Looking for a new career?

TRADE ELECTRIC Program
Page 8

www.nassauboces.org/adulted
(516) 622-6950

SPRING OPEN HOUSE
April 6
7-9 pm
The Nassau BOCES Adult Education Employment Center offers a team of professionals to work with you to help you gain a meaningful career.

The Center offers:
• Career Assessments
• Resume writing
• Interview techniques
• One-on-one support
• Job postings
• Employment application assistance

Professional skills are incorporated in each class. You’ll learn:
• Realistic expectations
• Customer service
• Trade tips from industry experts

Call (516) 622-6950 or email findacareer@nasboces.org to make an appointment
Welcome to the Nassau BOCES Adult Career and Technical Education Program!
“Growing the workforce, one student at a time.”

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Board of Cooperative Educational Services of Nassau County
Susan Bergtraum, President; Deborah Coates, Vice President; Michael Weinick, District Clerk; Fran N. Langsner, Vice District Clerk; Ronald Ellerbe; Martin R. Kaye; Robert “B.A.” Schoen, Eric B. Schultz
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Adult Education Programs
Michele Cohen, Principal; Brad Slepian, Assistant Principal
Pet Grooming Program

Required Courses:
Pet Grooming I • Pet Grooming II

Pet Grooming I

Enter the world of Animal Services. Become a Pet Groomer. Gain theory and hands-on practical knowledge of handling and caring for pets with the most gentle and safe techniques. Learn about types of pets, particularly dogs; common illnesses to recognize; identification of ticks and fleas; and grooming tools and equipment. It is suggested you bring a dog to class within the schedule. Proof of vaccinations required.

20S102  April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $1,295

Pet Grooming II*

Continue the Pet Grooming program with this continuation of comprehension. Learn about various grooming styles among breeds and species. Practice using tools to groom faces, blend coat lengths, and trim nails. Study Professional Skills like communication and customer service pertaining to pets and their owners. Meet with counselors in our Employment Center for job opportunities in pet care facilities throughout Long Island.

Offered Fall 2020
Schedule: TBD
Tuition: $1,595

Veterinary Assistant Program

Required Courses:
Veterinary Assistant I • Veterinary Assistant II

Veterinary Assistant I*

Become versed in the medical area of pet care. Study canine and feline anatomy and physiology. Learn veterinary terminology and examination room procedures. Gain professional skills such as teamwork and communication which are necessary in working in veterinary practices or animal hospitals.

20S101  April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $995

Veterinary Assistant II

Continue this program with further knowledge of veterinary medicine. Study infectious diseases; symptoms and diagnosis; vaccines and medicines pertaining to pets. Learn about surgical procedures, radiology, and emergency room urgent care. As you prepare to become a Veterinary Assistant, you will engage in enriching experiences for realistic expectations. Meet with our Employment Center counselors to view job postings in Long Island veterinary practices and animal hospitals.

20S202  April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $895

* This course requires additional costs for materials or tools.
Auto Collision Program

Required Courses:
Auto Collision I • Auto Collision II • OSHA-10

Auto Collision I
Learn to repair automobiles after accidents occur. Study the structure of all types of vehicles and the best methods of repair. Experience the preparation and correction of material damage, mixology and application of body fillers and putties, and the use of primers, sealers and refinishing procedures. Incorporate the study of oxyacetylene and metal inert gas welding for sheet metal for a comprehensive study of this important skill. Continue into Automobile Collision II for progression in this program and optimum employability preparation.

Offered Fall 2020
Schedule: TBD
Tuition: $995

Auto Collision II
Complete this program by focusing on advanced areas of Automotive Collision. Study restoration techniques for corrosion and extensive collision repair. Advance in welding skills that pertain to all makes and models of vehicles. Learn cost estimating while perfecting skills in Urethane bumper repair, types of spray equipment, and paint finishing procedures. Polish your professional skills and meet with our Employment Center counselors for job opportunities in Long Island collision repair establishments.

205201 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $995

OSHA-10
The OSHA-10 course provides entry-level employees with general awareness of recognition and prevention of hazards in any work environment. OSHA recommends that you enroll in this safety certification program as an orientation to occupational safety and health for workers covered by OSHA29 CFR 1910. Workers must receive additional training, when required by OSHA standards, on the specific hazards of each job. Upon successful completion, you will receive a 10-hour General Industry Safety Certification Completion Card.

Schedule: May 7
Tuition: $95

Required Courses:
Auto Collision I • Auto Collision II • OSHA-10
Automotive Institute

Automotive Institute

Enter the world of Automotive Technology with this intensive course. Learn comprehensive training in maintenance, engine repair, automatic and manual transmissions, steering and suspension, and electrical systems. Perform automotive projects in our state-of-the-art facility. Grasp professional skills such as teamwork to be employed successfully in any automotive facility. Obtain certifications in SNAP-ON. Become qualified to take the Automotive Service Excellence (ASE) tests and go through the examination process. Meet with counselors from our Employment Center to discuss job postings and application processes.

Offered Fall 2020
Schedule: TBD

Ask about our Payment Plan

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95

Prior to joining the Nassau BOCES Adult Education program last May, Renato worked at William E. Grady Career and Technical High School in Brooklyn as an Auto Instructor, Daytime Career and Technical Education and Work-Based Learning Coordinator for 8 years. He’s also taught at New York City College of Technology for 15 years and has worked as a mechanic for Staten Island Chrysler.

Renato says he has a lot of experience and enjoys sharing it with his students and often uses humor in the classroom. “I like when I see that what I’m teaching clicks with a student,” says Renato. “Whether it’s for a career or a hobby, the skills students learn here they will have for a lifetime. Everyone needs a car to be fixed at some point, so why not get the correct credentials for a solid career choice. Auto Mechanics is a lucrative field.”

MEET THE INSTRUCTOR

Renato Rosales
Introduction to Diesel Engines

If you have automotive experience and want to expand your skills, this course is for you. Become a Diesel Mechanic with this intensive study of diesel engines, equipment, and accessories. Learn about this transportation specialty with a close look at engines, fuel systems, after-treatment systems operation and troubleshooting. Perform hands-on projects in our state-of-the-art facility while receiving necessary professional skills. Prepare to become qualified to take the Automotive Service Excellence (ASE) test in light diesel. Meet with counselors from our Employment Center to discuss job postings and application processes in this industry specialization.

Offered Fall 2020
Schedule: TBD
Tuition: $995

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95
Construction Trades

www.nassauboces.org/adulted

Plumbing Technician Program

Required Courses:
Plumbing I • Plumbing II • Hydronics • Gas Burner • OSHA-30

Plumbing I*
Begin a career in the Plumbing Industry. Plumbing I will introduce you to the basic skills necessary to get started in this area of construction. Learn how to handle the tools of the trade and practice the best safety procedures. Gain technical skills in pipefitting while learning to repair and replace materials and fixtures in residential structures. Study the scientific principles of drainage traps and their uses. Acquire knowledge of various piping layouts in water supply including drainage, waste and ventilation systems. Continue in this program to advance your career in Plumbing.
20S102 April 21
Tuesday & Thursday, 6:30-9:30 p.m.
Tuition: $1,095

Plumbing II*
Build your knowledge of plumbing with further study. Learn how to install, troubleshoot, and repair water heaters and drainage systems. Become familiar with current New York State standards and codes pertaining to plumbing. Continue in this program to become a competent plumbing professional. Learn professional skills such as realistic expectations and customer service, making you well rounded to work in any plumbing company. Meet with our Employment Center counselors for job postings and application procedures.
20S102 April 20, Barry Tech
20S201 April 20, G.C. Tech
Monday & Wednesday, 6:30-9:30 p.m.
Tuition: $1,095

Hydronics
Hydronics is the use of circulating water in a system to heat or cool a building. Learn about the efficiency of hydronic system operations and explore the various types of piping layouts and circuiting arrangements. Study technical components such as expansion tanks, pipe dimensions, and pumps to comprehend this very important aspect of plumbing construction.
20W102 May 19
Tuesday & Thursday, 6:30-10 p.m.
Tuition: $495

Gas Burner
Continue your knowledge of heating systems with this in-depth study of Gas Burner. Study the physical properties of natural gas and how it is used in heating residential and commercial buildings. Learn the components of this type of system and the details of its operation. Become familiar with installations, diagnosing problems, and methods of repair work.
Offered Fall 2020
Schedule: TBD
Tuition: $795

OSHA-30
The OSHA-30 course provides entry-level construction workers with general awareness of recognition and prevention of hazards on a construction site. OSHA recommends that you enroll in this safety certification program as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, on the specific hazards of each job. Upon successful completion, you will receive a 30-hour Construction Safety Certification Completion Card.
Schedule: May 4, July 6
Tuition: $495

* This course requires additional costs for materials or tools.
Advanced Plumbing Technician Program

Required Courses:
Plumbing Technician Program • Blue Print Reading • Solar Hot Water Heating • Trade Electric Theory • Trade Electric I - Residential I

Blueprint Reading
Blueprint Reading is an essential skill in the construction industry. All projects begin with blueprints or plans. Mastering these maps of information is the key to building any type of structure. Learn the vocabulary, symbols and scales of these architectural drawings. Understand the dimensions, elevations, and projections of every floor plan. Determine details pertaining to every stage of the building process from inception to fruition. Incorporate this skill in your technical training to succeed in your construction career.

20S101 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $795

Solar Hot Water Heating
Learn the science of using clean energy from the sun to heat a building. Study the efficiency of solar domestic hot water systems commonly used in residential and commercial structures. With a focus on theory, you will investigate a variety of designs, installations, and products that can efficiently heat a home in an environmentally friendly way. Compare this to other heating systems to develop a broad view of this facet of construction.

20S101 June 8
Monday & Wednesday, 7-10 p.m.
Tuition: $595

Trade Electric Theory*
Understand the ideology of the electrical component of the construction industry. Learn how various aspects of construction work together to successfully build structures. Learn the fundamentals of electrical circuits, the principles of Ohm’s Law, and the practical knowledge of low voltage wiring and switches. This comprehensive study will enable you to move into more specialized areas of construction.

20S011 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $695

20S011 June 8
Monday, Tuesday & Wednesday, 7-10 p.m.
Tuition: $695

Trade Electric I - Residential I*
Advance in trade electric theory and learn skills with practical shop work. Grasp the guidelines of the National Electric Code (NEC), the standard for safe installation of electrical wiring and equipment in the United States. Actively participate in projects involving wiring, switch controlled circuits, receptacle outlets, and equipment grounding. Learn professional skills for this trade and meet with our Employment Center counselors for resume assistance and interview skills.

20S101 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $1,095

* This course requires additional costs for materials or tools.
Heating Systems Service Technician Program

Required Courses:
Plumbing I • Hydronics • Solar Hot Water Heating • Gas Burner • OSHA-30

Plumbing I*
(See course description on page 5)
20S102 April 21
Tuesday & Thursday, 6:30-9:30 p.m.
Tuition: $1,095

Hydronics
(See course description on page 5)
20S102 May 19
Tuesday & Thursday, 6:30-10 p.m.
Tuition: $495

Solar Hot Water Heating
(See course description on page 6)
20S102 June 9
Tuesday & Thursday, 7-10 p.m.
Tuition: $595

Gas Burner
(See course description on page 5)
Offered Fall 2020
Schedule: TBD
Tuition: $795

OSHA-30
(See course description on page 5)
Schedule: May 4, July 6
Tuition: $495

* This course requires additional costs for materials or tools.
Trade Electric Program

Required Courses:
- Trade Electrical Theory
- Trade Electric I – Residential I
- Trade Electric II – Residential II
- Trade Electric III – Commercial
- Trade Electric IV – Motor Control
- Blueprint Reading
- OSHA-30

Trade Electric Theory*
Understand the ideology of the electrical component of the construction industry. Learn how various aspects of construction work together to successfully build structures. Learn the fundamentals of electrical circuits, the principles of Ohm's Law, and the practical knowledge of low voltage wiring and switches. This comprehensive study will enable you to move into more specialized areas of construction.

20S011  April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $695

20S012  June 8
Monday, Tuesday & Wednesday, 7-10 p.m.
Tuition: $695

Trade Electric I - Residential I*
(See course description on page 6)

20S101  April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $1,095

Trade Electric II – Residential II*
Continue your study of Residential Electric training. Become familiar with local electric codes, single phase wiring methods, lighting and branch circuits along with service entrance equipment. Engage in valuable shop work in our state-of-the-art facility. Learn professional skills such as customer service and realistic expectations. Meet with Employment Center counselors for job postings with Long Island electrical contractors.

20S202  April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $995

Trade Electric III – Commercial
Explore industrial and commercial wiring and the vast array of electrical services. Learn how to apply both theoretical and practical electrical knowledge to large construction projects. Become versed in the appropriate National Electrical Code (NEC) requirements and hear from industry professionals regarding realistic expectations. Connect with the Employment Center to seek opportunities in this high demand sector.

20S302  April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $1,195

Trade Electric IV – Motor Control*
Complete this program of Electrical Construction technical education with a focus on motor control. Learn the conditions of start, stop, manual, remote, and automatic controls. Develop hands-on experience constructing, energizing, and troubleshooting various situations with motor control circuits. Gain knowledge of specific National Electric Code (NEC) standards that apply to motors. Obtain a job in the electrical industry through our Employment Center.

20S401  April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $1,295

Blueprint Reading
(See course description on page 6)

20S101  April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $795

OSHA-30
(See course description on page 5)

Schedule: May 4, July 6
Tuition: $495

* This course requires additional costs for materials or tools.
### Required Courses:

- Refrigeration and Air Conditioning I
- Refrigeration and Air Conditioning II
- Blueprint Reading
- Gas Burner
- Refrigerant Recovery and Recycling
- EPA Seminar and Certification Test
- Trade Electric Theory
- Trade Electric IV – Motor Control
- OSHA-30

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#### Refrigeration and Air Conditioning I*

Become a specialist in this vital aspect of the construction industry. RAC I is a comprehensive study of the fundamentals of refrigeration and air conditioning systems in both residential and commercial buildings. Learn the basics of refrigerant systems and their scientific cycle of operation. Become versed in light commercial air conditioning systems and chillers, cooling towers, and air-cooled and water-cooled systems. Explore the operation of safety controls and determine methods of troubleshooting and diagnosing for successful repair when necessary.

- **20S101**
  - April 20
  - Monday & Wednesday, 7-10 p.m.
  - Tuition: $1,095

#### Refrigeration and Air Conditioning II*

Continue your study in this progression which focuses on the maintenance and service of refrigeration and air conditioning (RAC) systems. Learn the functions of gauges, vacuuming, and pressure testing. Become competent in detecting leaks in water cooled equipment, water towers and basic chillers. Develop your professional skills such as teamwork and communication in the workplace for employability. Meet with counselors in our Employment Center for job opportunities.

- **20S202**
  - April 21
  - Tuesday & Thursday, 7-10 p.m.
  - Tuition: $1,195

#### Blueprint Reading

*(See course description on page 6)*

- **20S101**
  - April 20
  - Monday & Wednesday, 7-10 p.m.
  - Tuition: $795

#### Gas Burner

*(See course description on page 5)*

- **Offered** Fall 2020
- Schedule: TBD
- Tuition: $795

#### Refrigerant Recovery and Recycling

Learn all about the regulations and codes pertaining to Refrigerant Recovery and Recycling equipment stipulated by the Environmental Protection Agency under Section 608 of the Clean Air Act. You will participate in hands-on projects that utilize special machinery for recovering and recycling of refrigerant from sealed systems. Practice safety procedures for handling HFC-R410 Refrigerant within this training to become a certified technician. Develop professional skills such as customer service and realistic expectations for employment in this industry.

- **20S201**
  - July 1
  - Monday & Wednesday, 6-10 p.m.
  - Tuition: $395

#### EPA Seminar and Certification Test

The Refrigeration and Air Conditioning program culminates with a preparation seminar and the Environmental Protection Agency Technician Certification Exam. Gaining this certification enables you to become a technician with the ability to maintain, service, and repair commercial refrigeration and air conditioning systems. Become certified in: Type I – small appliances; Type II – High Pressure and Very High Pressure; Type III – Low Pressure; and Universal – Types I, II, and III. Upon certification, meet with counselors in our Employment Center for job postings and assistance with resumes and applications.

- **20S710**
  - July 13
  - Monday-Thursday, 7-10 p.m.
  - Tuition: $595

#### Trade Electric Theory*

*(See course description on page 8)*

- **20S011**
  - April 20
  - Monday & Wednesday, 7-10 p.m.
  - Tuition: $695

#### Trade Electric IV – Motor Control*

*(See course description on page 8)*

- **20S401**
  - April 20
  - Monday & Wednesday, 7-10 p.m.
  - Tuition: $1295

#### OSHA-30

*(See course description on page 5)*

- Schedule: May 4, July 6
- Tuition: $495

* *This course requires additional costs for materials or tools.*
Welding Program

Required Courses:
Welding Fundamentals and Qualification • AWS Qualification Test Preparation
Blueprint Reading • OSHA-30

Welding Fundamentals and Qualification*
Welding is an important skill that transcends all areas of the construction and manufacturing industries. Begin here with basic knowledge of welding tools and their functions along with theory and applications. Become versed in bead disposition in flat, vertical, and overhead positions on four types of joints using mild steel. Understand the basics of electrode selection and oxyacetylene burning, engaging in both manual and automatic procedures. Practice Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and Shielded Metal Arc Welding (SMAW) on aluminum and steel. You will become experienced enough to perform welding projects to satisfy industry codes and standards. Continue in this program to gain certification. Study professional skills pertaining to employability in the welding construction industry.

Offered Fall 2020
Schedule: TBD
Tuition: $2,095

AWS Qualification Test Preparation
Complete your study of welding and be on your way to obtaining credentials. The American Welding Society (AWS) offers endorsement certifications that enable you to advance. This program culminates with preparation for the D1.1 Structural Welding – Steel Examination which covers Material and Design, Fabrication, Inspection, and Qualification. Review all material and take a practice examination. Upon passing, take the official AWS exam for certification. Meet with our Employment Center counselors for job postings from Long Island construction and manufacturing companies.

20S201 May 18
Monday & Wednesday, 7-10 p.m.
Tuition: $1,295

OSHA-30
(See course description on page 5)

Schedule: May 4, July 6
Tuition: $495

Blueprint Reading
(See course description on page 6)
20S101 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $795

“"If it’s metal-related and students want to learn it, I will do everything I can to make sure they do.”
Paul Iannotta, Welding Instructor

As a high school student at Barry Tech, Paul Iannotta found his passion, welding! He started off with a summer job as a welder for a fine art bronze foundry, where he was hired full time and trained in fabrication and precision machining. He attended Farmingdale State College to study engineering, but fate would take him back to Nassau BOCES when he was offered the welding instructor position for the high school program. Soon after that he began teaching in the adult education program as well and turned his college studies towards education.

During his tenure at Nassau BOCES, Paul has earned his professional teaching license from NYS for precision metal working occupations, maintained an American Welding Society certified welding inspection license, has been named Teacher of the Year from the American Welding Society’s Long Island section three times, and most recently earned Scope’s Teacher of the Year award. He’s been teaching welding for 15 years and enjoys training students in various welding and cutting processes and has worked in the industry for over 20 years. Many of his students go on to join one of the local unions and enjoy a comfortable life working in the construction trade.

* This course requires additional costs for materials or tools.
Cosmetology

Cosmetology Certification Program
Begin your career in Beauty with Cosmetology. Learn from top professionals and experience expos and demonstrations in some of the best salons on Long Island. Become versed on the latest styles and techniques used today while also learning the necessary techniques for the New York State Certification exam. Brush up on the vast array of beauty products and their chemistry. Learn professional skills such as customer service and communication pertaining to any salon environment. Upon completion of 1,000 hours of training you are eligible to apply for New York State Licensing. Meet with counselors in our Employment Center to discuss job opportunities.
Tuition: $8,995

Ask about our Payment Plan

Cosmetology Completion Hours Certification Program
Are you looking to complete your 1,000 hours for certification? Aspiring cosmetologists will prepare for the New York State Cosmetology written and practical examinations. Review with instructors who are experts in this industry for optimum preparation. Registration for this program is ongoing which allows you to enroll and complete your hours at any time. Meet with our counselors to review your status and register.
Tuition: $1,495, minimum of 100 hours

Tuition assistance available for those who qualify
Culinary Career Academy

Culinary Career Academy
Enter the exciting world of Culinary and become eligible for employment in restaurants, catering establishments and related food enterprises. Become skilled in all aspects of commercial kitchen protocol and food preparation. Learn from expert chefs in our state-of-the-art facility and experience enriching activities that will develop your taste for this artistic career. Gain ServSafe Certification during this rigorous program while mastering butchery skills, short order cooking techniques, and front-of-the-house etiquette. After learning the fundamentals you will engage in actual catering experiences to know what to expect in this industry. Seek the assistance of Employment Center counselors for job opportunities.

20S101  April 20
Monday-Thursday, 6-10 p.m.
Tuition: $2995

CPR
Cardiopulmonary Resuscitation (CPR) is a requirement for you to enter the healthcare and culinary industries. Become versed on providing immediate medical care for adults and children. Learn to recognize the signs and symptoms of heart attack, stroke, and choking and receive overall training in general first aid. Upon successful completion, you will receive a certificate from the American Heart Association.
Schedule: April 21, May 14, May 19, June 11
Tuition: $95

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95

“Every single day I get to do what I love, and the best part about my job is that I get to teach other people how to do it!”

“Teaching Culinary Arts in the Adult Education program is very gratifying to me,” says Chef Instructor Brad Shattuck. “We get to take people that are just entering the industry and work with them, so that by the end of the 140-hour program, we can offer them job placement, so they can go out and actually become part of the workforce.” Brad Shattuck has been a Culinary Arts instructor for the past 13 years in both the career and technical education and recreational setting. He graduated from both Johnson and Wales University with a degree in Culinary Arts, and New York Institute of Technology with a degree in Career and Technical Education. His work experience includes The Sagamore Resort, Jones Beach Theater and Hamlet Golf and Country Club to name a few. He’s experienced in teaching groups from age 7 to 100. Brad’s love of creativity and experience combined with his passion for teaching make him an asset to the Culinary Arts field.

MEET THE INSTRUCTOR
Chef Brad Shattuck

Ask about our Payment Plan
Clinical Medical Assistant - Intensive
Start a career in medicine as a Clinical Medical Assistant and take your first steps in a job opportunity program. Prepare for the Certified Health Professionals Certification exams to become employed as a Medical Assistant, Electrocardiograph Technician or Phlebotomy Technician. The 160-hour clinical externship springboards you into starting your career. Study human anatomy, medical terminology, hematology, phlebotomy, and electrocardiography. Learn the skills to assist with medical emergencies, physical exams, and laboratory testing. Perform live venipuncture and capillary puncture procedures. Professional skills to assist in medical offices, hospitals and health care facilities will be taught along with a 160-hour supervised clinical externship rotation. This is provided by partnering hospitals and medical facilities on Long Island. Meet with Employment Center counselors for job opportunities.

Offered Fall 2020
Schedule: TBD
Tuition: $5,995

CPR
(See course description on page 12)
Schedule: April 21, May 14, May 19, June 11
Tuition: $95

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95

Ask about our Payment Plan

* The Test of Adult Basic Education (TABE) is a required entrance exam for all healthcare programs.
Dental Assistant Program

Required Courses:*
Dental Assistant • CPR • OSHA-10

Dental Assistant
Train to become an important part of a professional dental office. Learn the necessary skills to work with a dental team to provide patients with an excellent experience. Prepare to assist with all dental procedures including four-handed dentistry, tray set-ups, infection control and sterilization techniques. Study dental anatomy, radiology, the uses of instruments and equipment. In addition, gain administrative and communication skills to make a medical office run smoothly. Upon completion, you will be ready to work in all types of dental offices. Engage with our Employment Center counselors for professional development and job opportunities.

20S101 April 20
Monday & Wednesday, 6:30-9:30 p.m.
Tuition: $1,195

CPR
(See course description on page 12)
Schedule: April 21, May 14, May 19, June 11
Tuition: $95

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95

* The Test of Adult Basic Education (TABE) is a required entrance exam for all healthcare programs.
Emergency Medical Technician (EMT) Program

Be a first responder in the crucial moments of an emergency. Learn the necessary skills to implement lifesaving maneuvers and critical health care in urgent situations. Study all aspects of pre-hospital medical care including recognition and treatment of trauma, cardiac arrest, stroke, and other life-threatening emergencies involving infants, children, and adults. Engage in classroom study and clinical training in patient simulation encounters, life support techniques, and first aid applications. Clinical experience will include a 12-hour 911 Emergency Ambulance tour or an inter-facility ambulance tour. Acquire necessary credentials in American Heart Association Basic Life Support, FEMA Introduction to Incident Command Systems (ICS 100) for Healthcare/ Hospitals, FEMA Introduction to National Incident Management System (NIMS 700), and Hazardous Materials Response – Awareness Level. This course is approved by the National College Credit Recommendation Service for 9 semester hours in Health Sciences, Allied Health Sciences, or Emergency Medical Care. You will be eligible to take the New York State and National Registry Practical and Written Examinations.

Course Requirements: Must be at least 18 years of age within the month of your New York State Written Examination. See New York State Department of Health, Bureau of EMS for criminal conviction policy statement.

Offered: Fall 2020
Tuition: $1,595

NOTE: 12 hours of this course will be taught at Northwell Health in Lake Success N.Y.
Medical Terminology
Begin your career in the Health Occupation industry with this comprehensive study of language prefixes and suffixes. Become familiar with commonly used acronyms and their meanings. Medical Terminology is your first step in learning communication skills for success in all medical personnel positions. This is a prerequisite for the Medical Coding and Medical Billing/Medical Manager courses.
20S101 April 20
Monday-Wednesday, 6-10 p.m.
Tuition: $695

Medical Coding
Discover the fundamentals of medical information as they pertain to the financial side of the healthcare industry. Using Current Procedural Terminology (CPT) and International Classification for Diseases (ICD) coding systems, learn to translate procedures and diagnoses into codes for billing purposes. This function is imperative to processing insurance claims effectively. Learn professional skills necessary for successful communication and customer service. Meet with Employment Center counselors to explore career pathways into jobs such as Health Claims Specialist and Medical Office Assistant.
20S201 May 11
Monday-Wednesday, 6-10 p.m.
Tuition: $995

Medical Billing/Medical Manager
Hospitals, doctors’ offices, and all healthcare facilities operate smoothly with knowledgeable, organized Medical Billing personnel. Learn office procedures necessary to keep accurate accounts of patient payment records, insurance information, and services rendered. Master state-of-the-art software used to make billing, collections, scheduling, and managing every office with stellar simplicity. Meet with our Employment Center counselors regarding job postings from medical offices throughout Long Island. Follow program guidelines for professional skills to become the best Medical Office Manager possible.
20S301 June 8
Monday-Wednesday, 6-10 p.m.
Tuition: $995

CPR
(See course description on page 12)
Schedule: April 21, May 14, May 19, June 11
Tuition: $95

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95

* The Test of Adult Basic Education (TABE) is a required entrance exam for all healthcare programs.
Phlebotomy Technician Program

Required Courses:*  
Phlebotomy Technician • CPR • OSHA-10

Phlebotomy Technician
A major aspect of medicine is what we can learn from medical lab work. Blood tests are important in diagnosing illnesses, monitoring medications, and determining wellness. Become a Phlebotomist by learning the skills necessary to effectively draw blood samples and comfort patients in the venipuncture process. Study anatomy and physiology while participating in clinical experiences using venous sticks. Obtain professional skills and meet with Employment Center counselors for job opportunities in area hospitals, clinical laboratories, or other health care facilities.

20S102    April 21    
Tuesday & Thursday, 6-9 p.m.
Tuition: $1,495

CPR
(See course description on page 12)
Schedule: April 21, May 14, May 19, June 11
Tuition: $95

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95

* The Test of Adult Basic Education (TABE) is a required entrance exam for all healthcare programs.
Manufacturing Technician Training Program

Required Courses:
Manufacturing Technician Training • OSHA-10

Manufacturing Technician Training
Advanced technology is an integral part of the new-generation manufacturing industry. Learn skills to operate cutting-edge machinery to perform precision production. Study shop floor mathematics, computer skills and introduction to computer-aided drafting (CAD). Learn about quality and safe machine shop set-up and operation. Engage in job readiness and practical on-site training. Gain professional skills to sharpen employability and meet with counselors in our Employment Center to explore job opportunities with Long Island manufacturing companies.

20S102 April 30
Monday, Tuesday & Wednesday, 6-9 p.m.
Tuition: $1,595

OSHA-10
(See course description on page 2)
Schedule: May 7
Tuition: $95
Personal Enrichment Courses

Need a refresher course? Undecided about your career? Interested in taking up a new hobby? Register now for one of our Personal Interest Courses! Call (516) 622-6950 or visit www.nassauboces.org/adulted

Cosmetology Refresher Course
Held on 12 consecutive evenings, this review course is a concentrated preparation for the New York State Cosmetology written and practical examinations. This rigorous study will guide you to achieve success in your testing process. Register for this course if you have completed your 1,000-hour licensing course and want to enter an intensive review, if you have certification outside of New York State and want a NY State Certificate, or if you completed the necessary 1,000 hours in another approved program and wish to now gain New York State License.
Offered Fall 2020
Schedule: TBD
Tuition: $895

Basic Automotive Repair
Discover the basics of vehicle maintenance. Learn about engine performance checks, tire and fluid service and repair, and general engine tune-ups. You will be introduced to suspension systems, braking systems, and basic automotive electrical systems. Explore new technology in the automotive industry including hybrid and electric vehicles.
Schedule TBD
Monday & Wednesday, 3:30-6:30 p.m.
Tuition: $795

Medical Refresher Course
Fine tune your skills in the medical industry to recertify for a license or certification in Clinical Medical Assisting (CMA), Phlebotomy, or EKG Technician. Take this for an intense review and preparation for certification exams. If you are a former student or have completed program requirements, you may now move forward to achieve a license or certificate to enter the health care profession.
Offered Fall 2020
Schedule: TBD
Tuition: $1,095

Introduction to Welding Techniques
Welding is an important skill that transcends all areas of the construction and manufacturing industries. Begin here with basic knowledge of welding tools and their functions along with theory and applications. You will engage in hands-on projects as you study and perform a variety of welding methods. Grasp skills using oxyacetylene, shielded metal arc, Metal Inert Gas (MIG), and Tungsten Inert Gas (TIG) processes. With a focus on safety, you will receive instruction and certification in Occupational Safety and Health Administration (OSHA) 10. Introduction to Welding will place you on a path to master the art of welding.
20S012  June 23
Tuesday & Thursday, 6-10 p.m.
Tuition: $895
Online Learning Courses

There are over 600 instructor led online courses available from Ed2go. Master a new subject with online learning courses in a variety of topics including:

- Arts and Design
- Business
- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Math and Science
- Teacher Professional Development
- Test Prep
- Writing

Visit [www.ed2go.com/nasboces](http://www.ed2go.com/nasboces) or call 855-520-6806 for more information.

Non-discrimination Statement: The Nassau BOCES advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to age, race, creed, color, national origin, sexual orientation, religion, military/veteran status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, marital status, disability, predisposing genetic characteristic(s), or domestic violence victim status. The Nassau BOCES shall provide equal access to the Boy Scouts and other designated youth groups. The Nassau BOCES shall not discriminate or take any retaliatory action against an employee with respect to compensation, terms, conditions or privileges of employment because of the employee’s or dependent’s reproductive health decision-making. Information and grievance procedures are available by contacting the following Civil Rights Compliance Officers at 71 Clinton Rd., Garden City, NY 11530: Dr. Valerie D’Aguanno, Executive Director of the Department of Human Resources at 516 396-2358, vdaguanno@nasboces.org and/or Selma Stoddard, Esq., Attorney (Employee Relations), Department of Human Resources at 516-396-2360, sstoddard@nasboces.org. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the above-mentioned Civil Rights Compliance Officers or to the Office for Civil Rights at NY Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call 646-428-3900, or fax 646-428-3843, or TDD 800-877-8339 or email OCR.NewYork@ed.gov or file form at https://www2.ed.gov/about/offices/list/ocr/complaintintro.html.
English Language Learners Employment Paths (PEELL)

ESL (English as a Second Language) Learners - here’s your fast track to employment! Get job-ready in just 10 weeks with this program that combines ESL and hands-on training in a career! Courses are open to ESL students who reach levels 4, 5 or 6 from registration testing. Get started today! Call 516-622-6950 or visit www.nassauboces.org/adulted

PEELL Dental Assistant
Discover the world of Dentistry and learn the skills to gain employment as a Dental Assistant. In addition, learn English for this work environment. Study tray set-ups, radiology, and dental anatomy. Meet with counselors for professional skills and explore employment opportunities through our Employment Center. Offered Fall 2020
Tuition: $500

PEELL Home Health Aide
Use your quality of kindness to join the health care profession and make a difference in people’s lives. Learn skills that will help you provide hands-on care to older adults and people with disabilities. Learn the clinical and interpersonal skills required for success in personal care. Engage in classroom instruction and clinical experience with a partnering health care facility. Become a New York State certified Home Health Aide (HHA). Meet with Employment Center counselors for resume and interview skills while progressing through the application process. Gain employment with a Home Care Service Agency or an Assisted Living Facility on Long Island. Develop career success in this valuable, much needed profession.
20S1PH April 27 • Monday-Thursday 6-10 p.m.
Tuition: $95

PEELL Production Technician
Start a career in Production! Learn computer skills for reading and drafting blueprints, techniques to operate machinery for production, and the importance of safety and quality in the production environment. While engaging in hands-on experiences, gain English vocabulary pertaining to this industry. Meet with counselors to become employable leading to a job with a Long Island production company.
20S102 April 21 • Tuesday, Wednesday & Thursday, 6:30-9:30 p.m.
Tuition: $500

PEELL Office Assistant
Start a career in a professional office environment! Learn computer skills, organizational techniques, and current business technology. Gain communication skills and vocabulary to become employable in an office setting. Learn about customer service, document handling, and record storage. Advance your English language skills for success. Meet with counselors for job applications, resume development, and interview preparation. The next step is to get a job!
20S1POA May 4 • Monday, Tuesday, Wednesday, 6:30-9:30 p.m. • Adult Learning Center, Levittown
Tuition: $500

PEELL Plumbing
Enter the word of Construction in the Plumbing field. Learn skills to gain employment in an entry level plumbing position. Practice pipe-fitting skills, piping layouts, and the basics of drainage, waste, and vent systems. Learn English for this work environment to make you ready for employment. Meet with counselors to gain professional skills and seek job opportunities through our Employment Center.
20S1PP April 21, June 4 • Tuesday & Thursday, 3:30-6:30 p.m. • Tuesday & Thursday, 6:30-9:30 p.m.
Tuition: $500
Intensive Support Program
Course Offerings

The Intensive Support Program assists students who would benefit from hands-on training in small classes where the material are explicitly taught through demonstration and repetition.

In addition to the classes listed below, students receive additional classroom instruction where they can develop interviewing communication, and the “soft skills” necessary to be successful on the job. Many classes provide internships and all students receive individualizes assistance in job placement.

The Spring semester is March 5-June 10, 2020. Classes are held Monday through Thursday, 2:30-5:30 p.m. and Friday, 9:30 a.m.-12:30 p.m.

Contact Fran Dowling at 516-622-6834 for more information.

Auto Lube
Requires driver’s license, physical ability to work on cars, and mechanical ability. Students learn to perform oil changes, tire changes, brakes, tune ups etc.

NOTE: A clean license is important for job placement.

Building Maintenance
Requires physical ability to work with power and hand tools, and mechanical ability. Students learn entry level electrical, plumbing, carpentry and custodial skills. Course includes 10-hour OSHA training.

Direct Care
Requires high school diploma, 6th grade academics, excellent judgment, physical ability, and a love working with children. Students learn child development and work off-site with an instructor in both a day care center setting and a senior center.

Food Service
Requires physical ability, the ability to withstand various temperatures, and good stamina. Students learn food preparation including sauces, soups, chopping, cooking, sanitation, hand and industrial dishwashing.

Office Clerk
Requires high school diploma and 7th grade academics and basic computer skills, with a minimum of 25 words-per-minute. Students learn Microsoft Word, Excel, Quickbooks, digital document management, plus basic office skills.

Pet Care/Grooming
Requires physical ability and a love of all kinds animals. Students learn how to work with animals in settings such as pet stores, kennels, vet office. Curriculum will include grooming skills.

Stock and Inventory
Requires the ability to count and sort, and physical ability. Students learn how to stock shelves, cashier, provide customer service and use computer inventory programs. Working off-site with an instructor at local retail is included.

Porter/Custodial
Requires the physical ability to perform tasks. Students will learn how to clean classrooms, offices as well as medical establishments with a focus on using basic cleaning tools and the buffing machines. This class will also include 10-hour OSHA training.
Empower your employees with training tailored to your company’s specific needs with

EMPLOYEE TRAINING SOLUTIONS

Sample course offerings include:
- English as a Second Language (ESL)
- Customer Service
- Effective Communication Skills
- Workplace Math
- Workplace Literacy
- Follower-to-Leader (Supervisory Skills)
- Team Building
- Presentation Skills
- Leadership Development
- Microsoft Office Suite Applications
- Employability Skills
- Blueprint Reading
- Basic Workplace Skills
- Healthcare Literacy
- Time Management
- Snap-On – Automotive
- Snap-On – Certification

Stay ahead of the competition with highly trained and motivated employees!

For more information call (516) 622-6950 or email adultreg@nasboces.org
You may also contact Principal Michele Cohen at (516) 622-6870.
Three easy ways to Register!

Register online for classes at: www.nassauboces.org/adulted

In-Person at Nassau BOCES Adult Education Career and Technical Education Center
1196 Prospect Avenue, Westbury, NY 11590
Room: C209 • 9 a.m.–9 p.m. (M-Th), 9 a.m.–3 p.m. (F)

Phone Registration - call (516) 622-6950
A staff member will be available to accept your registration from 8:30 a.m.–8:30 p.m. (M-Th), 8:30 a.m.–3 p.m. (F)

Need to know information

Locations—Classes are located at:
• Joseph M. Barry Career and Technical Education Center, 1196 Prospect Avenue, Westbury, NY, 11590 unless otherwise noted.
• NEW locations at GC Tech, 150 Abbey Lane, Levittown, NY 11756 and at Nassau BOCES Adult Learning Center, 3100 Hempstead Turnpike, Levittown, NY 11756

Public Transportation
It’s easy to get to our building via bus or the Long Island Railroad.
Call (516) 228-4000 for NICE, Nassau Intercounty Express or (516) 822-5477 for Long Island Rail Road Information or visit URL: www.lirr.org

School Closing
Please sign up for emergency closing and important announcements at: www.nassauboces.org/closings or call: (516) 396-4636 to get up-to-the-minute information on closings.
You can also watch News12 for emergency or weather related closings or like us on Facebook and follow us on Instagram and Twitter.

Discounts
Ask about our discounts for Nassau BOCES employees, retirees and alumni.

Refund Policy
Program Refund Policy
• See the full policy at www.nassauboces.org/adulted.

Ask about our payment plan or tuition assistance.

Note: Program instructors are subject to change.
“I’ve always been fascinated by fire as a kid, and the idea of working with it on a daily basis was appealing. I discovered that there was a serious lack of skilled welders in this country, so I signed up for the night course right away. I scored a job with Forest Iron Works as a helper. Almost 7 years later I’m still here, but as manager and I couldn’t be happier. I also own an art design company.”

Eric Blackburn
Manager, Forest Iron Works
Owner, Prometheus Welding
Adult Education Alumnus