbooks, uniforms, and certification examinations vary by program. Please call CV-TEC's Guidance Office at 561-0100 x240 for more details.

Adult Education Course Costs

Continuing Education course costs are based on course length. Additional fees may apply based on applicable fees, supply lists, textbooks, uniforms, and certification examinations. Please refer to individual course descriptions for more information. Questions pertaining to course costs can be addressed to the CV-TEC Guidance Office at 561-0100 x240 or by calling the CV-TEC Satellite Campus at 536-7343.

Awarded Upon Program Completion

Upon successful completion of all program requirements (including attendance, academics, a portfolio, job targets, 21st century skills), CV-TEC will award graduates with a **Certificate of Completion** at one of three levels: Exemplary; Proficient; Novice. Certificates are awarded during a graduation ceremony held each June.

Student Evaluation and Transcripts

All CV-TEC students are evaluated on a quarterly basis. Evaluation criteria are based on participation, academics, completion of a technical portfolio, completion of technical job targets, and 21st century skills.

Individuals seeking a copy of their transcripts are asked to contact CV-TEC's Guidance Office at 561-0100 x240 for details.

CV-TEC Policies and Procedures

Refund Policy

All adult CV-TEC students must complete the "Adult Acceptance Form" prior to admission and complete the "Adult Student Tuition and Fees Payment Agreement" indicating how their education will be funded. Tuition for long term programs should be paid in advance to cover the entire instructional program. Two payments may be made with advance permission with 50% due before the 1st day of classes and the remaining 50% due at the mid-point of instruction. Full payment for short term adult and community education programs must be paid at the time of registration. Adult students who are enrolled in a CV-TEC Adult Education program are entitled to a refund of tuition according to the following schedules when a request to withdraw is made in writing. **Refunds are calculated based upon date of receipt of written withdrawal request.**

A withdrawal form may be obtained in the Student Services Office.

Adults in CV-TEC Daytime Programs:

Students are responsible for all payments based on the "Adult Student Tuition and Fees Payment Agreement".

Acceptance into some programs may incur a non-refundable deposit. This deposit is credited against the outstanding balance if a student enrolls.

Refund Policy:

- Refunds are based upon yearly tuition regardless of chosen payment plan.
- Refunds will not be made for any fees other than tuition.
- Discontinuation by a funding agency must be in writing.
- Refunds will be issued within 60 days of written notification.

CV-TEC Refunds will be calculated based on the following schedule:

	<u>Refund Percentage</u>
Withdrawal prior to or on the first day of class:	100%
Withdrawal through the first 10% of instructional days	90%
Withdrawal between 10% - 25% of instructional days	50%
Withdrawal between 25% - 50% of instructional days	25%
Withdrawal after 50% of instructional days	0%

***NOTE: For students entering a program part way through the school year, the refund is based upon the percentage of instructional days from the date of entry until the withdrawal date against the number of school days from the date of entry through the end of the school year.**

Adult Students Receiving Title IV Funding:

Adult students receiving Title IV Federal Funding will be obligated to comply with all applicable federal policies.

Short Term Adult and Community Education Programs

Full tuition is payable at the time of registration. A full refund will be made if classes are cancelled or closed out. No refund will be made after the first class. Refunds will be issued within 60 days of notification.

Business and Industry Training Programs

After a Business and Industry Training contract is signed the following policies will apply:

Cancellation by the business partner before the program actually begins will incur a 10% administrative charge for set up and curriculum development. After the program begins all contractual charges must be paid in full regardless of student attendance.

CV-TEC Policies and Procedures

Adult Student Orientation

CV-TEC sends all incoming students a letter containing information pertaining to their New Student orientation. Typically this occurs in August each year. At that time, CV-TEC Guidance Counselors will provide new students with information pertaining to adult placement in a high school setting, expectations and procedures such as parking and lunches.

Advisement

All adult students are eligible to receive the services provided by CV-TEC's Guidance and Financial Aid Departments. Services include:

- Career Advisement
- Counseling
- Financial Aid Advisement

For more information call: (518) 561-0100 (x 240, Guidance) or (518) 561-0100 (x 245 Financial Aid).

Public Non-Discrimination Notice

Clinton-Essex-Warren-Washington BOCES a/k/a/ Champlain Valley Educational Services (CVES) hereby advises students, parents, employees and the general public that it offers educational and employment opportunities without regard to sex, race, color, national origin, creed or religion, marital status, age, gender preference or disability. Students shall not be excluded from participation in, be denied the benefits of, or otherwise be subject to unlawful discrimination under any program or activity. Inquiries regarding this nondiscrimination policy may be directed to:

James McCartney – Title IX Compliance Officer
Roxanne Pombrio – Section 504 Compliance Officer
Cathy Snow – Title IX Compliance Officer

1585 Military Turnpike

P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-561-0100 Ext. 236



Many Programs to Serve You!

Full Time , September-June Programs For Adults

Part I: CV-TEC's CTE Programs (September - June, Full Day or 1/2 Day)

Select from dozens of year-long morning or afternoon technical career paths. Adult participants apply and are admitted to specific programs at one of two campuses. Enrollment is ongoing, September through June. Programs include:

- CV-TEC's full time Career & Technical Education (CTE),
 - General Educational Development (GED),
 - Health Career Education (HCE), and
 - Adult Education Programs (e.g., CDL).
-

Mechanical Tech

AUTO COLLISION REPAIR

A career that is part craftsmanship and part artistry, that involves extensive practice and acquired skill. Students will learn how to restore vehicles using the latest equipment and technology. As a member of a team, students learn how to repair late model vehicles from start to finish, remove and install glass, repair frames, work with auto plastics and fiberglass, estimate costs of repairs and write work orders. Graduates will be prepared for a growing job market in the collision repair field. (Plattsburgh Campus)

AUTOMOTIVE TECH

Computers have revolutionized the automotive industry. Experience the latest technology in a hands-on electronics-based curriculum. Learn to diagnose and service automotive electrical systems, drivelines, brakes, fuel injection systems, emissions systems, steering, suspension, engines, and transmissions. Receive a world-class education in automotive mechanical, technical and service areas. (Plattsburgh & Mineville Campuses)

AVIATION TECH (PLATTSBURGH AERONAUTICAL INSTITUTE– PAI)

PAI offers "Technician Candidates" three program options: General/Airframe/Powerplant; General/Airframe; and, General/Powerplant. As the industry standard requires aviation technicians to be certified Airframe and Powerplant technicians, CV-TEC provides a full, 2,200 hour program as its baseline offering. Upon completion of the program, Candidates are entitled to apply to the Federal Aviation Administration (FAA) for final testing and certification as "A & P" Technicians.

Full Time , September-June Programs For Adults

During their period of enrollment in the “A & P” program, high school juniors and seniors will receive integrated academic instruction and learn principles of “General” aviation and a significant portion of the “Airframe” curriculum as mandated by the FAA. Upon completion of the full three year program and subsequent FAA certification, Candidates will receive up to 42 articulated college credits for their work.

All candidates will receive extensive hands-on, aviation learning opportunities throughout the duration of their study. PAI training results in a Graduation Certificate from CV-TEC and referral to the FAA for final oral, written, and practical examination. CV-TEC graduates may enroll at Clinton Community College and receive 36 credits or Mohawk Valley Community College, receive 42 credits for their work at CV-TEC towards an Associates Degree or Receive 30 credits toward one of two Baccalaureate Degrees at Embry Riddle University.

General/Airframe Option: Candidates complete 460 hrs. of “General” instruction and an additional 950 hrs. of Airframe instruction (total: 1,410 hrs.). Subsequent to CV-TEC graduation, Candidates are required to complete approximately 500 hours of post-graduate coursework in Airframe technology.

General/Powerplant Option (Adults Only): Candidates complete 460 hrs. of “General” instruction (3 hrs./day) and an additional 791 hrs. of post-graduate Powerplant instruction (6 hrs./day) (total: 1,251 hrs.). Candidates complete their General training in June and enroll in Powerplant training in November. Powerplant Candidates will complete their training by the following June. (Satellite Campus)

SMALL ENGINES & MARINE TECH

A hands-on approach to a marketable trade in the world of recreational vehicles. Obtain the knowledge needed to maintain and repair a variety of small engines used on portable power equipment. Learn the principles of internal combustion engine operation, read technical manuals and develop customer relations. Work on snowmobiles, motorcycles, and personal watercraft, lawn, garden and golf course maintenance equipment. Students will acquire all the skills needed from basic tune-ups to rebuilding engines. (Satellite Campus)

HEAVY EQUIPMENT / DIESEL MECHANICS

Learn the modern technology for repair and maintenance of heavy trucks, construction equipment, and farm and wood lot tractors. Obtain the skills needed for diesel maintenance and repair of systems such as lubrication, cooling, fuel and electrical, engine rebuilding, and tire and brake work. Learn how to cut steel with oxyacetylene and perform welding needed for heavy equipment repairs. Students will also learn painting and restoration of useable older equipment. (Plattsburgh Campus)

Full Time , September - June Programs For Adults

Engineering Technologies

DIGITAL ART & DESIGN

The Digital Arts and Design curriculum is designed to give students the opportunity to learn and practice skills on software (Adobe Photoshop, Fireworks, Flash, Dreamworks, Autodesk AutoCAD, Maya, 3ds Max, Mudbox, and more) that was used to create films by studios such as Pixar (Toy Story) and Dreamworks (Shrek) and video games by companies such as EA (Mass Effect, Dragon Age, The Sims) and Ubisoft (Assassin's Creed, Splinter Cell, Raving Rabbids). During the student's two years, he or she will be able to choose his or her own path of study to reach that individual student's own goals. The course focuses on three categories: digital image creation and manipulation (including drafting and pre-engineering), animation and Web design/development.

BUILDING TRADES

In the first year of the program students will explore the three areas of the Cluster: Carpentry, Electrical, and Masonry.

A hands-on building project will give students the opportunity to participate in the building of a complete home from start to finish. In the second year of the program students will specialize in one of the three cluster areas to become a competent member of the construction industry. (Plattsburgh & Mineville Campuses)

CARPENTRY

A hands-on approach to gaining a marketable skill towards employment in the general industry of construction. This technical training program will utilize tools and materials found in the trade. Emphasis is on framing of a house to include floor, wall, ceiling and roof framing. Knowledge and skills learned will enable the student to gain employment and advance quickly within the construction industry. (Plattsburgh & Mineville Campuses)

ELECTRICAL DESIGN AND INSTALLATION

An upgraded curriculum offers students the most current trade methods and technology. Electrical construction training is based on compliance with the National Electric Code and emphasizes the electrical design, installation and maintenance of residential and commercial construction. Students will acquire the capability to meet the demands of a diverse trade using current trade methods, new digital testing equipment and manual experience. Curriculum components include a focus on alternative sources including solar and wind energy. (Plattsburgh Campus)

Full Time , September - June Programs For Adults

WELDING

Students performing extensive hands-on work will learn welding techniques in MIG, TIG, shielded metal arc welding, plasma arc cutting, and oxyacetylene brazing and cutting. These processes will be learned on steel, stainless steel, aluminum and cast iron. Students learn to process work orders, identify the correct repair procedure, and perform new material layout and fabrication from a blueprint. Upon completion of this course, the student will be prepared to take a variety of welding certification tests. (Satellite & Mineville Campuses)

Human & Hospitality Services

EARLY CHILDHOOD EDUCATION

Instruction will be provided in all areas of child development. Students will learn how a child develops physically, socially, intellectually and emotionally. Curriculum will include preparation of lesson plans that will be used in the onsite day care classes. These as well as other “hands-on” experiences and training will expose students to real life situations and prepare them to obtain jobs working with children. (Plattsburgh Campus)

COSMETOLOGY

Students participate in the operation of a Cosmetology Clinic that offers them actual salon experience working with clients and retail sales as well as learning essential people skills. First-year students master basic Cosmetology competencies, while those in the second year advance to more refined skills including exposure to the dynamics of cosmetology through local and international style shows. State licensure requires the student to pass both a written and practical exam. This program provides the instruction to meet these requirements. (Plattsburgh & Mineville Campuses)

HOSPITALITY AND RESORT SERVICES

This program cluster has curriculum designed to meet the needs of the hotel-restaurant industry including: front desk, maintenance, accounting, management, food and beverage operations. The food and beverage section offers instruction in purchasing, controls, service, sanitation, and food preparation. The on-site CV-TEC café allows students to practice these acquired skills. (Plattsburgh Campus)



Full Time , September—June Programs For Adults

CULINARY ARTS

Emphasis is on practical “hands-on” experience in food selection and preparation, menu planning, food storage, sanitation and safety guidelines, inventory control and management skills. Through actual work experience in our student run dining room they will learn the many facets of meal preparation, baking and table service. Students will be prepared for positions in all areas of quantity foods: preparation, receiving, operations, purchasing and service. (Plattsburgh Campus)

MARKETING & RETAIL SERVICES

A hands-on approach to gaining skills towards employment in the Retail/Marketing Industry. Students will learn cash register operations, shipping/receiving, stocking, inventory control, record keeping, accounting, payroll, sales, management, merchandising and marketing through the operation of the CV-TEC Café/Gift Shop. A work experience in the community will further enhance these skills. (Plattsburgh Campus)

Business Information Systems

MEDICAL OFFICE ASSISTING

In this one-year program, students will learn extensive medical office procedures, medical terminology, ten-key calculating, Microsoft Office Suite, “hands-on” switchboard training, and much more. Students also participate in off-site internships that will prepare them for a wide variety of jobs in the medical field. Former students are now working in hospitals, doctor’s offices, and general office settings. (Plattsburgh Campus)

LEGAL OFFICE ASSISTING

This one-year program offers extensive training in legal office procedures, legal terminology, Microsoft Office Suite, switchboard training, office machines, internet research and much more. Students will be qualified for a wide range of career opportunities in the legal field. They will be able to find jobs with police departments, attorneys, banks and investment firms. (Plattsburgh Campus)



Full Time , September—June Programs For Adults

Natural & Agricultural Sciences

ENVIRONMENTAL CONSERVATION / FORESTRY

Learn forest logging and heavy equipment operations in the out-of-doors at our Miner Institute location. Experience the maple season by producing maple syrup or work in the greenhouse where students will seed and grow bedding plant crops. Participate in wildlife management or fruit orchard operation. Students will participate in hands-on experiences in a diversified career field of environmental technologies and construction. (Plattsburgh & Mineville Campuses)



VETERINARY ASSISTANT/ANIMAL SCIENCE

Students will work with a large variety of animals such as dogs, cats, rodents, birds, and reptiles. Students will learn about general care and feeding of various species as well as the tasks that the veterinary assistant performs. Tasks include: animal feeding; basic animal grooming; animal nursing; common office/clinic procedures; surgical and diagnostic lab procedures, and maintenance of animal/medical records on computers. Students may receive certificates in kennel maintenance, shelter operations, and veterinary foundations. Students interested in furthering their education in the veterinary science and veterinary science technology fields should consider this program. (Plattsburgh Campus)

Arts & Humanities

GRAPHIC DESIGN AND COMMUNICATIONS

This program is actually two programs in one. Learn the basics of photography, layout and design, desktop publishing and computer graphics while working as teams on holiday cards, booklets and posters. Students will also become proficient in printing and reproduction through fundamental print operations, sophisticated four-color separations, darkroom procedures and bindery operations. (Plattsburgh Campus)

Full Time , September - June Programs For Adults

Public Services

SECURITY & LAW ENFORCEMENT

The field of Security and Law Enforcement is fast-paced where students learn fingerprinting, handcuffing, investigative methods, crime prevention and detection, laws of arrest and emergency response. An emphasis is placed on teaching sound decision-making skills and good judgment. A New York State Pre-Assignment Security Certification is incorporated in the curriculum (Plattsburgh Campus)

Health Services

ALLIED HEALTH (High School Students Only)

Enter the world of health care with skills used across the industry in a wide variety of health care occupations. A complete Medical Terminology Course is also included. Lab practice, job shadowing and clinical experiences are an integral part of the program. Students have found jobs at CVPH Medical Center, nursing homes, physicians' offices and public health services. Completion of 1st year results in Certified Nursing Assistant (CNA) certification; 2nd year completers earn EKG certification. (Plattsburgh Campus)

NEW VISIONS: MEDICAL CAREERS (High School Seniors Only)

The New Visions: Medical Careers Program is an academically rigorous, one-year exploratory program for selected college-bound seniors planning to major in a field of study such as pre-med, chemistry, biology, or other allied health field. The academic curriculum is combined with practical, applied work experience as students observe the work day of health care professionals as they deliver patient care at one of the area medical facilities. Learn what the health care field is really about by working along side the professionals. Students earn varied CCC college credits. (Plattsburgh Campus: CVPH)

LICENSED PRACTICAL NURSING (Adults Only)

Enter the world of nursing by preparing for licensure and employment in hospitals, clinics, physicians' offices, nursing homes and home care. Students gain the skills and knowledge that will allow them to deliver safe, effective nursing care working in partnership with Registered Nurses and other health care team members. This 1160-hour adults-only program is accredited by the New York State Department of Education. (Plattsburgh Campus)

Spring 2012 Adult Education Courses

CV-TEC

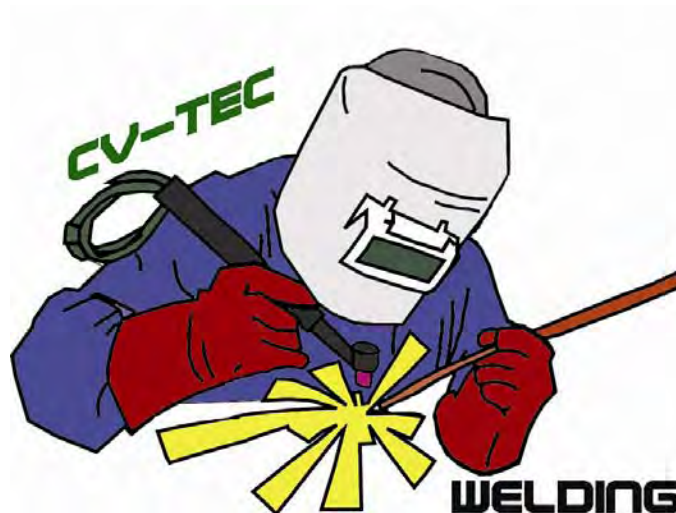
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**Part II: CV-TEC Adult Education
Continuing Education Courses
Evenings & Limited Daytime Programs**

Featuring CV-TEC's short-term, technical courses. Open to all adults. Select from dozens of courses designed to help you acquire technical skills and to save you money.

CV-TEC for 21st Century Skills!

Spring 2012 Adult Education Courses



CV-TEC for 21st Century Skills!

“How To”

Home Repair Course Series

Helpful, Specific, Hands-On, and Cost-Saving Courses for “Do-It-Yourself” Homeowners !

HTDW 101A Basic Home Energy Conservation

Learn ways to conserve energy and to improve the energy efficiency of your home. Topics include, but are not limited to: lighting, insulation, ventilation, water conservation, construction materials and construction techniques. (9 Hours)

Instructor: Staff
Plattsburgh Main Campus

T/Th (5:30-8:30 pm)
2/7/12 - 2/14/12

\$89
Class Size: 8-10 Min.

HTDW 102A How to Repair Wall/Ceiling Sheetrock Damage

Learn how to repair damage to sheetrock in your own home. This specific “How To” course will provide you with all the necessary information and drywall skills to repair damage to your interior walls and ceilings. Instructor will review such topics as job safety, cost estimation, tooling, installation techniques, joint compound application, taping/sanding, priming, and painting. (9 Hours)

Instructor: Staff
Plattsburgh Main Campus

T/Th (5:30-8:30 pm)
2/28/12 - 3/6/12

\$89
Class Size: 8-10 Min.

HTDW 103A How to Install Door/Window/Closet Molding and Trim

Learn how to install standard residential molding and trim in your own home. This specific “How To” course will provide you with all the necessary information and carpentry skills to install or replace wood or composite molding and trim. Instructor will review such topics as job safety, cost estimation, tooling, installation, and basic finishing techniques. (9 Hours)

Instructor: Staff
Plattsburgh Main Campus

T/Th (5:30-8:30 pm)
3/13/12 - 3/20/12

\$89
Class Size: 8-10 Min.

Let Our Experts Show You How!

Let Our Experts Show You How!

Spring 2012 Adult Education Courses

AIME 101A Assembling Industry: Manufacturing & Education (AIME)

Looking to start a new career in manufacturing? Give yourself an edge. AIME participants will engage in a number of academic and hands-on learning activities centered around Manufacturing. CV-TEC will partner with CCC, North Country Chamber of Commerce, and others to present various topics and activities such as:

- √ OSHA 10 Hour for General Industry
- √ Lean 101
- √ Hand and Power Tool Use and Safety
- √ Precision Measurement
- √ Blueprint Reading
- √ Electrical Assembly
- √ National Work Readiness Credential



Participants will tour area manufacturing facilities in the region prior to their first class to learn about available positions in the manufacturing industry.

Instructors: TBA	M-Th (4-7 pm) (Hours May Vary)	\$1,650
Varied Locations	Date: Spring 2012	Class Size: 10 Min



AERO 190A Introduction to Composite Repair

This introductory course provides participants with an overview of how to make minor composite repairs on such vehicles as race cars, boats, snow-mobiles and aircraft. Learn about composite safety, how to care and how to work with fiberglass, principles of vacuum bagging, how to mix resins, and how to design layups. (30 hrs.)

Instructor: Church	T/Th (5:00—8:00 pm)	\$299
Plattsburgh, Satellite Campus	2/7/12 - 3/15/12	Class Size: 8

AUTO 101 A Basic Automotive Maintenance

Introduction to Automotive Maintenance. Course designed for the novice mechanic dealing with the theory and operation of today's automobiles. Hands-on instruction in the art of maintaining and servicing your car. Topics include basic engine maintenance, tire maintenance, maintaining electrical systems, ABS brake systems, with emphasis on practical application of information. Covers the basics every driver should know about their vehicle. (15 hr. course)

Instructor: Bombard	M/W (5:30 -8:30 pm)	\$149
Plattsburgh: Main Campus	2/6/12 - 2/27/12	Class Size: 8 Min.

Spring 2012 Adult Education Courses

NEW

AIRB 101A Airbrushing I

The objective of this course is to learn the art of airbrushing! A unique and comprehensive look at the remarkable range of airbrush art. From the development of the airbrush to the practical use in patterns, shadowing, highlights, and 3D effects. Learn such simple tasks as painting ceramic figures, poster art, or photo retouching. Even with minimal art background, you can tap into your creative potential in this course! Learning to use an airbrush will expand your artistic ability and open up to endless possibilities. (30 hr. course)

Instructor: L. Smart
Plattsburgh, Main/Satellite
Min.

T/Th (5:30-8:30 pm)
2/7/12— 3/15/12

\$299 (Plus \$200, Supplies)
Class Size: 10

BPRR 150A Blueprint Reading

This course is designed to cover the essentials of print-reading for the transportation industry. Topics include: Types of plans, specifications, abbreviations, symbols and drawings used in modern mass transportation. (9 hr. course)

Instructor: M. Bova
Plattsburgh, Satellite Campus

T/Th (5:30-8:30 pm)
2/7/12 - 2/14/12

\$89
Class Size: 8 Min.

COSM 300A NYS Examination Preparation Course

This course will provide participants with the information and techniques necessary to pass the NYS Cosmetology Examination. Review the essential content of the exam by preparing with our seasoned, certified instructor! (12 hr. course)

Instructor: B. Thwaites
Plattsburgh, Cosmetology

M/W (4:00 pm - 7:00 pm)
2/6/12 - 2/15/12

\$120
Class Size: 8 Min.

New This Semester!

Featuring CV-TEC's Culinary Instructor **Chef Jackie Hoff!**

Restaurant Basics For The Home Cook (Part I)
Restaurant Basics For The Home Cook (Part II)

Spring 2012 Adult Education Courses

CDL 200A Commercial Driver's License (CDL)

Tractor Trailer Driver Training Program. 60-hour, experiential course offers instruction on such topics as: Introduction to the Tractor Trailer, Vehicle Control Systems, Inspections, Basic Control, Proficiency Development, Safe Operating Procedures, Advanced Operating Procedures, and Street Driving. Program Completers take CVES-sponsored road test to obtain a Commercial Driver's License. (60 hr. course).

Instructor: R. Napper
Plattsburgh, Satellite Campus

M-Th (Varied Times)
Dates: Ongoing

\$3,900
Class Size: 2 per session

COMP 101A Introduction to Computers , Level I

An introduction to basic computer applications using Microsoft Office 2007. The course will focus on Word & Excel 2007 as well as proper keyboarding skills and their importance with using computer software. Computer/Internet safety will be discussed and guest speakers may be incorporated to present course content. The pace of the course and its content will be based on the interests of the students in the class. (48 hr. course)

Instructor: Staff
Plattsburgh, Main

M/W (4:00 - 7:00 pm)
2/6/12—4/4/12

\$479
Class Size: 8 Min.

NEW

CVRB 101A Restaurant Basics For The Home Cook (Part I)

Do you like to cook, but are unsure how to navigate your own kitchen? Learn a variety of cooking skills from a culinary professional! Learn: How to Use Basic Kitchen Equipment; Proper Kitchen Vocabulary/Cooking Terms; Various cooking ingredients (e.g., basic staples, garlic, celery, carrots, onion, flour, sugar, olive oil, balsamic vinegar, starches and rice and grains; Knives and Cutting Skills; Cooking Methods such as braising, sautéing, roasting, poaching, steaming, and blanching; Seasoning and Flavoring;); Course incorporates opportunities to create professionally-prepared dishes. (30 hr. course)

Instructor: Hoff
Plattsburgh, Main

M/W (5:00—8:00 pm)
2/6/12—3/14/12

\$299 (plus \$25 lab fee)
Class Size 10 Min.



Spring 2012 Adult Education Courses

NEW

CVRB 201A Restaurant Basics For The Home Cook (Part II)

Learn advanced culinary skills in Chef Jackie's kitchen. Spend time learning advanced cooking techniques, including Butchery; Soups, Stocks, and Sauces; Ethnic and International Cuisine; Basic Baking Techniques; and Making Pasta from Scratch; Soufflés; Cheese Making; Wine Demo (48 hr. course)

Instructor: Hoff
Plattsburgh, Main

M/W (5:00—8:00 pm)
3/19/12—5/23/12

\$479 (plus \$50 lab fee)
Class Size 10 Min.

ELEC 150A Residential Electricity I

Covers basics of residential wiring installation techniques, tools, switches, and receptacles. A hands-on experience course, adhering to National Electric Regulations. Step-by-step procedures to install three phase circuits in a residential setting. (48 hr. course).

Instructor: F. Johnson
Plattsburgh, Main

M/W (5:30-8:30 pm)
2/6/12—4/4/12

\$479
Class Size: 8 Min.

NEW

HAAS 100A Your House as a System

Learn how to analyze your house from the outside to the inside, from the bottom to the top. Participants will check their own homes for moisture problems, air leaks, insulation opportunities, and potential problems. Learn where you can save energy and lower your heating and utility bills. Participants will also learn how and why we need to think green for today and more importantly tomorrow. (20 hr. course)

Instructor: S. Wilfore
Plattsburgh, Satellite Campus

M/W (4:00—7:00 pm*)
Dates:2/6/12— 3/5/12

\$199
Class Size: 8 Min.

DDRW 150A Defensive Driving Workshop

NYS law allows drivers to reduce 4 traffic violation points on their driving record every 18 months and receive a 10% discount on all vehicle liability, personal injury protection and collision insurance premiums for three years. Empire Safety Council's Defensive Driving Workshop is a fast and easy way to provide drivers with a proven effective driver safety program. (6 hr. course).

Instructor: D. Poirier
Plattsburgh Main, Sec. & Law

Various Offerings
3/6/12 & 3/7/12 (6-9 pm)

\$59
Class Size: 10 Min.

Spring 2012 Adult Education Courses

NEW

INMG 200A Introduction to Machining

Learn the basics of machining and blueprint reading. Participants will learn precision measurement, the safe use of hand tools and machines such as a drill press, band saw and vertical mill. Activities will include the design and construction of a machined tool to a tolerance of .030 inches—from blueprint reading to setup; and from setup to cutoff/de-burring and machining. (30 hr. course)

Instructor: Staff
Plattsburgh, Satellite Campus

M/W (5:30 - 8:30 pm)
2/6/12— 3/14/12

\$299
Class Size: 8 Min.

MRRC 200A ATV/Motorcycle Repair & Reconditioning

Repair and recondition your power sports equipment under the supervision of an expert. Learn how to troubleshoot/repair/recondition your motorcycle or 4-wheeler. Instruction based on projects presented by participants and available time. Topics include: principles of troubleshooting and repair, and electrical and drive train maintenance. (30 hr. course)

Instructor: TBA
Plattsburgh, Satellite Campus

T/Th (5:30 - 8:30 pm)
2/7/12— 3/15/12

\$299
Class Size 8 Min.

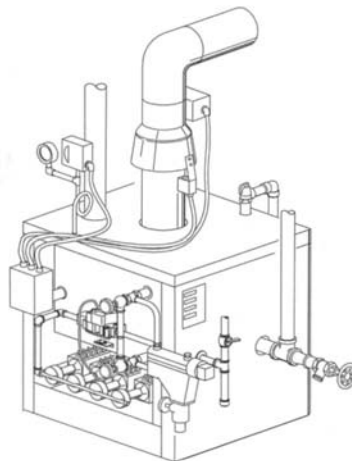
OIBS 200A Oil Burner Servicing I & II

Course featuring study of oil burner servicing and repairs. Topics include: the principles of oil burner and related controls, electrical requirements, installation applications, burner capacities, combustion efficiency and troubleshooting procedures for fuel economy. (48 hr. course).

Instructor: G. Cox
Plattsburgh, Main, Building Trades

T/Th (5:30-8:30 pm)
2/7/12—4/5/12

\$479
Class Size: 8 Min.



Spring 2012 Adult Education Courses

NEW

PBPI 200A Introduction to Residential Energy Efficiency

Obtain the skills necessary to weatherize a building. Classroom and applied learning opportunities will result in a number of certifications, including: National Work Readiness, OSHA 10 Hour, and Basic Air Sealing and Insulation. Learning experiences will help participants prepare participation in the **Building Performance Institute's (BPI) Building Analyst** certification program. Instructors will provide a complete sequence of Basic Skills Training including: **Work Readiness** Certification (30 Hours); **Applied Mathematics** (10 hrs); **Basic Weatherization Preparation** Training (80 Hours) and **Field Experience** Opportunities (30 Hours). Participants will receive both academic and applied learning opportunities, and will acquire skills necessary to install air sealing and insulation treatments for residential applications. (150 hr. course)

Instructor: Claffey
Plattsburgh, Building Trades Classroom

M-F (4:30 - 7:30 pm)
12/12/11 - 3/9/12

\$1,500
Class Size: 10 Min.

SELG 150A Pre-Assignment Training for Security Guards

This Division of Criminal Justice Services-approved course meets the requirements for New York State mandated guard training. The instructor is certified by the Bureau of Municipal Police. Topics covered are: Introduction to the Security Guard Act of 1992, the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct. Participants who successfully complete a written exam will receive an official Course Completion Certificate. (8 hr. course).

Instructor: D. Poirier
Plattsburgh Main, Sec & Law

Various Offerings
2/7/12 & 2/8/12 (5-9 pm)

\$79
Class Size: 8 Min.

WLDG 150A Welding (Levels I-III)

Hands-on course will allow adult participants to practice or to progress in MIG, TIG, and Arc Welding, various welding positions, and the application of oxyacetylene cutting for weld preparation and fit up. Students are required to purchase their own welding shield, gloves, and chipping hammer. Instructor is a certified welder. (48 hr. course)

Instructor: T. Aubin
Satellite Campus
Class Size: As Available

M/W or T/Th (5:00 - 8:00 pm)
MW (2/6/12—4/4/12) or T/Th (2/7/12—4/5/12)

\$479

Spring 2012 Adult Education Courses

WLDG 300 A Welding for National AWS D1.1 Certification

Challenging adult education program designed to help participants obtain national American Welding Society (AWS) certification as a welder. Hands-on learning opportunities will teach students the essentials of Stick Welding (SMAW), blueprint reading, welding symbols, and welding theory. AWS certification testing will be provided at the end of the course. Students supply personal helmet, clothing, and safety gear, and optional "Blueprint Reading for Welders" textbook. (129 hr. course)

Instructor: T. Aubin
Plattsburgh, Satellite Campus

M -Th (5:00 - 8:00 pm)
2/6/12—5/8/12

\$1,999 (includes lab fees)

CVT-EC



**Empire Safety Council
Defensive Driving Course**

- **Open to all adults**
- **Six hours of instructional time**
- **Courses offered on a rotating basis throughout the year**
- **Designed to improve defensive driving techniques**
- **Participants may receive up to a 10 % reduction of liability and collision insurance premiums and reduce up to four points from their driving record**

Spring 2012 Adult Education Courses

COMING: December 2011

Introduction to Residential Energy Efficiency

The goal of this training will be to provide a **career pathway** that will provide participants with the basic skills necessary to weatherize a building. Classroom and applied learning opportunities will also help prepare candidates for participation in the **Building Performance Institute's (BPI) Building Analyst** certification program. Instructors will provide a complete sequence of Basic Skills Training including: **Work Readiness Certification** (30 Hours); **Applied Mathematics** (10 hrs); and **Basic Weatherization Preparation Training** (80 Hours). Participants will receive both academic and applied learning opportunities, and will learn how to install air sealing and insulation treatments for residential applications.

Adult Scholarship Opportunities

- CV-TEC General Education Development (GED) Program
- OneWorkSource: - Department of Labor (Varied Training Grants)
- Vocational and Educational Services for Individuals with Disabilities (ACCES-VR))
- Fujitsu
- George Stevens Scholarship
- Other Grant-Related Opportunities, as Available

Student Loan Opportunities

- Sallie Mae Educational Loans

For Further Information, Call or Write:

**Mr. Chris Chaffin, Financial Aid Advisor
Champlain Valley Educational Services
P.O. Box 455
Plattsburgh, New York 12901**

(518) 561-0100 (Ext. 245)

Spring 2012 Adult Education Courses



Medical/Health Services

CNA, EKG, HHA, & Phlebotomy



CNA 200 A Certified Nurse Assistant

CV-TEC's Certified Nurse Assisting program encompasses 120 hours of instruction and training. The Nurse Assistant works as a member of the nursing team delivering personal care to clients who need assistance. Certification is available through the State Department of Education (120 hr. course)

Instructor: Staff	(Varied Times/Dates)	\$1,700*	Class Size: 10 Min
Plattsburgh, Main	11/28/11 - 1/26/12	(3:30 pm - 9:00 pm, M-Th)	
Plattsburgh, Main	2/13/12 - 4/19/12	(3:30 pm - 9:00 pm, M-Th)	
Plattsburgh, Main	5/7/12 - 6/28/12	(3:30 pm - 9:00 pm, M-Th)	
Plattsburgh, Main	7/9/12 - 8/30/12	(4 Days/Week)	

Price includes text & uniform Certification Cost, Additional \$115

EKG 150A EKG Technician Training

Learn how to perform an accurate electrocardiogram tracing. Basic anatomy and physiology of the heart is included as well as a 2 hour shadow at CVPH. Certification through the National Health Career Association is available after successful completion of the course. A high school diploma or GED is required to sit for the certification examination. (47.5 hr. course).

Instructor: D. Tedford	T (5:30 - 9:00 pm)	\$600
Plattsburgh, Main	10/18/11 - 1/24/12	Class Size: 10 Min.
Plattsburgh, Main	3/6/12 - 6/1/12	Class Size: 10 Min.

Text & Certification Exam Extra (Text: \$56; Exam: \$105)



Spring 2012 Adult Education Courses



Medical/Health Services

CNA, EKG, HHA, & Phlebotomy



HHA 200 A Home Health Aide

The Home Health Aide (HHA) program encompasses 120 hours of instruction & training. Students gain skills and knowledge through classroom, laboratory, and clinical site preparation. The Home Health Aide services are essential components of an array of health & social services provided to the ill, handicapped, and disabled individuals in the home setting. The Home Health aide works in a supportive relationship to professional nursing & therapy disciplines with appropriate supervision and guidance. The HHA undertakes tasks to provide assistance with personal care, housekeeping, and health related tasks to clients with health care needs in the home. Certificate of completion will be received upon completion of the program. Successful candidates may work in Home care facilities, Assisted Living facilities, Hospice, & private clients.

Instructor: TBA	M-Th (3:30 - 9:00 pm)	\$1,700
Plattsburgh, Main	9/26/11 - 11/4/11	Class Size: 10 Min*
Plattsburgh, Main	12/12/11 - 1/20/12	Class Size: 10 Min*
Plattsburgh, Main	3/12/12 - 4/26/12	Class Size: 10 Min*

* Additional HHA classes may be added, contingent upon demand

MEDT 150A Introduction to Medical Terminology

Course designed to help participants gain knowledge and understanding of medical “elements” and how they are combined to build various medical terminology. The course format combines audio-visual and textbook media. Participants will receive new instruction preceded by a brief review of previously taught information. Whether for personal or professional use, this course will prove both entertaining and enriching. Do you know what a gastroenterologist specializes in? After taking this course, you will be able to define this term and many more! Cost of textbook included in tuition. (30 hr. course)

Instructor: Staff	T/Th (6:00 - 8:00 pm)	\$299
Plattsburgh, Office Asst. Max	2/7/12— 4/5/12	Class Size: 8 Min.; 18

Spring 2012 Adult Education Courses



Medical/Health Services

CNA, EKG, HHA, & Phlebotomy



PHLB 150A Phlebotomy Technician Training

Phlebotomy Training prepares the learner to perform finger punctures and venous blood drawings for the purpose of obtaining blood samples for laboratory analysis. Certification available through NHA or NCA. (70 hr. course)

Instructor: Staff
Plattsburgh, Main
Plattsburgh, Main

W, Th (5:30 - 8:30 pm)
10/5/11 - 1/25/12
2/14/12 - 5/29/12

\$700
Class Size: 10 Min*
Class Size: 10 Min*

Text & Certification Exam Extra (\$69; \$105)



Mineville Campus Spring 2012 Continuing Education Courses



COSM 300B NYS Examination Preparation Course

This course will provide participants with the information and techniques necessary to pass the NYS Cosmetology Examination. Review the essential content of the exam by preparing with our seasoned, certified instructor! (12 hr. course)

Instructor: L. Banker	M/W (4:00 pm - 7:00 pm)	\$120
Plattsburgh, Cosmetology	2/6/12 - 2/15/12	Class Size: 8 Min.

HVEQ 200B Heavy Equipment Operation

Hands-on course will allow adult participants to learn the operating principles of heavy equipment, including: a John Deere 450 Bull Dozer, a John Deere 310 SG 4x4 Backhoe, and a John Deere JD 1600 Excavator. Students will learn how to operate and to practice preventive maintenance on heavy equipment. (48 hr. course)

Instructor: Staff	M/T/W (4:30-7:30 pm)	\$479
Mineville: Building Trades	4/16/12 - 5/21/12	Class Size: 8 Min.

WLDG 150B Welding

Hands-on course will allow adult participants to practice or to progress in MIG, TIG, and Arc Welding, various welding positions, and the application of oxyacetylene cutting for weld preparation and fit up. Students are required to purchase their own welding shield, gloves, and chipping hammer. Instructor is a certified welder. (48 hr. course)

Instructor: T. Rodriguez	M/W (5:00 - 8:00 pm)	\$479
Mineville Campus	2/6/12 - 4/4/12	Class Size: 8 Min.

CNA 200B Certified Nurse Assistant

CV-TEC's Certified Nurse Assisting program encompasses 120 hours of instruction and training. The Nurse Assistant works as a member of the nursing team delivering personal care to clients who need assistance. Certification is available through the State Department of Education (120 hr. course)

Instructor: Staff	(Varied Times/Dates)	\$1,700
		Class Size: 10 Min
Mineville Campus	11/28/11 - 1/26/12	(3:00 pm - 8:30 pm; M-Th)
Mineville Campus	2/13/12 - 4/19/12	(3:00 pm - 8:30 pm; M-Th)
Mineville Campus	5/7/12 - 6/28/12	(3:00 pm - 8:30 pm; M-Th)
Mineville Campus	7/9/12 - 8/30/12	(5 Days/Week)

Spring 2012 Continuing Education Courses



Medical/Health Services Now Offering:



Home Health Aide (HHA) Training!

- ✓ Home Health Aide (HHA) program encompasses 120 hours of instruction & training
- ✓ Classroom, laboratory, and clinical site preparation
- ✓ Health & social services provided to ill, handicapped, and disabled individuals in home settings

Call 561-0100 x246 or 536-7344 for More Information!

www.cves.org



**Our OneWorkSource Campus
Offering Adult Literacy , GED & Training Programs**

Our OneWorkSource Campus

**194 US Oval
Plattsburgh, New York 12903
(518) 561-0430**

CV-TEC has received special training funds and is able to pay for the following Adult Education classes for eligible applicants.

When you're finished training, we'll even help you find a job and purchase uniforms or tools for you, if necessary for employment!

Summer and Fall Schedule for funded Adult Education Classes
(classes begin in July and September)

- √ **GED Classes and Home Study Programs**
- √ **Certified Nursing Assistant**
- √ **Assembly Industry Manufacturing and Education (AIME) Training Program**
- √ **AWS D1.1 Welding Certification**
- √ **Computer Classes (Levels 1 and 2)**
- √ **Introduction to Medical Terminology**
- √ **Oil Burner Servicing 1 & 2**
- √ **GED PLUS College Preparation Program**
- √ **National Work Readiness Credential Preparation Program**

Call Judy at 561-0430 ext. 3088 to see if you qualify for free training.

Plattsburgh Aeronautical Institute (PAI)

Plattsburgh Aeronautical Institute (PAI)



- ✓ **FAA-Certified**
- ✓ **NYS Education Department Certified**
- ✓ **FAA and NYSED-Certified Instructors**
- ✓ **Scholarship Assistance Available**



**Visit our PAI Website at:
www.cves.org/cvtec (Scroll to PAI)**

Part III: Continuing Education and Academic Online High School Courses

www.cves.org
(Hundreds of 24/7 Courses!)



**CV-TEC's
Online High**



**Washington
Online Learning
Institute
(WOLI)**



Online Career Training: Gatlin



Online Career Training: Ed 2Go

CV-TEC Online Course Offerings

Washington Online Learning Institute

Become a Certified Paralegal in Approximately 10 Months!

www.cves.org/cvtec

WOL-101: Introduction to the World of Law (4 weeks)

WOL-201: Legal Research and Writing (4 weeks)

WOL-301: Bankruptcy (4 weeks)

WOL-401: Criminal Law (4 weeks)

WOL-501: Ethics (4 weeks)

WOL-601: The Law of Real Estate (4 weeks)

WOL-701: Civil Litigation (4 weeks)

WOL-801: Torts (Personal Injury Law) (4 weeks)

WOL-901: Business Organizations (4 weeks)

WOL-902: Family Law (4 weeks)

WOL-903: Wills, Trusts and Estates (4 weeks)

- See WOLI Website to find current course pricing.

www.woli.edu/seniorparalegalcertificate-curriculum.html

- Students enrolled in the 10-Month Paralegal Program SAVE in tuition charges and will not pay a book fee (all books available in pdf. format online).



CV-TEC Online Course Offerings



Business and Professional

- Administrative Professional with Microsoft Office 2007 Master – 240 hours
- Administrative Professional with Microsoft Office Specialist 2003 Training – 240 hours
- Administrative Professional with Microsoft Office Specialist 2007 Training – 320 hours
- Certified Alternative Dispute Resolution Specialist – 240 hours
- Certified Bookkeeper – 120 hours
- Certified Global Business Professional – 400 hours
- Certified Mediator – 120 hours
- Certified National Pharmaceutical Representative – 120 hours
- Chartered Tax Professional – 180 hours
- Chartered Tax Professional for California Residents – 200 hours
- Entrepreneurship: Start-Up and Business Owner Management – 360 hours
- Grant Writing – 300 hours
- Legal Secretary – 350 hours
- Marketing Design Certificate – 420 hours
- Non-Profit Management – 300 hours
- Paralegal – 300 hours
- Pay Per Click Marketing – 150 hours
- Professional Bookkeeping with QuickBooks 2010 – 140 hours
- Professional Bookkeeping with QuickBooks 2010, Software Included – 140 hours
- Payroll Practice and Management – 80 hours
- Purchasing and Supply Chain Management – 300 hours
- Records Management Certificate – 180 hours
- Search Engine Marketing – 250 hours
- Search Engine Optimization – 150 hours
- Technical Writing – 80 hours

CV-TEC Online Course Offerings



Healthcare and Fitness

- Administrative Dental Assistant – 150 hours
- Administrative Medical Specialist with Medical Billing and Coding – 300 hours
- Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology – 360 hours
- Advanced Coding for the Physician's Office – 80 hours
- Advanced Hospital Coding and CCS Prep – 80 hours
- Advanced Personal Fitness Trainer – 400 hours
- Clinical Dental Assistant – 240 hours
- Emergency Management Training for First Responders – 300 hours
- Fitness Business Management – 200 hours
- ICD-10 Medical Coding: Preparation and Instruction for Implementation – 200 hours
- Medical Billing and Coding – 240 hours
- Medical Billing and Coding + Medical Terminology – 300 hours
- Medical Terminology – 60 hours
- Medical Transcription – 240 hours
- Medical Transcription + Medical Terminology – 300 hours
- Nutrition for Optimal Health, Wellness, and Sports – 200 hours
- Personal Fitness Trainer – 250 hours
- Personal Training and Group Exercise Training for Older Adults – 200 hours
- Pharmacy Technician – 300 hours
- Veterinary Assistant – 240 hours
- Women's Exercise Training and Wellness – 200 hours

Hospitality and Gaming

- Casino Blackjack Dealer – 100 hours
- Casino Poker Dealer – 100 hours
- Certified Wedding Planner – 300 hours
- Event Management and Design – 300 hours
- Travel Agent Training – 200 hours

CV-TEC Online Course Offerings

IT and Software Development

3ds max – 300 hours

AutoCAD 2011 – 150 hours

AutoCAD 2011 With AutoCAD 3D – 230 hours

AutoCAD 3D – 80 hours

AutoCAD 3D, Software Included

Cisco® CCNA® Certification Training – 100 hours

CompTIA™ A+ Certification Training – 150 hours

CompTIA™ Network+ Certification Training – 80 hours

CompTIA™ Security+ Certification Training – 80 hours

Forensic Computer Examiner – 150 hours

Help Desk Analyst: Tier 1 Support Specialist – 80 hours

Microsoft Access 2007 – 35 hours

Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP) – 200 hours

Microsoft Certified IT Professional: Server Administrator (MCITP) – 240 hours

Microsoft Certified System Administrator 2003 (MCSA) – 440 hours

Microsoft Certified System Administrator Plus 2003 (MCSA+) – 340 hours

Microsoft Certified System Engineer 2003 (MCSE) – 700 hours

Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS) – 480 hours

Microsoft Excel 2007 – 35 hours

Microsoft Office 2007 Master – 160 hours

Microsoft Office Specialist 2003 (MOS) – 120 hours

Microsoft Office Specialist 2007 – 240 hours

Microsoft Outlook 2007 – 35 hours

Microsoft PowerPoint 2007 – 35 hours

Microsoft Project 2007 – 60 hours

Microsoft Project 2007, Standard Edition Software Included – 60 hours

Microsoft Web Developer

Microsoft Windows Vista – 35 hours

Microsoft Word 2007 – 35 hours

RFID (Radio Frequency Identification) on the Web™ - 70 hours

Web Database Developer – 267 hours

Webmaster – 150 hours

CV-TEC Online Course Offerings

Management and Corporate

- Lean Mastery – 60 hours
- Management for IT Professionals – 390 hours
- Management Training – 360 hours
- Project Management – 40 hours
- Project Management with Microsoft Project 2007 – 100 hours
- Project Management with Microsoft Project 2007, Standard Edition Software Included – 100 hours
- Six Sigma Black Belt -200 hours
- Six Sigma Green Belt – 100 hours
- Understanding Earned Value Management – 30 hours

Media and Design

- Digital Arts Certificate – 420 hours
- Fine Arts Certificate – 420 hours
- Game Art Certificate – 420 hours
- Graphic Design with Photoshop CS4 – 200 hours
- Graphic Design With Photoshop CS5 Training – 200 hours
- Graphic Design With Photoshop CS5 Training, Software Included – 200 hours
- Multimedia Arts Certificate – 420 hours
- Residential Interior Designer -120 hours
- Video Game Design and Development – 500 hours
- Web Design Certificate – 420 hours

Skilled Trades and Industrial

- Biofuel Production Operations – 400 hours
- Carpentry – 80 hours
- Certified Architectural Glass Technician – 170 hours
- Certified Auto Glass Technician – 120 hours
- Certified Window and Door Installer – 120 hours
- Chemical Plant Operations – 400 hours
- Freight Broker/Agent Training – 150 hours
- Home Inspection Certificate – 200 hours
- HVAC Technician – 320 hours
- Natural Gas Plant Operations – 400 hours
- Oil Refinery Operations – 400 hours
- Paper Mill Operations – 400 hours
- Power Plant Operations – 400 hours
- Pulp Mill Operations – 400 hours

CV-TEC Online Course Offerings



Sustainable Energy and Going Green

- Building Analyst Quick Start Program – 60 hours
- Certified Green Supply Chain Professional – 60 hours
- Certified Indoor Air Quality Manager -16 hours
- Certified Indoor Environmentalist – 32 hours
- Performing Comprehensive Building Assessments – 30 hours
- Principles of Green Buildings – 30 hours
- Senior Certified Sustainability Professional – 110 hours
- Solar Power Professional – 120 hours
- Wind Energy Apprentice – 240 hours



CV-TEC Online Course Offerings



Hundreds of Ed2Go Course Offerings!

Prices Start at \$89.00!

- **Accounting and Finance**
- **Business**
- **Computer Applications**
- **Design and Composition**
- **Health Care and Medical**
- **Language and Arts**
- **Law and Legal**
- **Personal Development**
- **Teaching and Education**
- **Technology**
- **Writing and Publishing**

Registration Information

Registration is on a first come, first served basis. Course reservations cannot be held without payment. Most online courses begin upon payment.

1. Official enrollment occurs upon receipt of your registration and payment;
2. If your course is cancelled, you will receive a full refund.
3. Instructor-led classes may be cancelled due to low enrollment.
4. Adult education programs are open to all adults who are no longer enrolled in a high school and are at least 17 years of age.
5. Due to the nature of some courses, an additional book or supply fee may apply. Check the catalog for details. Textbooks for online courses may be purchased according to the instructions provided on our web sites.
6. Classes are not scheduled to occur on school holidays recognized by Champlain Valley Educational Services. Online courses are available "24/7".
7. Certificates of Achievement are awarded to those participants who complete at least 80% of the total course requirements, including attendance; Participants completing online courses will be mailed certificates upon course completion.
8. Cancellations due to inclement weather will be announced on local radio stations. If daytime classes are cancelled, no adult education classes will be offered.
9. All Adult Education students will receive a copy of CV-TEC's Adult Education Handbook. Students enrolled in all adult education programs (CTE, GED, HCE, and WAE) are responsible for knowledge of, and adherence to, the rules and regulations found therein.

Rate Calculations for WAE and HCE Courses:

CV-TEC strives to provide Clinton, Essex, Washington and Warren counties with high-quality, affordable WAE and HCE education courses. Generally speaking, instructor-led courses are calculated on the basis of \$10 per teacher contact hour.

Special Rates*

Itinerant Programs: Site Specific Negotiated Agreements (Minimum class size: 10 participants;
*Discount Rates may not be combined)

Incidental Costs (may include):

- √ Textbooks: Price varies; online texts purchased via e-commerce
- √ Course Materials: Some courses (e.g., welding) may require participants to pay a materials fee
- √ Examination Fee: Fee charged by outside agencies for certification purposes

Billing/Refund Policy

Full tuition is payable at the time of registration. A full refund will be made if classes are not filled or are cancelled. No refund will be granted after the first class. Refunds will be issued within 60 days of notification.

Registration Options

1. Mail-In Registration: Simply complete a CV-TEC Registration Form and mail/fax it to our office with your payment! Make checks payable to: CV-TEC.
2. Phone-In Registration: Call 536-7344 and request to have your name included on our course roster. Credit Card information can be accepted over the phone through our business office.
3. Walk-In Registration: Visit us in our main office at our Plattsburgh Satellite campus or walk into our main office at our Mineville campus! Credit Card payments will be accepted in our Plattsburgh Business Office during regular business hours.
4. Corporate Registration: Funding is available to employees who qualify for corporate sponsorship from their employer. Classes may be readily arranged between corporate sponsors and CV-TEC. Invoicing can be arranged for corporately-sponsored adults.
5. Agency Registration: Various regional state and county agencies such as OneWork-Source, ACCES-VR, and JCEO often sponsor adult education students in our adult education courses. Check with your local organizations for eligibility.
6. Online Registration: It is now possible to take advantage of CV-TEC's new e-commerce payment process for its *online courses*. Simply follow the links to CV-TEC/HowtoMaster courses and provide the requested information. Begin your coursework almost immediately! (Those wishing to pay for online courses via check/money order/purchase order or credit card may do so in person according to the directions listed above).

Clinton Essex Warren Washington
Board of Cooperative Educational Services
Champlain Valley Educational Services TEC Division
518 Rugar Street
Plattsburgh, New York 12901

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