TRAINING FOR WORK TODAY,
BUILDING A LIFELONG CAREER ON LONG ISLAND!

QUESTIONS?
COME MEET OUR INSTRUCTORS!
JOIN US FOR OUR OPEN HOUSE!
SEPTEMBER 6, 2017 & JANUARY 3, 2018
7-9 P.M.

CATALOG OF COURSES
FALL/WINTER EDITION

2017/2018
www.nassauboces.org/adulted
(516) 622-6950
# Table of Contents — Adult Education

## Basic Information
- Adult Career and Technical Education Training
- 2017-2018 Calendar
- How to Register/Admission Guidelines
- Adult Career and Technical Education Training Series Certificate Programs
- State and National Certification Programs
- Nassau BOCES Policy & Practices
- Frequently Asked Questions about Adult Career and Technical Education Training Courses

## Adult Career and Technical Education Training — Daytime & Evening
### Animal Sciences
- Pet Grooming I
- Pet Grooming II
- Veterinary Assistant I
- Veterinary Assistant II

## Appearance Enhancement
- Barbering
- Cosmetology
- Completion Hours Coursework
- New York State License Exam Review/“Refresher Course”

## Automotive Technology
- Auto Collision I
- Auto Collision II
- Auto Customizing—Fundamentals
- Classic Car Restoration and Painting
- Auto Mechanics I — Introduction to Auto Mechanics
- Auto Mechanics II — Steering and Brakes
- Auto Mechanics III — Auto Electrical/Electronic Systems
- Auto Mechanics IV — Engine Performance
- Auto Mechanics V — Automotive Alternative Fuels Technology
- Auto Technician Intensive Training Program

## Construction Trades
- Oil Burner I
- Oil Burner II
- Gas Burner
- Hydronics
- Plumbing I
- Plumbing II
- Blueprint Reading
- EPA Seminar and Certification Test
- Solar Hot Water Heating
- Refrigeration and Air Conditioning I
- Refrigeration and Air Conditioning II
- Refrigerant Recovery and Recycling
- Entry-Level Manufacturing Training Program
- Trade Electric Theory
- Trade Electric I — Residential I
- Trade Electric II — Residential II
- Trade Electric III — Commercial

## Trade Electric IV — Motor Control
- Welding Fundamentals and Qualification
- Welding Techniques
- AWS Qualification Test Preparation

## Culinary
- The Culinary Institute
- Introduction to Commercial Cooking
- Introduction to Culinary Baking
- Specialized Cooking Classes

## Early Childhood
- Childhood Development Associate Training Program

## Health Occupations
- Certified Nurse Assistant
- CPR - A Lifesaving Course
- Dental Assistant
- Clinical Medical Assistant
- Phlebotomy Technician
- Personal Trainer
- Medical Terminology (Part I)
- Introduction to Medical Coding (Part II)
- Medical Billing/Medical Manager (Part III)
- Emergency Medical Technician — EMT

## Information Technology/Media Arts (formerly Computing/Technology)
- Computer Repair I
- Computer Repair II
- Digital Design for Business I
- Digital Design for Business II
- Sewing and Alterations

## Programs for Adults with Disabilities: Career Support Services
- Job Placement Services
- Adult Career and Continuing Education Services
- Vocational Rehabilitation (ACCES-VR)
- Vocational Assessment
- Customer Service Training
- Intensive Support Program (ISP)

## Learning Online

## Programs for Families: Parent-Child Home Program

## Programs for Employers: Employee Training Solutions

## Regional Program for High Schools

## Adult Learning Center

## High School Equivalency (HSE) (formerly GED)

---

**REGISTER EARLY!**

*SEMESTERS START*

September 18, 2017 & January 10, 2018

---

**SCHEDULES**

<table>
<thead>
<tr>
<th>SEMESTERS</th>
<th>STARTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER</td>
<td>September 18, 2017</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>October 2, 2017</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>November 6, 2017</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>December 4, 2017</td>
</tr>
<tr>
<td>JANUARY</td>
<td>January 10, 2018</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>February 13, 2018</td>
</tr>
</tbody>
</table>

- Classes begin
- School closed
- Open House
Adult Career and Technical Education Training Programs — Welcome!

Greetings:

Welcome back to another new year for Adult Education Programs at Nassau BOCES. These are exciting times at the Adult Education Programs, and we look forward to your participation in our programs.

In the Spring of 2017, we began construction on the West Wing that will result in upgraded instructional space and lab space. These state-of-the-art changes will allow students to learn in facilities similar to the industries they are looking to be employed in.

To formalize the work we are doing to build programs that serve industry needs and, therefore, allow our students to be employed upon completion of programs, we have created an Industry Advisory Board for all of our clusters and programs. The members of the Board are all currently active members of the workforce and many hold significant positions within each industry. The purpose of this Board is to continue to refine our programs to meet the current needs in each industry on Long Island.

Lastly, we are excited to announce the launch of our new student registration system, www.nassauboces.org/adulted. If you have not already logged on, you should check it out, as there are many new features. You can use your email address to request your User Name to get started.

Whether you are looking to enter the workforce for the first time, change careers or seeking a promotion, we have a program that will help achieve your goals. Many of our courses prepare students for nationally recognized certification exams in a variety of trades. Offering affordable tuition rates and payment plans for some of our courses, we encourage you to consider taking a course with us.

Sincerely,

Michele Cohen, Assistant Principal

How to Register/Admission Guidelines

Adult Career and Technical Education Training Programs

- Full tuition must be received upon enrollment in a class. Classes are filled on a “first come, first served” basis.
- Adult Career and Technical Education Training reserves the right to change locations, times, or dates, where necessary, or to cancel classes.
- Retain this brochure for your course description, refund policy, class schedule, and calendar. Unless notified otherwise, you can safely assume your registration is confirmed.

Choose one of the following ways to register:

Internet: Go to www.nassauboces.org/adulted and click “Evening Career and Technical Education Training Registration.” Then click “View Online Course Catalog and Register here.” Follow directions.

Phone: With Visa, Mastercard or Discover card. Call 516-622-6950.

In Person Registration: At Joseph M. Barry Career & Technical Education Center, 1196 Prospect Avenue, Westbury, NY 11590. The office is open Monday through Thursday 9 a.m. – 4 p.m. and 4:30 – 9:30 p.m., Fridays from 9 a.m. – 4 p.m.

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

General Admission Guidelines

- Courses are taught in English. Students must be able to read, write and follow directions at a 9th grade or above level and possess strong math skills.
- Students must possess the ability to problem solve, measure, calculate, analyze, set priorities and choose appropriate instruments.

HSE Prep & ESL Programs

In-Person Registration: Dates are detailed in the Adult Learning Center (ALC) insert, located in the center of the catalog, or call (516) 622-5623 between 9 a.m. – 3 p.m. for all locations & registration dates

Career Support Services

In-Person Registration: Career Support Services Office, Barry Tech, 1196 Prospect Avenue, Westbury, NY 11590 (516) 622-6832 Open 8 a.m. – 3 p.m.

Employee Training Solutions

(516) 622-6950

OPEN HOUSE MEET OUR INSTRUCTORS!

SEPTEMBER 6, 2017 & JANUARY 3, 2018
Adult Career and Technical Education Series Certificate Programs

All Adult Career and Technical Education Training classes provide students with a grade at the end of each class. All students who successfully pass a course will be able to print certificates upon class completion. Additionally, several of our Career and Technical Education Training Programs require students to take a series of courses in one subject area. Upon successful completion of all the required courses/hours, students will receive a Certificate of Series Completion.

- Auto Collision, Auto Customizing, Auto Mechanics
- Heating Systems Service Technician
- Plumbing
- Refrigeration and Air Conditioning–HVAC/R/EPA Certified Technician
- Refrigeration and Air Conditioning
- Trade Electricity
- Computer Repair
- Introduction to Commercial Cooking and Baking
- Medical Coding and Billing Specialist
- Pet Grooming
- Veterinary Assistant

The steps to obtain an Adult Career and Technical Education Training Certificate of Series Completion are as follows:

1. Register and attend all classes within the sequence required for the Certificate of Series Completion.
2. Maintain an 80% attendance rate in all courses in the sequence.
3. Maintain a 74% or higher average in all courses in the sequence.
4. Payment made in full for all courses. Certificates of Series Completion will be mailed unless we are notified beforehand that you would like to pick it up.

There is a $10 fee for duplicate copies of certificates.

State and National Certification Programs

Through our industry partners and accrediting agencies, many of our programs not only provide students with the completion hours and training to find a career, but also prepare students for state and national certification and/or licensing exams. After completion of a course or sequence of courses, students may opt to register for these exams.

Adult Career and Technical Education Training is a TESTING SITE for the following State and National Certifications:

Certified Health Professionals (CHP)
These exams are offered at the end of each class with an additional fee paid directly to CHP. See course descriptions for more detail.
- EKG
- Medical Assistant
- Medical Billing and Coding
- Phlebotomy Technician

Prometrics
Upon successful completion of Certified Nursing Assistant class, students are eligible to take the exam through Prometrics. An additional fee is paid to Prometrics. See course description for more details.

United States Environmental Protection Agency (EPA)
Upon successful completion of specific courses, EPA exam is administered on-site.

Adult Career and Technical Education Training prepares students for State and National certification in the following:

New York State Licensing Department
Upon successful completion of course, students may apply to New York State to sit for the NYS licensing exam in each of these areas:
- Cosmetology
- Barbering
- New York State Department of Health
- Emergency Medical Technician (EMT)

American Council of Exercise (ACE)
Upon successful completion of course, students can opt to contact the ACE and register for the Certified Personal Trainer exam on an individual basis. See course description for more details.

American Welding Society (AWS)
Upon successful completion of specific courses, students are eligible to contact an AWS site to register for the certification exam. See course description for more details.

Automotive Service Excellence (ASE Certified)
Upon successful completion of specific courses, students are one step closer to obtaining certification from the ASE. See course description for more details.
Nassau BOCES Policy and Practices – Adult Career and Technical Education Training Programs

Nassau BOCES School Closings and Announcements

- Check the Nassau BOCES website! As soon as the decision to close the agency is made, it is posted on the homepage at www.nassauboces.org.
- Receive email through our online portal.
- Sign up for emergency closing emails by joining the Nassau BOCES emergency announcement email list and be the first to know about emergency closings. To sign up, go to www.nassauboces.org/closings and enter your email address to be added to the electronic mailing list.
- Call our emergency announcement number: dial (516) 396-INFO (4636). This phone line is dedicated to providing up-to-date information about any emergency situation.
- You can also view school closings on the following television stations: News12 (Cablevision Channel 12), FiOS1 News (Verizon FiOS Channel 1), WPIX/Channel 11 and Fox 5. Listen for closings on the following radio stations: WMJG 94.3 FM, WKJY 98.3 FM, WBAB 102.3 FM, WBZO 103.1 FM, WWOR 710 AM, WINS 1010 AM and WHLI 1100 AM. Connect with us on Facebook and Twitter.

Parking Policy
All vehicles MUST park in designated regular parking areas. NO cars may park in designated fire zones, along the building curb line, reserved or administrator parking, or handicapped parking without a valid handicapped sticker displayed.

Student Attendance Practices
Students should make every attempt to be present for each scheduled class to keep current with the lessons and assignments. Students should be on time. In order to avoid failure, an 80% attendance rate must be maintained. Students who fail the class due to absenteeism will not receive a refund.

Student Grading Practices
A “final grade” may consist of quizzes, tests, a final exam and the demonstration of practical hands-on competencies as determined by the instructor. The lowest passing grade for any class is 74. A “failing grade” will be designated to students who have not demonstrated competency in the subject matter or who have less than an 80% attendance rate. Students will be made aware of their progress on a consistent basis by the instructor.

Refund Requests made after the first class meeting will not receive a refund.

Refund Requests made less than 5 days before the first class meeting will receive 80% of paid tuition refunded, less a $75 cancellation fee.

Refund Requests made after the first class meeting will receive a refund of 50% of paid tuition only (books are non-refundable), less a $75 cancellation fee.

No Refund Requests will be honored after the second class meeting.

Transfer Requests
- Before first class there is a $35 transfer fee for a one-time transfer to another class.
- Transfers will not be honored for Spring Semester and will be subject to the terms of the refund policy.
- Transfers after first class will not be honored, and will be subject to the terms of the refund policy.
- In the event a student is terminated from the program, there will be no refund.
- Expected process time for all refunds is 6-8 weeks.

Damage to or Loss of Personal Property
Nassau BOCES assumes no responsibility, either real or implied, for the personal property of any adult student. Students should review their own insurance coverage regarding personal property liability.

Issues Under Dispute
Nassau BOCES has an appeal and grievance policy for issues under dispute. A copy can be obtained from the Adult Career and Technology Education office or at www.nassauboces.org/adulted.

Smoking Policy
Nassau BOCES is a non-smoking facility. Smoking, including e-cigarettes, is not permitted anywhere on campus, including: classrooms, hallways, bathrooms, offices, on school grounds, behind shops, or parking lots.

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, marital status, disability, predisposing genetic characteristic(s), or domestic violence victim status. Moreover, the Nassau BOCES shall provide equal access to the Boy Scouts and other designated youth groups. Information and grievance procedures are available by contacting the following Civil Rights Compliance Officers at 71 Clinton Rd., Garden City, NY 11530: Dr. Tracey A. Nekulak, Executive Director of Human Resources at 516-396-2358, nekulak@nasboces.org, or Selma Stoddard, Esq., Assistant Director, Department of Human Resources at 516-396-2360, stoddard@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 http://www2.ed.gov/about/offices/list/ocr/complaintintro.html. A copy of programs and educational courses offered and available to residents may be obtained from our website, www.nassauboces.org.
Frequently Asked Questions about Adult Career and Technical Education Training Courses

For those with a busy schedule, our part-time courses for adults are the perfect choice. Classes usually meet twice a week on alternate days (Mon/Wed or Tues/Thurs) and from three to four hours per evening. Some licensing or certification courses meet more frequently.

Do I need a high school diploma?
All students must be at least 18 years of age. A high school diploma or GED is required for all of our health occupation courses. A high school diploma is not required for other courses. Nassau BOCES Adult Education also offers tuition-free ways to obtain a high school general equivalency diploma. Call (516) 622-5623 for more information.

Can I obtain a license or certificate?
All of our courses lead to an Adult Career and Technical Education Training Certificate after the certificate requirements are met. Additionally, many of our programs prepare the student to sit for optional nationally-recognized certification exams. Report card and certificates are available online upon satisfaction of course requirement.

Does the Adult Career and Technical Education Training Program partner with state and local agencies?
The Adult Career and Technical Education Training Program partners with state and local agencies to provide career education and training for adult learners, including: New York State Department of Labor, Department of Veterans Affairs, Workforce Investment Boards (Hempstead Works, Town of Oyster Bay/ North Hempstead), ACCES, unions, employers, schools, libraries, colleges and technical schools, community-based organizations, county government, and business councils.

How do I register for courses?
See page i of the catalog for registration information.

Does Adult Career and Technical Education Training offer financial aid or tuition assistance?
Adult Career and Technical Education Training programs do not provide financial aid or tuition assistance for our adult students. However, grant funds and tuition vouchers obtained by the student from corporations, agencies, and other funding sources are usually acceptable forms of payment. Adult Career and Technical Education Training program is a certified educational facility with the New York State Department of Labor (for more information call the local NYS office) and the U.S. Department of Veterans Affairs at (888) 442-4551, which may provide tuition reimbursement. All Nassau BOCES Adult Education and Career Support System programs provide individuals with disabilities and out-of-school youth with tuition-free training and support. Call (516) 622-6830 for more information.

Are there any additional fees or costs?
Some of our courses have an additional cost for textbooks. In limited instances, students are required to purchase personal protective equipment or personal tools. Check the course description to see if there are any additional costs or requirements. Classes that end in an exam from one of our industry partners may require additional test fees.

How can I obtain an official transcript?
Students may request an official transcript of their grades by submitting a completed “Request for Transcript” form and a money order for $10 payable to Nassau BOCES. This form is available on our website at www.nassauboces.org/adulted or call the Adult Career and Technical Education Program office at (516) 622-6950. Additionally, transcripts and certificates can be printed through our on-line portal at no cost.

How do I get to the Joseph M. Barry Career & Technical Education Center?
The Joseph M. Barry Career & Technical Education Center is readily accessible from all major Long Island roadways. Please see our website (www.nassauboces.org) for more information.

Additionally, Barry Tech is convenient to public transportation. We are a short distance from the Hicksville Train Station on the Long Island Railroad and from the N22 Bus on NICE. For more information, you can call LIRR Information at (516) 822-5477 or NICE Information Center at (516) 228-4000.

REGISTER USING OUR NEW REGISTRATION SYSTEM

How do I register online?
- Go to the Adult Education website, www.nassauboces.org/adulted, and click on “Register”
- Search for courses by typing in a keyword
- To sign in, you will need your username, or click on “Forgot Username” and enter your email
- Once you have logged in, you can check availability, register and pay for course, be entered on the waitlist
- If you already are enrolled, you can check your account balances, status, and make payments

In addition, this new system will allow you to:
- See grades and offer real-time information about current classes
- Upload documents necessary for registering for classes
- Complete Instructor Surveys online
- Print transcripts and certificates from your own computer

www.nassauboces.org/adulted
**Animal Sciences**

### Pet Grooming Certificate of Series Completion

**Required Course:**
- Pet Grooming I
- Pet Grooming II

**Total Hours:** 120

**Pet Grooming I**

This course will provide the knowledge and practical hands-on experience in pet grooming for an entry-level position, or for personal enrichment. Topics include, but are not limited to, safe handling, bathing and drying, different coat types, clipper use and maintenance, grooming equipment, fleas and ticks, and common medical problems. Students must have access to a dog to bring to class on a rotating basis, and the pet must have proof of current vaccinations. It is recommended that students have a current tetanus shot. Tuition includes cost of textbook.

- **17F102** September 19 (7–10 p.m.)
- **18W102** January 11 (7–10 p.m.)
- **Barry Tech** Tuesday & Thursday
- **20 Sessions/60 Hours** $975

**Pet Grooming II**

This course expands and builds upon the material studied in Pet Grooming I. This comprehensive course combines theory and practical hands-on learning that will prepare students for working in the exciting field of dog grooming. Topics covered will expand and emphasize grooming faces, blade lengths, attachment combs and blending of coat, along with scissoring techniques and various breed cuts. 

*Additionally, students will be required to purchase some grooming tools at an additional cost.*

**Prerequisite:** Successful completion of Pet Grooming I, or an employer letter of reference within the grooming field stating your level of experience. Students are expected to bring dogs in on a rotating basis.

- **17F201** September 18 (7–10 p.m.)
- **18W201** January 10 (7–10 p.m.)
- **Barry Tech** Monday & Wednesday
- **30 Sessions/90 Hours** $1,500

### Veterinary Assistant Certificate of Series Completion

**Required Courses:**
- Veterinary Assistant I
- Veterinary Assistant II

**Total Hours:** 120

**Veterinary Assistant I**

Veterinary Assistant I provides the student with a core of general knowledge in veterinary technology and prepares the student for advanced training and employment in the veterinary industry. Learn how to become an effective team member with the veterinarian and the veterinary technician. Course includes introduction to the veterinary practice, career opportunities in the veterinary field, veterinary terminology, companion animal behavior, restraint and handling, canine/feline anatomy and physiology, exam room procedures, grooming basics, facility maintenance, euthanasia and bereavement, and more. Tuition includes cost of textbook.

**Required additional cost:** scrubs, and some supplies (list provided first night of class.)

- **17F101** September 18 (7–10 p.m.)
- **18W101** January 10 (7–10 p.m.)
- **Barry Tech** Monday & Wednesday
- **20 Sessions/60 Hours** $860

**Veterinary Assistant II – Coming Spring 2018**

This course expands and builds upon the material studied in Veterinary Assistant I. Topics include introduction to vaccines, common infectious diseases, cleaning and isolation techniques for infectious patients, parasitology, pharmacy skills, diagnostic testing, laboratory skills, surgical tasks, radiology and diagnostic imaging, emergency medicine, toxicology, medical nursing, and more.

**Prerequisite:** Veterinary Assistant I

- **18S202** April 24 (7–10 p.m.)
- **Barry Tech** Tuesday & Thursday
- **20 Sessions/60 Hours** $800

---

**Dog Grooming**

Salon Services Available*

- Services include:
  - Bathing and Fluffing
  - Ear Cleaning
  - Nail Trimming
  - Trimming and Cutting

*There will be a nominal fee for grooming materials.

**Email:** Adultreg@nasboces.org

Animals must have proof of inoculation upon arrival. Evening appointments only.
Essential Information for Barbering & Cosmetology:

- Students must possess strong fine and gross motor skills; finger dexterity; and be able to stand, bend and stretch for extended periods of time.
- Students must have good oral and written communication skills and effective listening and interpersonal skills.
- Payment plans are available for these courses. For more information on any of our Appearance Enhancement courses, contact us at (516) 622-6950 or adultreg@nasboces.org
- Upon completion of requirements students are eligible to apply for New York State licensing.

Barbering
This course is a combination of classroom and laboratory instruction that will develop the professional knowledge and skills for the barbering license. The course emphasizes training in safety, sanitation, shaving, hair cutting, reception, and sales.

17F101 September 11 (6–10 p.m.)
Barry Tech Monday through Thursday
153 Sessions/500 Hours $4,500

Universality

Cosmetology
Students will learn hair design, nail artistry, skin care, and basic men's hair cutting in our modern salons, taught by New York State Board Examiners. After successful completion of the 1000-hour course, students may take the Cosmetology New York State Licensing Exam. Classes meet Monday through Thursday evenings from 6–10 p.m. Monthly payment plans are available.

Required additional cost: Textbook, cosmetology kit, and mannequin.

17F101 September 11 (6–10 p.m.)
Barry Tech Monday through Thursday
153 Sessions/1 Year $8,750
Additional materials cost $562

Completion Hours Coursework
This course is for those students that have completed a portion of their hours in another approved program and wish to continue their hours and preparation for the Cosmetology State Board written and practical exam at the Adult Career and Technical Education Training Program. Please note, there is a minimum number of 100 hours required to register, regardless of how many hours students have received from another approved program. A copy of an official transcript is necessary to enroll in this program.

Ongoing, (6–10 p.m.)
Barry Tech Monday through Thursday
Minimum 25 sessions/100 hours Minimum cost $1,500 and each additional hour at $15 an hour
For more information, (516)622-6950 or adultreg@nasboces.org.

New York State License Exam Review/ "Refresher Course"
This course is held on 12 consecutive nights for those students who have either:
- Completed a 1,000-hour New York State licensing course and need to review for the practical test.
- Obtained coursework/experience either outside of New York State or the United States.
- Completed 1,000 hours in another approved program.

Students will complete their hours at Barry Tech and prepare for the Cosmetology State Board written and practical exams. This class is 12 consecutive nights, and does not allow for drop-in scheduling.

Ongoing, (6–10 p.m.)
Barry Tech Monday through Thursday
12 consecutive sessions/48 hours Minimum cost $720 and each additional hour at $15 an hour
For more information, (516)622-6950 or adultreg@nasboces.org.
Auto Collision I

This course covers the use of body hammers, dollies, body files, grinders, and related power equipment, the mixing and application of body fillers and putties, proper preparation and repair of metal damage, and the use of primers, sealers, and refinishing procedures. Students will be introduced to oxyacetylene and metal inert gas welding for sheet metal repair.

17F101  September 18 (7–10 p.m.)
18W101  January 10 (7-10 p.m.)
Barry Tech  Monday & Wednesday
20 Sessions/60 Hours  $900

Auto Collision II – Coming Spring 2018

This course expands upon the principles introduced in Auto Collision I. It includes restoring corrosion and collision repair, expanded general welding techniques, cost estimating, urethane bumper repair, use of spray equipment, and paint finishing procedures.

Prerequisite: Auto Collision I

18S201  April 18 (7–10 p.m.)
Barry Tech  Monday & Wednesday
20 Sessions/60 Hours  $900

Auto Customizing Certificate of Series Completion

Required Courses:
Auto Collision I, Auto Collision II,
Auto Customizing-Fundamentals,
or
Classic Car Restoration and Painting
Total Hours: 180

Note: The requirement for Auto Collision I & II may be substituted with 2 years of documented work experience in the Auto Collision industry. Electives below earn additional certificates.

The following courses are being offered at Autoseum, 100 County Seat Drive, Mineola, NY 11501. The instructor for these courses is one of the country’s most experienced auto fabricators known for his work in the television and film industries.

Auto Customizing—Fundamentals

This course provides an introductory experience for working with metals, fiberglass, and rubber for building molds to reproduce auto parts such as grills, spoilers, and scoops. Students will have the opportunity for artistry and “one-offs” and be introduced to the vacuum forming machine. Auto collision specialists will benefit from learning enhanced skill sets and be prepared for entry-level work in shops using current customization techniques. Tuition includes all tools and materials for instruction. Students may want to bring in additional materials or tools for personal custom work.

Course held at: Autoseum, 100 County Seat Drive, Mineola, NY 11501.

17F102  September 19 (7–10 p.m.)
18W102  January 11 (7-10 p.m.)
Autoseum, Mineola  Tuesday & Thursday
20 Sessions/60 Hours  $1,000

Classic Car Restoration and Painting

This course focuses on the restoration of classic cars and trucks. Training will involve hands-on experience that will touch on many aspects of restoring the body of a classic vehicle (student’s or ours) back to its former glory. Students will be taught by highly qualified instructors with national reputations in classic car restoration. This course may lead to a career or expand student’s professional skill set and is also geared to the hobbyist who just wants to do it himself/herself. Topics include: Dismantling of car, inventorying parts, assessing the level of restoration needed, determining what parts are needed, preparing rust for repair, proper tools and safety, making patch panels, using a metal brake, and English wheel and mig welder. Course held at: Autoseum, 100 County Seat Drive, Mineola, NY 11501.

Prerequisite: Auto Collision I & II

17F102  September 19 (7–10 p.m.)
18W102  January 11 (7-10 p.m.)
Autoseum, Mineola  Tuesday & Thursday
20 Sessions/60 Hours  $1,000
Automotive Technology

Auto Mechanics Certificate of Series Completion
Total Hours: 288
Register for the ASE exam directly with the ASE online at www.ase.com. For more information, call 1-866-273-8378.

Auto Mechanics I – Introduction to Auto Mechanics
This course covers basic vehicle maintenance. Students will learn tune-ups and basic engine performance checks, tire and fluid service and repair. Students are introduced to suspension systems, braking systems, and basic automotive electrical systems, as well as the internal combustion engine and hybrid technology. Students are assessed using Automotive Service Excellence (ASE) style questions in preparation for future ASE exams. Tuition includes cost of textbook.
Prerequisite: None
17F101 September 18 (7–10 p.m.)
18W101 January 10 (7–10 p.m.)
18W177 September 18 (5–8)
Barry Tech Monday & Wednesday
20 Sessions/60 Hours $900

Auto Mechanics II – Steering and Brakes
This course is a continuation of Auto Mechanics I and covers complete hydraulic brake systems including master and wheel cylinders, disc-brake calipers, “vacuum boosters,” and the refinishing of drum and disc brakes. Power and manual steering systems (including rack and pinion), suspension parts and front end alignment are also covered. Textbook from Auto Mechanics I will be required.
Prerequisite: Auto Mechanics I
17F202 September 19 (7–10 p.m.)
18W202 January 11 (7–10 p.m.)
Barry Tech Tuesday & Thursday
20 Sessions/60 Hours $780

Auto Mechanics III – Auto Electrical/Electronic Systems
Today’s automotive technicians must be familiar with electrical and electronic theory, diagnostics, and repair. Learn about shorts, open circuitry, voltage drops, and grounding AC-DC signals. Study battery service, starting, charging and lighting systems, as well as on-board computers, sensors, instruments, and accessories. Advanced hybrid technology is also covered. Learn how air conditioning, dash units, memory seats, and mirrors are controlled. Textbook from Auto Mechanics I will be required.
Prerequisite additional cost: Students should have their own multimeter for this course.
Prerequisites: Auto Mechanics I and II
17F301 September 19 (7–10 p.m.)
18W301 January 11 (7–10 p.m.)
Barry Tech Tuesday & Thursday
20 Sessions/60 Hours $780

Auto Mechanics IV – Engine Performance
This course is both hands-on and theoretical in its approach to engine tuning and driveability problems. Topics covered include ignition systems, carburetors, fuel injection, computer control systems, and emissions systems. Based on the knowledge learned at the beginning of the course, the instructor will teach more advanced skills such as port fuel injections, C31 computer-controlled coil ignition, GMTBI and PFI advanced diagnosis, EFI on-board computer systems diagnosis, OBD II diagnosis, fuel injection, and microprocessor control unit (MCU). Textbook from Auto Mechanics I will be required.
Prerequisites: Auto Mechanics I and II
17F401 September 18 (7–10 p.m.)
18W401 January 10 (7–10 p.m.)
Barry Tech Monday & Wednesday
20 Sessions/60 Hours $780

Auto Mechanics V – Automotive Alternative Fuels Technology
Millions of light- and heavy-duty alternative fuel and advanced technology vehicles are used by state and federal agencies, private companies, and consumers. Alternative fuel and advanced technology vehicles come in a variety of makes and models and run on a number of different fuels. This course is designed to familiarize students with the various types of alternate fuels in use today. Tuition includes cost of textbook.
Prerequisite: Auto Mechanics I or similar knowledge or experience
17F501 September 18 (7–10 p.m.)
18W501 January 10 (7–10 p.m.)
Barry Tech Monday & Wednesday
16 Sessions/48 Hours $675
PASsionate about cars?

Auto Technician Intensive Training Program

With the technological advancements of today’s vehicle, even routine maintenance procedures require analytical thinking, dexterity and patience. Nassau BOCES is excited to introduce its newest automotive course, Auto Technician Intensive Training Program. This expanded course covers basic maintenance and repair of all eight of the A.S.E. areas. The hands-on training provided will give you the confidence and experience necessary to begin your career as an automotive technician. Auto Tech Intensive not only trains you in maintenance and repair, it provides certification for the Snap-on equipment and tools. Incorporated into select modules are the Snap-on Certification courses which enhance the overall program, giving you the advantage in today’s competitive job market. Additionally, students will be exposed to and trained in the basics of Diesel Mechanics, which opens an entirely different workforce pipeline for those interested in a career in other transportation mechanic areas.

Your passion for cars combined with the training and certifications provided by Nassau BOCES puts you on a path to career success. Use the skills learned in this program to be one of the nation’s leading automotive techs and begin the career you have always been dreaming of.

Cost of program includes electronic textbook and uniforms.

17F101 Barry Tech September 11 (5-9 p.m.) Monday & Wednesday 110 Sessions/600 Hours $6650

Upon successful completion of this course you will become Snap-on certified in the following areas:

- Automotive Scanner Diagnostics
- Diesel Scanner Diagnostics
- Mechanical and Electronic Torque
- Multimeter
- Wheel Service and Alignment
- Building Performance Instruments

After completion of each module within the program students are prepared for ASE exams in each specific content area. In addition, you will have enough hours of training to meet the requirements for entry level employment within the MTA Transit Unit, amongst other companies looking to hire in the commercial auto and transportation industry.

Start training today to become one of the nation’s leading auto techs!
**Heating Systems Service Technician Certificate of Series Completion**

**Required Courses:**
- Oil Burner I
- Oil Burner II
- Gas Burner
- Solar Hot Water Heating
- Hydronics
- Plumbing I

**Total Hours: 232**

**Oil Burner I**

Instruction is provided in the theory of basic oil burner installation, troubleshooting, piping, pumps, valves, and nozzles. Basic electricity is also covered—with a concentration on wiring for steam, hydronics, and hot air systems. Tuition includes cost of textbook.

17F102  September 10 (7–10 p.m.)  Barry Tech  18 Sessions/54 Hours  $960

**Oil Burner II**

This course focuses on oil pump sizing, the electrical application of oil burner motors, primary controls, and switching relays. The course also covers the electrical wiring of various heating systems, and discusses high efficiency oil burner technology.

18W202  February 13 (7–10 p.m.)  Barry Tech  10 Sessions/30 Hours  $580

**Gas Burner**

This course introduces students to the principles of gas heating installation. Discussion topics will include controls, wiring, troubleshooting, gas line sizing, vent sizing, and gas burner equipment.

17F102  September 19 (7–10 p.m.)  18W102  January 11 (7–10 p.m.)  Barry Tech  12 Sessions/36 Hours  $700

**Hydronics**

Students will learn how heat loss calculations for residential and small commercial heating systems are determined. Course topics will include radiation, boiler, pipe, circulation, and expansion tank sizing from simple floor plans.

18W102  January 11 (6:30–10 p.m.)  Barry Tech  8 Sessions/28 Hours  $420

**Blueprint Reading**

This course covers reading and interpreting blueprints pertaining to residential and commercial construction. From working drawing concepts to trade information, students will learn all aspects of blueprint reading. Floor plans, views, and plot plans will be discussed in detail. In addition, students will learn drawing symbols and basic views. Tuition includes cost of textbook.

17F101  September 18 (7–10 p.m.)  18W101  February 5 (7–10 p.m.)  Barry Tech  10 Sessions/30 Hours  $680

**EPA Seminar and Certification Test**

This exam is mandatory for all technicians who service, maintain, and repair commercial refrigeration and air conditioning equipment. The Environmental Protection Agency Technician Certification Exam certifies a technician in accordance with Section 608 of the Clean Air Act. Tuition includes cost of textbooks. Participants taking this exam can become certified in the following areas:

- **Type I** — Small Appliances
- **Type II** — High Pressure and Very High Pressure
- **Type III** — Low Pressure
- **Universal** — Types I, II, and III

17F710  September 20 (7–10 p.m.)  18F710  March 6 (7–10 p.m.)  Barry Tech  4 Sessions/12 Hours  $250 (Exam Only)

**PLEASE NOTE:** *Prerequisite for EPA Test*

RAC I and II and Refrigerant Recovery and Recycling or documented trade experience in the field.
Solar Hot Water Heating – Coming Spring 2018
This course presents detailed information about solar thermal applications for Long Island homes and small businesses. Students will learn how to design, install, and service code-compliant solar water heating systems and their respective components for residential and commercial heating and for swimming pool applications. System demonstrations and training will utilize our solar thermal training system.

Prerequisite: Successful completion of Trade Electric I or Plumbing I or experience in the plumbing or electrical field (subject to review).

C222
Barry Tech
Tuesday & Thursday
10 Sessions/30 Hours
$540

Refrigeration and Air Conditioning
- HVRAC/EPA Certified Technician Certificate of Series Completion
The following series of courses is designed for students seeking a career in the Heating, Ventilation, Refrigeration, and Air Conditioning field, as well as for students wanting to enhance their skills. These courses cover the operation, installation, troubleshooting, and service of new and existing heating and cooling systems. Students will also become EPA certified upon successful completion of the EPA exam.

Required Courses for the HVRAC/EPA Certified Technician Certificate:
Refrigeration and Air Conditioning I
Refrigeration and Air Conditioning II
Refrigerant Recovery and Recycling
Blueprint Reading
Gas Burner
Hydronics
Trade Electric IV–Motor Control
(Must complete Refrigeration and Air Conditioning II prior to taking this course-electrical prerequisite is waived.)
Trade Electric Theory
Total Hours: 337

Refrigeration and Air Conditioning I
This course provides an introduction to the fundamentals of refrigerant cycle theory and is mostly theory with some hands-on learning. An introduction to basic electricity and the types of components found on small refrigeration equipment will be covered. Other areas of study include cutting, bending, flaring, swaging, and soldering of copper tubing. Tuition includes cost of textbook. Required additional costs: hand tools (list of tools provided first night of class).

17F101
Barry Tech
Monday & Wednesday
20 Sessions/60 Hours
$1,040

Refrigeration and Air Conditioning II
This class emphasizes service procedures and operation of system. Topics include attaching gauges, vacuuming, pressure testing, and leak detection of water-cooled equipment, water towers, and basic chillers. Textbook from RAC I will be required. Required additional cost: Hand tools (list to be provided first night of class).

Prerequisite: Refrigeration and Air Conditioning I
17F202
Barry Tech
Tuesday & Thursday
20 Sessions/60 Hours
$1,000

Refrigerant Recovery and Recycling
In this course, students will learn the reason for recovering and/or recycling refrigerant from a sealed system, as well as the government regulations involved. The emphasis will be a hands-on activity with actual refrigerant recovery/recycling machinery. Included will be the safety and handling procedures for the new HFC-R410 Refrigerant. It is recommended that students provide their own gauge manifold set and hand tools.

Prerequisite: Refrigeration and Air Conditioning II
17F201
Barry Tech
Monday & Wednesday
3 Sessions/12 Hours
$375
PREPARE FOR AN EXCITING CAREER IN MANUFACTURING!

Entry-level Manufacturing Training Program
Designed in partnership with key industry employers, the Nassau BOCES 180-hour course provides the skills and knowledge required to perform entry-level manufacturing jobs. Course study incorporates classroom, lab and on-site training with participating employers.

Topics include:
- Manufacturing Overview
- Safety and Quality
- Shop Floor Mathematics
- Basic Metrology/Measurement
- Introduction to Lean
- Print Reading
- Computer Skills
- Communication Skills
- Job Readiness

FOR FURTHER INFORMATION CONTACT
Nassau BOCES
Barry Tech Center
at 516-622-6950
e-mail: adultreg@nasboces.org
or visit www.nassauboces.org/adulted

Barry Tech
Tuesday, Wednesday and Thursdays
45 Sessions/180 Hours 6–10 p.m.
Includes 15 hours in machine shop
$1,500 Tuition may be free or subsidized (based on eligibility)

DONT’T MISS OUT! NEXT SESSION BEGINS SEPTEMBER 19, 2017
ADULT LEARNING CENTER

featuring classes in

English as a Second Language (ESL), Adult Basic Education (ABE) & High School Equivalency (HSE)

The Nassau BOCES ADULT LEARNING CENTER offers classes for adults who want to become more employable by improving their English language skills and basic education.

ESL helps adults to listen, speak, read and write in English.

ABE helps students to improve their reading, writing and math skills.

HSE for adults who did not complete high school, helps students prepare for the New York State High School Equivalency Exam.

All classes assist Adult Learning Center students to be prepared for college or career choices. Our staff works with all students to ensure that they are placed in the correct course for their particular needs.

For more information, visit us online at www.nassauboces.org/adulted. Click on the Translate button in the upper right corner to translate the website into your native language.

Classes are for adults over 18 years of age, registration and book fees apply.

A place to learn and succeed!

For more information visit:
www.nassauboces.org/adulted
or call (516) 622-5623
English as a Second Language (ESL)

This program helps students whose native language is not English, improve their speaking, listening, reading and writing skills.

**ELIGIBILITY**

- Classes for adults over 18. Registration, book and software fees apply.
- Students 18-20 years of age first consult with the local High School Guidance office prior to calling the Adult Learning Center.
- Registration and assessments can take up to 3 hours.
- At registration, and at the completion of each semester, the Best Plus or Best Literacy tests will be administered.

### ESL REGISTRATION 2017/2018

<table>
<thead>
<tr>
<th>Center</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVITTOWN</td>
<td>August 21, 2017 8:30 a.m.</td>
<td>January 22, 2018 8:30 a.m.</td>
</tr>
<tr>
<td>WESTBURY</td>
<td>August 23, 2017 6:00 p.m.</td>
<td>January 25, 2018 6:00 p.m.</td>
</tr>
<tr>
<td>ELMONT</td>
<td>August 24, 2017 10:00 a.m.</td>
<td>January 24, 2018 10 a.m.</td>
</tr>
<tr>
<td>FREEPORT Dodd M.S.</td>
<td>September 18, 2017 6:00 p.m.</td>
<td>January 23, 2018 6:00 p.m.</td>
</tr>
<tr>
<td>FREEPORT Library</td>
<td>August 23, 2017 10:00 a.m.</td>
<td>January 18, 2018 10:00 a.m.</td>
</tr>
<tr>
<td>ROSLYN</td>
<td>September 29, 2017 9:30 a.m.</td>
<td>January 24, 2018 10:00 a.m.</td>
</tr>
<tr>
<td>VALLEY STREAM</td>
<td>September 27, 2017 6:00 p.m.</td>
<td>January 29, 2018 6:00 p.m.</td>
</tr>
</tbody>
</table>
Adult Basic Education (ABE)

This program helps students improve their reading, writing and math skills. Students learn at their own pace with individualized study programs and advance to the HSE preparation program upon completion.

**ELIGIBILITY**

- Classes for adults over 18.
- Registration, book and software fees apply.
- Students 18-20 years of age first consult with the local High School Guidance office prior to calling the Adult Learning Center.
- At Registration, and upon completing each semester, the Test of Adult Basic Education (TABE) will be given in Reading and Math.

---

High School Equivalency (HSE)

This program prepares students to earn a New York State High School Equivalency Diploma by successfully completing the Test Assessing Secondary Completion (TASC®) exam.

**ELIGIBILITY**

- Classes for adults over 18.
- Registration, book and software fees apply.
- Students 18-20 years of age first consult with the local High School Guidance office prior to calling the Adult Learning Center.
- Registration and assessments can take up to 4 hours.
- At Registration, and upon completing each semester, the Test of Adult Basic Education (TABE) will be given in Reading and Math.

---

**ABE/HSE REGISTRATION 2017/2018**

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVITTOWN</td>
<td>August 18, 2017 Arrive promptly at 8:30 a.m.</td>
<td>January 19, 2018 Arrive promptly at 8:30 a.m.</td>
</tr>
<tr>
<td>WESTBURY</td>
<td>August 23, 2017 Arrive promptly at 6:00 p.m.</td>
<td>January 22, 2018 Arrive promptly at 6:00 p.m.</td>
</tr>
</tbody>
</table>

---

**FALL REGISTRATION FEES**

<table>
<thead>
<tr>
<th></th>
<th>Levittown</th>
<th>Elmont</th>
<th>Freeport Library</th>
<th>Westbury</th>
<th>Roslyn High School</th>
<th>Valley Stream</th>
<th>Freeport Dodd Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL:</td>
<td>$70</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVITTOWN</td>
<td>September 11, 2017 thru February 2, 2018 (Separate Book and Software Charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSE:</td>
<td>$80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVITTOWN</td>
<td>September 12, 2017 thru February 1, 2018 (Separate Book and Software Charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL:</td>
<td>$55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Locations</td>
<td>See below thru February 1, 2018 (Separate Book and Software Charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSE:</td>
<td>$65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Locations</td>
<td>September 26, 2017 thru February 1, 2018 (Separate Book and Software Charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

* All schedules are subject to change or cancellation by administration due to a lack of student enrollment and or changes in our funding source.
ADULT LEARNING CENTER

LOCATIONS:

**LEVI TOWN**
Main Campus - A.M.
St. Bernard’s School
3100 Hempstead Turnpike
Levittown, NY 11756

**WESTBURY**
Main Campus - P.M.
Joseph M. Barry Career & Technical Education Center
1196 Prospect Avenue
Westbury, NY 11590

**SATEL IT E LOCATIONS:**

**ELMONT**
Elmont Memorial Library - A.M.
700 Hempstead Turnpike
Elmont, NY 11003

**ROSLYN**
Roslyn High School - A.M.
475 Round Hill Road
Roslyn, NY 11577

**FREEPORT**
Freeport Memorial Library - A.M.
144 West Merrick Road
Freeport, NY 11520

**VALLEY STREAM**
Valley Stream Middle School - P.M.
320 Fletcher Avenue
Valley Stream, NY 11580

**FREEPORT**
J.W. Dodd Middle School - P.M.
25 Pine Street
Freeport, NY 11520

**FOR MORE INFORMATION CONTACT:**

For More Information:
Call the Adult Learning Center’s intake office at (516) 622-5623.
Information is also available on our website www.nassauboces.org/adulted.
Click on the translate button in the upper right corner to translate the website into your native language.

www.nassauboces.org/adulted

JOIN OUR TEAM OF PART-TIME ESL & HSE EDUCATORS!

If you have experience preparing students for their High School Equivalency (HSE) diploma now through the TASC (Test Assessing Secondary Completion) exam, or you are a certified teacher of English or Math, then join our team of part-time educators. Also, teachers of English as a Second Language (ESL) are welcome to apply to teach in one of the seven locations we serve the adult students of Nassau County. Candidates with teaching certifications are preferred. Interested persons should contact Patrick Silvestri, Assistant Principal, at psilvestri@nasboces.org. Apply online at www.olasjobs.org.

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, marital status, disability, predisposing genetic characteristic(s), or domestic violence victim status. Moreover, the Nassau BOCES shall provide equal access to the Boy Scouts and other designated youth groups. Information and grievance procedures are available by contacting the following Civil Rights Compliance Officers at 71 Clinton Rd., Garden City, NY 11530: Dr. Tracey A. Nekulak, Executive Director of Human Resources at 516-396-2358, tnekulak@nasboces.org, or Selma Stoddard, Esq., Assistant Director, Department of Human Resources at 516-396-2360, ssstoddard@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 http://www2.ed.gov/about/offices/list/ocr/complaintintro.html. A copy of programs and educational courses offered and available to residents may be obtained from our website, www.nassauboces.org.
Construction Trades

IMPORTANT INFORMATION for Electrician Licensing Courses:
Seven (7) years of experience working with/for a licensed electrician is REQUIRED to apply for a license through the Towns in Nassau County. The Trade Electric Certificate of Series Completion counts as 4 months of experience.

Trade Electricity Certificate of Series Completion
Required Courses:
- Trade Electric Theory
- Trade Electric I – Residential I
- Trade Electric II – Residential II
- Blueprint Reading (see page 6)
- Trade Electric III – Commercial
- Trade Electric IV – Motor Control
Total Hours: 309

Trade Electric Theory
This course is mostly an electrical theory basics class and is required for those individuals interested in the electrical trades. It is also a prerequisite for all other electrical courses. Learn about electrical circuits, layout symbols, practical low voltage wiring, switches, wire sizes, and computing loads using Ohm’s Law. Course includes handouts, support lectures, and hands-on lab work. The basics learned here will get students on their way to a rewarding career in the electrical field. Tuition includes cost of textbook.

Required additional cost: Basic hand tools (list provided first night of class).

17F011 September 18 (7–10 p.m.)
18W011 January 10 (7–10 p.m.)
Barry Tech Monday & Wednesday
13 Sessions/39 Hours $695

Trade Electric I – Residential I
This course includes theory and hands-on shop work. Following the guidelines of the National Electrical Code, the student will learn safety procedures and testing techniques, electrical symbols and wiring diagrams, requirements for residential installations, methods and materials used. Students will wire projects, including various switch-controlled lighting circuits, receptacle outlets and equipment grounding connections. Students will perform calculations for general lighting and appliance branch circuits. Energy efficient lighting methods will also be discussed. Tuition includes cost of textbook.

Required additional costs: Hand tools (list provided first night of class).
Prerequisite: Trade Electric Theory

17F101 September 18 (7–10 p.m.)
18W101 January 10 (7–10 p.m.)
Barry Tech Monday & Wednesday
20 Sessions/60 Hours $1,020

REGISTER EARLY! SEMESTERS START
September 18, 2017 & January 10, 2018

Trade Electric II – Residential II
This course includes a review of local and national electric code, single phase wiring methods, lighting and branch circuits, and service entrance equipment. Students will have a large amount of hands-on shop work. Textbook from Trade Electric I course is required.

Required additional costs: Some tools and materials (list provided first night of class).
Prerequisite: Trade Electric I

17F202 September 19 (6:30–10 p.m.)
18W202 January 11 (6:30–10 p.m.)
Barry Tech Tuesday & Thursday
17 Sessions/60 Hours $925

Trade Electric III – Commercial
Explore industrial and commercial wiring and services. This course is mostly lecture-based, with limited hands-on experience, and applies both theoretical and practical elements and methods of working in industrial electricity. This course follows the guidelines of the National Electrical Code and is primarily a theory class. Tuition includes cost of textbook.

Prerequisite: Trade Electric II

17F302 September 19 (7–10 p.m.)
18W302 January 11 (7–10 p.m.)
Barry Tech Tuesday & Thursday
20 Sessions/60 Hours $825

Trade Electric IV – Motor Control
This course leads students through the general principles of electric motor control. Conditions of start, stop, manual, remote, and automatic controls are covered while students actively construct, energize, and troubleshoot the varying control circuits. This course follows the guidelines of the National Electric Code as applied to motors.

Required additional costs: Tools and some materials (list provided first night of class). Tuition includes cost of textbook.
Prerequisite: Trade Electric III or RAC II

17F401 September 18 (7–10 p.m.)
18W401 January 10 (7–10 p.m.)
Barry Tech Monday & Wednesday
20 Sessions/60 Hours $925
Welding Fundamentals and Qualification
This course starts at the beginning and provides information on safety practice in the techniques of bead disposition in flat, vertical, and overhead positions, and on four types of joints using mild steel. Students will also learn the basics of electrode selection and oxyacetylene burning — both manual and automatic. Also covered are the fundamentals of GMAW (Gas Metal Arc Welding/MIG Welding) and GTAW (Gas Tungsten Arc Welding/TIG Welding) on aluminum and steel. The student will then concentrate on SMAW (Shielded Metal Arc Welding/Stick Welding) on flat plate to prepare for the AWS qualification tests, and on pipe and flux core to prepare for the American Petroleum Institute (API) or American Society of Mechanical Engineers (ASME) qualifications.

Required additional cost: Protective headgear.

Students must attend the first night of class to avoid cancellation of registration.
17F101  
September 18 (7–10 p.m.)  
February 26 (7-10 p.m.)  
Barry Tech  
Monday & Wednesday  
20 Sessions/60 Hours  
$2,000

AWS Qualification Test Preparation
This course will sharpen students’ welding skills in preparation for the D1.1 Structural Steel 4-Position Arc Welder or Flux Core qualification exams. Materials and one practice test is included in tuition. The cost of this class covers one exam. An additional fee of $200 is required to attempt and/or pass the Pipe exam during this class.

Prerequisite: Welding Fundamentals and Qualification or experience in welding industry.
18W101  
January 8 (7-10 p.m.)  
Barry Tech  
Monday & Wednesday  
8 Sessions/24 Hours  
$1,200

Christopher Devito, a former student of the Welding Qualification course, called his instructor and said:

“Thanks to your training, I recently started my own business and am bidding for state contracts in demolition, fabrication and construction.”
The Culinary Institute

Adult Career and Technical Education Training presents the Culinary Institute. This program is an exciting, professional level, fast paced culinary arts program for adults. Students enrolled in these courses, designed by professional chefs, will learn the art and science of quality food preparation and service. The Barry Tech learning environment has been praised by industry experts as having one of the most sophisticated facilities in the country. Aspiring chefs will be immersed in a competitive, accelerated training program. Students will develop a solid foundation of the basic requirements necessary for work in the fast paced culinary industry. Not only will students learn all the basic and advanced techniques, but they will also learn safety, sanitation, and nutrition.

At less than half the cost of most colleges and certificate programs, the courses include uniforms, books and cutlery. *Payment plans (with no finance charges) available.

School for Culinary Arts
Participants in the Culinary Arts Institute focus on the skills necessary to obtain employment in the field of culinary arts as a prep cook, line cook or higher administrative position such as sous chef or executive chef. Participants will learn the fundamentals of culinary arts including, but not limited to, the use of specific tools, techniques and skills necessary to achieve employment in cold food preparations, hot food preparations, sauce, soup, stock and vegetable cookery. Each participant will learn techniques to produce savory food items that incorporate vegetable and starch cookery as well as meat fabrication and entrée-based cooking techniques. This is an essential institute for anyone interested in work in the culinary field.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17F101</td>
<td>September 19 (6–10 p.m.)</td>
<td>April 11 (6–10 p.m.)</td>
<td>Barry Tech</td>
<td>Tuesday, Wednesday &amp; Thursday</td>
<td>35 Sessions/140 Hours</td>
</tr>
<tr>
<td>18S102</td>
<td>September 18 (6–10 p.m.)</td>
<td>April 11 (6–10 p.m.)</td>
<td>Barry Tech</td>
<td>Monday, Tuesday &amp; Wednesday</td>
<td>35 Sessions/140 Hours</td>
</tr>
</tbody>
</table>

Baking and Pastry Arts
This course is designed for any individual interested in entering the culinary field in a professional capacity. The program offers in-depth experience and provides hands-on skills in the food service industry. The curriculum will cover local and national health codes, basic knife skills, equipment maintenance, restaurant-style food, baking and dessert preparation and training for the ServSafe and Nassau County Board of Health exams.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17F101</td>
<td>September 18 (6–10 p.m.)</td>
<td>April 11 (6–10 p.m.)</td>
<td>Barry Tech</td>
<td>Monday, Tuesday &amp; Wednesday</td>
<td>35 Sessions/140 Hours</td>
</tr>
</tbody>
</table>

Introduction to Commercial Cooking and Baking Certificate of Series Completion
Required Courses:
Introduction to Commercial Cooking
Introduction to Culinary Baking

Total Hours: 66

Introduction to Commercial Cooking
In this basic course, students will prepare soup stocks and will learn soup and sauce making, poaching, roasting, braising, and sautéing. It includes preparation of meats, fish, eggs, poultry, and vegetables. Additional topics include principles of management, food preparation, service for large numbers of people, and proper use of knives, utensils, and equipment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17F102</td>
<td>September 19 (7–10 p.m.)</td>
<td>April 11 (7–10 p.m.)</td>
<td>Barry Tech</td>
<td>Tuesday &amp; Thursday</td>
<td>12 Sessions/36 Hours</td>
</tr>
<tr>
<td>18W102</td>
<td>September 19 (7–10 p.m.)</td>
<td>January 9 (7–10 p.m.)</td>
<td>Barry Tech</td>
<td>Tuesday &amp; Wednesday</td>
<td>10 Sessions/30 Hours</td>
</tr>
</tbody>
</table>

Introduction to Culinary Baking
In this basic course, the student will develop a basic understanding of baking procedures. Some of the topics to be covered are safety, sanitation, weights and measures, the chemistry of baking and how it relates to products, yeast breads, quick breads, cookies, cakes, and pies.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17F102</td>
<td>September 19 (7–10 p.m.)</td>
<td>April 11 (7–10 p.m.)</td>
<td>Barry Tech</td>
<td>Tuesday &amp; Thursday</td>
<td>12 Sessions/36 Hours</td>
</tr>
</tbody>
</table>

Specialized Cooking Classes
These monthly courses offer experiences in culinary techniques and cuisine.

Classes include:
- Pizza and Pasta
- Advanced Cake Decorating
- 30-Minute Meal
- Soups for the Winter
- March Special: Irish
- May Special: Mexican
- November Special: Thanksgiving Ideas
- December Special: Cookie Swap

Call for more information regarding schedule and pricing.
Early Childhood

Childhood Development Associate Training Program
The Childhood Development Associate (CDA) Credential is the most widely recognized credential in Early Childhood Education and is used for early childhood educators, day care workers and owners. The CDA consists of six competency standards which guide early care professionals to become qualified teachers of young children and is recognized by the profession as a vital part of professional development. This class will provide students with 120 hours required for certification. This course will also provide test preparation for the exam and creation of the portfolio requirement. For those students still in need of additional hours, they can register for an additional session at a later time. Additionally, students will need to obtain 480 hours of work experience in a day care, which is done independently.

17F101
Barry Tech
Tuesday & Thursday
40 Sessions/120 Hours
$1,800

Health Occupations

IMPORTANT INFORMATION for all health occupation classes:
You are required to register in-person and present a copy of your High School Diploma, High School Equivalency or translated copy of your foreign diploma.

All Health Occupation Classes receive a Certificate of Completion at the end of each course.

• Students will be required to take an entrance exam for these courses. Depending on results of the exam, students may be denied access until completion of prerequisite courses. There is a $25 exam fee.
• Students must be able to observe all aspects of patient care through use of vision, hearing, touch and smell. These duties include, but are not limited to: monitoring patient’s vital signs; recording information; palpation of pulse; distinguishing color, shape and odor; understanding patient requests and assisting and understanding other medical professionals.
• For Certified Nurse Assistant (CNA), New York State requires that the student has NO prior conviction of a misdemeanor or felony in any state or country. A misdemeanor or felony conviction will disqualify a student from taking the New York Certification Exam.
• Physicals are required for Phlebotomy Technician, Certified Nurse Assistant and Clinical Medical Assistant.

Certified Nurse Assistant
This course provides instruction in basic nursing theory and the skills necessary to provide care in hospitals, nursing homes, patient’s homes, and other healthcare facilities. Course content is related to safety, comfort, and rehabilitation of patients. Students must maintain a 75% average before being recommended to participate in the clinical rotation. A complete physical exam is required prior to the clinic. Students who successfully complete the course may sit for the New York State Nurse Assistant Certification Exam for an additional fee payable to the NYS Commissioner of Health New York State Nurses Association (NYSNA).
Note: The student must have computer keyboarding skills and a Social Security number or Tax ID in order to take the NYS Certification exam. Tuition includes cost of textbook, apron, patch and CPR certification. It is payable in full upon acceptance into program and is subject to a special payment and refund policy. Ask for a copy of this policy.

Required additional cost: Uniform.
17F101
Barry Tech
Tuesday, Wednesday & Thursday
plus Saturday Clinic (1 Day, 8 a.m.–2 p.m.)
29 Sessions/141 Hours
$1,800

CPR - A Lifesaving Course
This course is recommended for all in the healthcare industry, or those who provide care to the elderly or young. Students will learn how to recognize the signs and symptoms of heart attacks, strokes and choking, as well as how to provide immediate care for adults and children. Participants will receive hands-on training necessary for basic life support. Those who successfully complete the class will receive certification from the American Heart Association. Additionally, students will receive an overview of general first aid.

17F101
Barry Tech
September 18 (5–10 p.m.)
18W102
Barry Tech
January 22 (7–10 p.m.)
1 Session/3 Hours
$75

OPEN HOUSE
MEET OUR INSTRUCTORS!
SEPTEMBER 6, 2017 & JANUARY 3, 2018 • 7-9 p.m.
register online at www.nassauboces.org/adulted
Health Occupations

Dental Assistant
This course provides the basic knowledge of dentistry and prepares students to function in a dental operatory and office setting. Topics covered include personal hygiene, administrative and communication skills, nutrition, office safety, and office emergencies. In addition, this course covers all dental procedures, four-handed dentistry, tray setups, infection control, sterilization, dental materials, preventive dentistry, radiology, dental anatomy, and the oral cavity. Employment opportunities include working in dental offices, public health agencies, hospitals, dental supply companies, and the military. Tuition includes cost of textbook.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17F101</td>
<td>September 18</td>
<td>20 sessions/60 hours</td>
<td>$1,040</td>
</tr>
<tr>
<td>18W102</td>
<td>January 10</td>
<td>Monday &amp; Wednesday</td>
<td>$1,040</td>
</tr>
</tbody>
</table>

Prerequisites: Basic computer skills and successful score on Reading and Math Competency Test. The minimum tested reading level necessary to enroll is 8.0 (8th Grade), and a U.S. or Foreign High School Diploma or equivalent is required. Tuition includes the cost of textbook and CPR certification. Additional costs for uniform and a physical exam is required. An interest free finance plan is available to all students upon enrollment.

Phlebotomy Technician - NOW INCLUDES LIVE STICKS
In this course, students will obtain the skills necessary for a potential entry-level position as a phlebotomist and/or will enhance their skills for those currently employed in the healthcare industry. Students will learn finger punctures and be able to take venous blood drawings to obtain blood samples for analysis. Students will practice by drawing blood on each other during the class and will obtain their required “live sticks” component in the classroom.

NOTE: Anyone on anticoagulant medications must call for information before registering. It is recommended that all students have the Hepatitis B vaccine. Students will be required to complete the Nassau BOCES physical form and have a physical exam at their own expense prior to the start of class. Students will also be CPR certified at the end of each class. Textbook and live sticks are included in the cost of the class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17F102</td>
<td>September 19</td>
<td>94 sessions/456 class hours and 80 clinical hours</td>
<td>$4,500</td>
</tr>
<tr>
<td>18W102</td>
<td>January 11</td>
<td>Tuesday &amp; Thursday</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

Clinical Medical Assistant - (456 Hours)
- Fall & Winter Courses available

Through extensive hands-on instruction, students will prepare for employment in medical offices, hospitals, labs and other allied health related facilities. This course will cover front office skills, personal and professional skills, medical skills, and computer skills. Patient communication and the role and ethical responsibilities of Medical Assistants will be covered and is necessary to achieve certification. Topics include infection control, safety, medical emergencies, human anatomy, medical terminology, assisting with the physical exam, measuring vital signs, electrocardiography (EKG), hematology, phlebotomy, routine lab tests, and how to set up trays and sterilize instruments. This course includes live venipuncture and capillary puncture in class. A 80-hour clinical internship rotation will be provided and supervised in local hospitals, medical offices and clinics to fulfill healthcare industry experience requirements. At the end of this course, students will be able to sit for the EKG, Phlebotomy and Medical Assistant Certification Exams, for an additional cost to CHP.

Personal Trainer
This course provides a study of basic exercise science, nutrition, fitness assessment, exercise programming and instruction, and spotting techniques. It is designed to prepare students with the information to pass the ACE Personal Trainer Certification exam. ACE practice exams will be utilized to help with this preparation. The role of a personal trainer is to have a complete picture of the knowledge, instructional techniques, and professional responsibilities needed to provide safe and effective exercise instruction to clients. Train using the equipment in our modern fitness center. Tuition includes cost of textbook and CPR certification.

Note: Student is responsible for test arrangements and exam fee.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17F102</td>
<td>September 19</td>
<td>94 sessions/456 class hours and 80 clinical hours</td>
<td>$4,500</td>
</tr>
<tr>
<td>18W102</td>
<td>January 11</td>
<td>Tuesday &amp; Thursday</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

CCHP Becomes CHP Certified!
Students who successfully complete Electrocardiograph Technician, Phlebotomy Technician, Medical Assistant or Medical Billing & Coding are eligible to take the Certified Health Professionals (CHP) Certification exams at Barry Tech. Additional fee payable to CHP at time of testing.
Health Occupations

Medical Coding and Billing Specialist Certificate of Series Completion

Required Courses:
Medical Terminology
Introduction to Medical Coding
Medical Billing/Medical Manager
Total Hours: 128

Medical Terminology (Part I)
This course is a MUST for students planning to enter or re-enter a health occupation or related medical technician field, and is a prerequisite for Introduction to Medical Coding and Billing/Medical Manager (Part III). Students will learn to build a strong medical vocabulary for success in a healthcare setting. Prefixes, suffixes and acronyms will be covered. Tuition includes cost of textbook and CPR certification.

17W101 September 25 (6–10 p.m.)
18W101 January 16 (6–10 p.m.)
Barry Tech Monday, Tuesday & Wednesday
8 Sessions/32 Hours $600

Introduction to Medical Coding (Part II)
This course is an introduction and teaches basic guidelines for utilizing ICD and CPT coding systems. Methods for medical offices and billing of Medicare and private insurance companies are addressed. Students will learn to code medical and surgical procedures accurately. Students are advised to take Medical Billing/Medical Manager to complete the certificate program.

Prerequisites: Medical Terminology and keyboard proficiency
17F201 October 16 (6–10 p.m.)
18W201 February 5
Barry Tech Monday, Tuesday & Wednesday
10 Sessions/40 Hours $800

Medical Billing/ Medical Manager (Part III)
Students will learn to provide billing services by utilizing the computerized industry-leading software package “Medical Manager.” Emphasis will be placed on office procedures with regard to patient billing. Areas covered include billing procedures and services, credit and collection policies, and problems encountered with collection. Tuition includes cost of textbook.

Prerequisites: Introduction to Medical Coding and keyboard proficiency
17F301 November 13 (6–10 p.m.)
18W301 March 7 (6–10 p.m.)
Barry Tech Monday, Tuesday & Wednesday
14 Sessions/56 Hours $940

Medical Coding and Billing Specialist Certificate of Series Completion

Required Courses:
Medical Terminology
Introduction to Medical Coding
Medical Billing/Medical Manager
Total Hours: 128

Medical Terminology (Part I)
This course is a MUST for students planning to enter or re-enter a health occupation or related medical technician field, and is a prerequisite for Introduction to Medical Coding and Billing/Medical Manager (Part III). Students will learn to build a strong medical vocabulary for success in a healthcare setting. Prefixes, suffixes and acronyms will be covered. Tuition includes cost of textbook and CPR certification.

17W101 September 25 (6–10 p.m.)
18W101 January 16 (6–10 p.m.)
Barry Tech Monday, Tuesday & Wednesday
8 Sessions/32 Hours $600

Introduction to Medical Coding (Part II)
This course is an introduction and teaches basic guidelines for utilizing ICD and CPT coding systems. Methods for medical offices and billing of Medicare and private insurance companies are addressed. Students will learn to code medical and surgical procedures accurately. Students are advised to take Medical Billing/Medical Manager to complete the certificate program.

Prerequisites: Medical Terminology and keyboard proficiency
17F201 October 16 (6–10 p.m.)
18W201 February 5
Barry Tech Monday, Tuesday & Wednesday
10 Sessions/40 Hours $800

Medical Billing/ Medical Manager (Part III)
Students will learn to provide billing services by utilizing the computerized industry-leading software package “Medical Manager.” Emphasis will be placed on office procedures with regard to patient billing. Areas covered include billing procedures and services, credit and collection policies, and problems encountered with collection. Tuition includes cost of textbook.

Prerequisites: Introduction to Medical Coding and keyboard proficiency
17F301 November 13 (6–10 p.m.)
18W301 March 7 (6–10 p.m.)
Barry Tech Monday, Tuesday & Wednesday
14 Sessions/56 Hours $940

“Thanks to Nassau BOCES Adult Evening Program, I have learned Medical Coding and Billing and I’m applying these skills at a Cardiologist’s office in Queens.”

Anita Steiger

BOCES Adult Career and Technical Education Program

DISCOUNT COUPON

GOOD FOR 10% OFF ADULT EDUCATION CLASSES*

For Barry Tech high school graduates from within the last 5 years and all current Adult Learning Center students and Nassau BOCES employees.

THIS COUPON MAY BE APPLIED WITH YOUR PAYMENT FOR CLASSES.

*Not to exceed $150
Health Occupations

Emergency Medical Technician - EMT
This course has been designed to provide students with the essential education needed to render lifesaving care and maneuvers in a pre-hospital setting. This course is comprised of didactic presentations, team-based learning activities, practical skills sessions, patient simulation encounters, standardized patient encounters, and clinical/field experiences. This program will prepare students to effectively render all available techniques of basic life support presently considered within the scope of care for a New York State Certified Emergency Medical Technician. In addition to the 159 classroom hours, students will complete 20-24 hours of clinical/field experience either as: 1-twelve hour 9-1-1 ambulance tour or 1-inter-facility ambulance tour (8-12 hours each).

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

Credit Recommendation: This Course has been approved by the National College Credit Recommendation Service for nine (9) semester hours in Health Sciences, Allied Health Sciences, or Emergency Medical Care in the lower division of Health Occupations.

In Partnership with

Northwell
Health

Healthcare

baccalaureate/associate degree category, or in the upper division baccalaureate degree category.

Upon Course Completion: Students who successfully complete all aspects of this program will be eligible to participate in New York State and National Registry Practical and Written Examinations. Students will have also achieved credentials in the following disciplines:

- 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)
- Hazardous Materials Response – Awareness Level


Information Technology/Media Arts (formerly Computing/Technology)

Computer Repair Certificate of Series Completion

Required Courses:
- Computer Repair I
- Computer Repair II

Total Hours: 120

Upon completing the Computer Repair Certificate Series, students will have obtained sufficient operating system and product knowledge to sit for the nationally recognized A+ certification exam.

Note: Students are responsible for arrangements and exam fee.

Computer Repair I
This course is designed for computer hardware novices. It will introduce students to the basic elements of computer theory and personal computer hardware. Topics will include Central Processing Unit (CPU), storage media, CD-ROM, memory, monitor interface, system teardown, upgrading, and troubleshooting. Additional cost: Textbook.

17F102 September 19 (7–10 p.m.)
18W102 January 11 (7–10 p.m.)
Barry Tech Tuesday & Thursday
20 Sessions/60 Hours

Computer Repair II – Coming Spring 2018
This course will expand and build on the elements of basic electronics and personal computer hardware repair as covered in Computer Repair I. In-depth topics covered include preventative maintenance, system upgrades and improvement, diagnostics, CD-ROM technology, network theory basics and continuation of digital electronics.

Prerequisite: Computer Repair I

18S202 April 24 (7–10 p.m.)
Barry Tech Tuesday & Thursday
20 Sessions/60 Hours

register online at www.nassauboces.org/adulted

ADULT EDUCATION | Catalog of Courses 2017 | 2018
Digital Design for Business I – Coming Spring 2018
This course is an introduction to the Adobe Creative Suite and Wordpress. Students will learn Macintosh computer skills, and use them to become familiar with design software, including Photoshop, Illustrator, InDesign and Wordpress. Students will also learn how to edit photos, create appealing layouts, use type effectively, and create a basic web page. Projects done in class will help students learn more about the software and become confident beginning designers.
17F102 September 19 (6:30–9:30 p.m.)
18W102 January 11 (6:30–9:30 p.m.)
Barry Tech Tuesday & Thursday
15 Sessions/45 Hours $950

Digital Design for Business II – Coming Spring 2018
This course is for creative students or those who are looking to become more creative. Students will learn how to design for their business or enrich their current design skills. They will learn to design logos, advertising, labels, posters, packages, as well as photo retouching, creating full color brochures, and how to design a basic Wordpress website. Projects done in class will help students artistically and technically, and can help them design a brand they can use for business or personal enrichment. Students will use the Adobe Creative Suite Software Programs on Macintosh Computers, including Illustrator, Photoshop, InDesign, and Wordpress.
18S202 April 24 (6:30–9:30 p.m.)
Barry Tech Tuesday & Thursday
20 Sessions/60 Hours $1,000

Sewing and Alterations
This class is designed for the student wanting to learn sewing basics. This includes an overview of the use of basic sewing tools and terminology. Some of the skills that will be learned include the use and safety of industrial sewing machines and how to lay out and cut commercial patterns for personal projects. Students will be able to explore the art of hand sewing techniques and hems. These skills are taught through various fun projects and by sewing garments. This is a perfect class to bring your fashion or gift ideas to life.
17F102 September 19 (7–10 p.m.)
18W102 January 11 (7–10 p.m.)
Barry Tech Tuesday & Thursday
15 Sessions/45 Hours $750

Adult Industry Advisory Board
We are proud to announce our newly established Industry Advisory Board. The members have committed to connecting job opportunities with our training programs.

Thank you to our current members:
All Hours Energy
Certified Health Professionals
Formed Plastics
HiTemco
JDL Precision
Nassau County Department of Labor
North Shore Service Group
Northwell Health
Local Plumbers Union 200
Precipart
Sodexo
Spectronics
Sunrise Senior Living
Workforce Development Institute

For more information contact:
Michele Cohen, Assistant Principal at (516) 622-6870 or email MCohen1@nasboces.org.
Programs for Adults with Disabilities: Career Support Services

Career Support Services provides individuals with disabilities and out-of-school youth with the training and support they need to succeed in competitive jobs in business and industry.

Job Placement Services
Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)
This program:
• Promotes job placement, employment, and career advancement for persons with disabilities.
• Provides Career and Technical Education Training with long-term support and assistance from industry partners.
• Mentors with business partners.
• Offers work experience in industry.
If you are not eligible for ACCES-VR or funding, contact Career Support Services at (516) 622-6830 for tuition rates and financial planning.

Customer Service Training
This program is designed for individuals who need skills development and enhancement in working with others and in Customer Service. This 30-hour certificate program will provide training in skills necessary for customer service work success as well as the specific work skills necessary in the Customer Service industry. Some of the work skills covered are: work math, telephone skills, and practice with face-to-face customer service. This 3-week training consists of 10 hours per week (4 days a week, 2.5 hours a day).

16C101
Barry Tech
March 6
Dates vary
12 Sessions/25 Hours
$600

Intensive Support Program (ISP)
This program offers 200-hour vocational training courses to meet job market needs.
• Courses are offered in the spring and fall each year.
• Training is done at Barry Tech and at job sites.
• Students are prepared for employment with support services.

Course offerings include:
Auto Lube, Bookkeeping Clerk, Building Maintenance, Direct Care, Food Service, Industrial Housekeeping, Pet Care/Grooming, Stock and Inventory, and Small Appliance Equipment Repair.

16C201
Barry Tech
March 6
Monday – Friday
200 Hours
Please call for interview and more information, including cost of program.

Vocational Assessment
This program provides diagnostic evaluations for adults with disabilities and immediate job placement for those who are work-ready.
• Evaluations include assessing general and specific aptitudes, interests, academic levels, work values and behaviors, and physical tolerances.
• Vocational assessments are tailored to meet individual needs ranging from two days to two weeks.

Cost of Assessment $200-$700, based on individual needs

Register in-person only, 8 a.m.–3 p.m.
1196 Prospect Avenue, Westbury, NY 11590
For more information, call (516) 622-6830 or email questions to adultreg@nasboces.org.
Learning Online from the Comfort of Home

Imagine....you can update your skill sets, or learn a new hobby and even earn a certificate related to your professional field, all from the comfort of your own home or office. Your schedule is busy enough without having to spend more time commuting to the classroom. Take advantage of today’s technology and learn where and when you want.

Over 200+ Courses are offered in the following areas:

ACCOUNTING AND FINANCE
- Accounting Fundamentals
- Accounting Software

BUSINESS
- Business Software
- General Business Skills
- Grant Writing
- Management and Leadership
- Sales and Marketing
- Start Your Own Business

DESIGN AND COMPOSITION
- Digital Photography
- Graphic Design
- Web Design

HEALTH CARE AND MEDICAL
- Ancillary Health and Wellness

PERSONAL DEVELOPMENT
- Arts
- Children, Parenting and Family
- Job Search
- Languages

COMPUTER PROGRAMMING
- Computer Fundamentals
- Computer Programming
- Database Management
- Web Technology

WRITING AND PUBLISHING
- Business Writing
- Creative Writing
- Publishing

Tuition for each course is $110.

Nassau BOCES Adult Education, in partnership with Ed2GO, offers short, individual, instructor-led courses designed by a team of professionals from each respective field to provide the most effective web-based learning experience. The instructors are actively involved in the students’ online learning experience as they will respond to any questions or concerns, as well as encourage and motivate students to succeed.

With over 200 instructor-led online courses from Ed2GO, each runs for 6 weeks and consists of 12 lessons. You will spend approximately two-to-four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course and you will be able to interact with them and with fellow students in lively online discussion areas. The lessons are supplemented by interactive quizzes, assignments, tutorials, and an online discussion area available via the Web. Read your lessons and ask questions of your instructor at a time that is most convenient to you. New sessions start every month, and you can sign up anytime. Upon completing your course, you will get an award of completion from your learning institution.
Nassau BOCES is pleased to highlight one of our programs geared towards working with adults and children on literacy in the home.

**Parent-Child Home Program**

The Parent-Child Home Program (PCHP) is a grant funded program that Nassau BOCES provides to families that qualify. This home-based parenting and family literacy program is designed to help parents become increasingly aware of their children’s development and to assume a growing role in their children’s education.

**Family commitment:**
- Meets the grant requirements
- Be a parent or primary caregiver who wants to help prepare their child for school success.
- Be available for twice a week home visits (30 minutes each visit).
- Child must turn two by December 2017

**What you will experience/receive:**
- A home visitor that will model age appropriate techniques for family members that stimulate the cognitive, social and emotional development of preschool children.
- The home visitor will visit the house twice a week and bring age appropriate books, toys and puzzles which the family keeps.
- A consistent program for the family and child until the child is pre-school eligible.

**Research Shows**
Positive verbal interaction correlates with school success:
- PCHP graduates exhibit greater school readiness and greater interest in reading than their peers.
- Reading and math scores of PCHP graduates meet or exceed national norms in elementary schools.

Currently, this program runs in Westbury, Uniondale, Great Neck and Manhasset.

If you are a school or agency that serves families in need of these services, please contact:
Regina Farinaccio at 516-622-6807 • rfarinaccio@nasboces.org

**WE ARE HIRING HOME VISITORS**

This is a part-time position with flexible hours. The Home Visitors must be able and willing to travel between assigned homes. The ideal candidate has, at minimum, a high school diploma and has worked for at least one year with a child from birth to five. Bilingual is a plus.
Empower your employees with training tailored to your company’s specific needs with

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 Assistant Principal Michele Cohen at (516) 622-6870.

Our staff is ready to help your organization today!
Do you have a child in high school with unique talents or interests who would like to prepare for a career, or study the arts?

Long Island High School for the Arts
www.lihsarts.org
(516) 622-5678
for the visual and performing arts

Joseph M. Barry Career & Technical Educational Center
www.barrytech.org
(516) 622-6800
for college and careers

Then you should consider a
nassau BOCES
Regional High School

SPEAK TO YOUR GUIDANCE COUNSELOR OR VISIT OUR WEBSITES TODAY!
For Adult Career Training, Certification and Licensing
CALL: (516) 622-6950
EMAIL: adultreg@nasboces.org
VISIT: www.nassauboces.org/adulted

For HSE Prep and ESL
CALL: (516) 622-5623 (8:30 a.m.–3:30 p.m.)

Board of Cooperative Educational Services of Nassau County
Eric B. Schultz, President; Susan Bergtraum, Vice President
Deborah Coates, District Clerk; Michael Weinick, Vice District Clerk
Ronald Ellerbe, Martin R. Kaye, Fran N. Langsner
Robert “B.A.” Schoen, Stephen B. Witt
Dr. Robert R. Dillon, District Superintendent
Dr. Lydia Begley, Deputy Superintendent
James P. Robinson, Associate Superintendent
   for Administrative Services
James R. Widmer, Associate Superintendent
   for Business Services

www.nassauboces.org

Department of Regional Schools and Instructional Programs
Ms. Gene Silverman, Executive Director
Jyoti Sood, Supervisor, Data and Technology

Adult Education Programs
Michele Cohen, Assistant Principal
Patrick Silvestri, Assistant Principal

www.nassauboces.org/adulted