Learning for Life
Notice Of Non-Discrimination

Rockland BOCES does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, reproductive rights decisions, gender (sex), gender identity, military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. Rockland BOCES provides equal access to the Boy Scouts and other designated youth organizations. Inquiries regarding Rockland BOCES non-discrimination policies or procedures should be directed to either:

1) Yasmin Helou-Caré, Ph.D., Executive Director of Human Resources
   Civil Rights Compliance Officer
   Rockland BOCES
   65 Parrott Road, West Nyack, NY 10994
   (845) 627-4729
   rbcompliance@rboces.org

2) United States Department of Education, Office of Civil Rights

COVID-19 Information

Rockland BOCES is committed to taking all necessary steps to reduce the risk of COVID-19 transmission in our RACE programs by adhering to the latest public health guidelines and fostering a culture of interdependence and responsibility. Ensuring the safety and wellness of our community is paramount as we evolve our response to the pandemic. Rockland BOCES will continue to actively monitor rates of COVID-19 and changing guidance and directives.

Rockland County Partnership for Safe & Healthy Youth

For young adults experiencing a behavioral health crisis, contact the Rockland County Partnership for Safe & Healthy Youth (845) 405-4180
**ONLINE LEARNING**

Rockland BOCES’ Workforce Development and Continuing Education online Adult Learning courses and programs are designed for those who prefer the flexibility of online education to accommodate their personal or professional lives. For those students, we offer a wide range of interactive virtual courses through our partnership with ed2Go. All online offerings are led by expert instructors, many of whom are nationally known authors, and the courses are affordable, convenient, and flexible.

**ADULT LEARNING Courses**
Whether you’re looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones.

**PROGRAMS BEGIN EVERY SIX WEEKS!**
Visit ed2go.com/rcboces to register online

**CAREER TRAINING Programs**
Prepare for industry certification or begin a new career. Teams of professionals have developed effective, web-based programs in a variety of high-demand fields. Our instructors will keep you motivated and help you achieve success.

**TAKE THE FIRST STEP ON A NEW CAREER PATH TODAY!**
Visit https://Careertraining.ed2go.com/rcboces to register online

**Select program**
- Accounting and Finance
- Business
- Computer Applications
- Computer Programming
- Healthcare and Medical
- Fitness
- Hospitality
- Information Technology
- Language Arts
- Law and Legal
- Personal Development
- Teaching and Education

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**IN-Demand Skills For Today’s Careers**

**HEALTHCARE**
Looking for a challenge with many rewards?
Demand for healthcare professionals is skyrocketing! From nurse to medical assistant to pharmacy technician, RACE will prepare you for a well-paying, engaging career in the booming healthcare industry. Gain the skills for employment in hospitals, long-term care facilities, home health care, residential care and health clinics.

**INDUSTRY TRADES**
Learn a new set of skills to enter the workforce for the first time, change careers or pick up a new specialty!
Whether you choose Auto Mechanics, CDL, Carpentry, Electrical Trades, Welding or Plumbing, our Adult and Community Education programs afford students the opportunity to learn the latest techniques in modern facilities. Our faculty members are industry experts with strong ties to local business communities.

**CULINARY / HOSPITALITY**
Aspiring “Iron Chef” or Home Cooking Explorer?
If cooking is your passion, our RACE courses will develop your culinary and pastry skills with American Culinary Federation (ACF) curriculum in basic and gourmet food production, baking, nutrition, dining etiquette, customer service, food safety and sanitation.

Call (845) 348-3500 or visit rocklandboces.org to register.
CAREER TRAINING GETS YOU ON THE PATH TO A BRIGHTER FUTURE!

- Hands-on classroom and/or internship experience
- Industry certifications
- Tuition payment plans available
- Tuition assistance available to eligible students

Orientations require a reservation. Please email Kelly Paul, Student Support Specialist, at kpaul@rboces.org or call (845) 348-3500 ext. 3583 for assistance or to reserve a seat.

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FOR ADDITIONAL COURSES AND DETAILED INFORMATION, PLEASE GO TO HTTPS://REGISTRATION.XENEGRADE.COM/RACE.

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CLASS FORMATS:
- Classroom (●): Class takes place in-person on campus
- Hybrid (◆): Some classes take place in person, and some classes take place remotely, using the Internet or through Internet-based assignments.
- Remote (▲): Class is live, but takes place remotely using the Internet.

HEALTHCARE

- Medical Assisting (CARMED0123F)
  435 hours $6,399 (includes textbooks, equipment and one certification fee)
  Nyack, BERC 9/19/22 – 5/4/23 M – Th 5:30 – 9:30pm

- Medical Assisting (CARMED0223F)
  435 hours $6,399 (includes textbooks, equipment and one certification fee)
  Nyack, BERC 9/19/22 – 5/4/23 M – Th 8:30am – 1pm

This comprehensive program prepares students to become professional Medical Assistants, trained and certified in Medical Assisting, Phlebotomy, EKG and Basic Life Support/CPR. Through remote and hands-on instruction, students acquire both the administrative and clinical skills needed to assist medical professionals in doctors’ offices, labs and other healthcare facilities. This course includes hands-on classroom practice of drawing blood and other clinical skills. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Health form and immunizations required. Tuition payment plan available. Orientation required.
Medical Assistant Skills (CARMEDSK0123F)

288 hours $3,999 (includes textbooks equipment and certification fee)
Nyack, BERC 9/19/22 – 2/9/23 M – Th 8:30am – 1pm

This extensive course will teach students select clinical and administrative components of working in physicians’ offices, clinics and other health related facilities. Topics include HIPAA, electronic health records, medical office procedures, health insurance, scheduling and reception. Clinical coursework includes infection control, vital signs, assisting with the physical exam, lab testing, anatomy, physiology, medical terminology and Basic Life Support/CPR. Medical Billing, ICD/CPT coding, EKG and Phlebotomy will be introduced.

Students that successfully complete this course may take the National Healthcareer Association’s Certified Clinical Medical Assistant (CCMA) certification exam. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Tuition payment plan available. Orientation required.

Dental Assistant Program (CARDENT0122S)

60 hours $1,699 (includes textbooks)
Nyack, BERC 3/28 – 5/23 M & W 9am – 1pm

The 60-hour Dental Assisting program helps to prepare students for entry level positions in one of the fastest growing health care positions—Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Topics include dental anatomy and physiology, oral health and prevention of dental disease, infection control, dental radiology, tooth restorations, dental equipment, assisting in dental care, the dental office and legal aspects of dentistry. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Orientation required.

Medical Coding (CARADMC0122S)

171 hours $3,799 (includes textbooks, coding manuals, rental, certification test and fees)
Nyack, BERC 3/1 – 6/30 M, T, & Th 5:30 – 8:30pm

This course is designed by the AAPC to prepare students for a career as a medical coder in a physician’s office and to pass the AAPC Certified Professional Coder (CPC) exam. Topics include: Terminology, Anatomy & Physiology and Medical Coding purposes, principles and guidelines. Includes instruction on ICD-10, CPT and HCPCS coding including determination of the levels of evaluation and management services. High School diploma and a basic understanding of Medical Terminology and Anatomy & Physiology is required. Tuition payment plan available. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Orientation required.

Administrative Medical Office Skills (CARAMOS0122S)

144 hours $2,600 (textbook and certification testing fee included)
Remote 3/21 – 7/19 T & Th 5 – 8pm

Students will learn specialized medical office duties necessary for employment in private practices, billing agencies and health care institutions. Topics include: ICD-10 coding, CPT coding, HCPCS coding, billing, health insurance and the use of the HCFA HCF 1500 form, medical reception, patient communication strategies and HIPAA. Students who successfully complete the course may sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam. Passing score on Reading Comprehension assessment required. HSD or equivalent required. Tuition payment plan available. Orientation required.

Pharmacy Technician (CARPHAR0122S)

135 hours $2,500 (includes books and certification fee)
Remote 7/11 – 12/21 M & W 9am – 12pm

This course will prepare students for positions in hospitals, nursing homes, retail and manufacturing! Students will be introduced to medical terminology related to pharmacy, dosage calculations, IV admixture preparation basics, dispensing of prescriptions, pharmacy rules and regulations, HIPPA and communication skills. Successful students will be prepared to take the Pharmacy Certification exam given by the National Pharmacy Certification Board (PTCB). Passing score on Reading Comprehension assessment required. Tuition payment plan available. Orientation required.
Call (845) 348-3500 or visit rocklandboces.org to register.

(●) Nurse Assisting (CARCNA0122S)
132 hours $2,299 (textbook and testing fee included)
Nyack, BERC 3/8 – 5/26 T & Th 8am – 2pm

(●) Nurse Assisting (CARCNA0222S)
132 hours $2,299 (textbook and testing fee included)
Nyack, BERC 4/11 – 7/7 M, T, & Th 5:30 – 8:30pm
This NYS approved program will prepare students to take the New York State Nurse Aide Certification Exam. Students are trained to work as nurse aides in nursing homes, hospitals and other health related fields. This extensive training includes a 30 hour clinical rotation in a nursing home. Passing score on Reading Comprehension assessment required. Proof of immunization is required. Tuition payment plan available. Orientation required.

(●) Phlebotomy Technician with EKG (CARPHLE0122F)
80 hours $2,600 (textbook and testing fees included)
Nyack, BERC 4/11 – 8/10 M & W 3:30 – 6pm

(●) Phlebotomy Technician with EKG (CARPHLE0222F)
80 hours $2,600 (textbook and testing fees included)
Nyack, BERC 4/12 – 8/11 M & W 6 – 9pm
Students will learn the practice and skill of drawing blood for phlebotomy positions in laboratories, hospitals and doctors’ offices. In addition, students learn to prepare for and perform an electrocardiogram using 12-lead EKG equipment. After practicing on mannequins, students will draw blood from one another under the supervision of their instructor. Passing score on Reading Comprehension assessment required. HSD required. Students who successfully complete the program will be allowed to sit for the National Healthcareers Association (NHA) Certified Phlebotomy Technician Exam. Tuition payment plan available. Orientation required.

(◆) Office Support Professional (CARCONC22S)
120 hours $2,500 (books and fees included)
Nyack, BERC 4/5 – 6/16 M, T, & Th 5:30 – 8:30pm
Today’s businesses require qualified and efficient office support to successfully navigate today’s dynamic office environments. This course will teach Microsoft Office Skills, data entry, bookkeeping, telephone, filing and general office skills as well as customer services skills. Successful students will take the Microsoft Office Certification exam for Word 2016 Associate. As a bonus, instruction includes additional units specific to work in a Medical Office setting. Passing Score on Reading Assessment required. HSD or equivalent required. Orientation required. Tuition payment plan available.

Home Health Aide (CARHHA0122F)
Students will learn how to care for people in their own homes or in residential settings. Successful students will become NYS Certified Home Health Aides. Training includes a combination of classroom training and clinical training in residential settings. Call (845) 348-3500 for more information.

(◆) Veterinary Assistant Program (CARVET22F)
Nyack, BERC 4/25 – 6/22 M & W 6 – 9:30pm 100 hours $2,499
(Plus 5 Saturdays 5/7, 5/14, 5/21, 6/4, 6/18 @ 9am – 3:30pm)
This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Passing score on Reading Comprehension assessment required. Orientation required.
Clinical Externship: Upon successful completion of this Veterinary Assistant Program, you will be eligible to participate in a 40-hour clinical externship with a local facility. You may be asked to submit to a thorough background check, drug screening and meet other requirements.

COMING SOON!
Call (845) 348-3500 or visit rocklandboces.org to register.

(◆) Animal Science (TANSCIPM23F)
437 hours $8,218 (supplies and textbooks additional)
West Nyack, Bldg. 3 9/8 – 6/17 M – F 11:30am – 2:15pm
Animal Science students will acquire basic knowledge and skills necessary for further study or entry level positions in animal science and related fields. This technical course teaches specialized and advanced skills in areas such as veterinary assisting, care and handling of animals in a laboratory or veterinary setting, dog grooming and kennel/pet shop management. Passing score on Reading Comprehension assessment required. Orientation required.

(●) NYS CNA Review Class (PCNAREV22S)
Nyack, BERC 5/2 – 5/4 M – W 5 – 9pm 12 hours $199
For New York State Certified Nurse Aides who would like to update their skills or prepare to retake the NYS Certified Nurse Aide examination. Class size is limited to 6 students. Exam fee additional.

(▲) Practical Nursing Entrance Exam Prep (PLPN22S)
Remote 3/1 – 5/12 T & Th 7 – 9pm 54 hours $399
This class is offered to assist students to attain the minimum required scores on the Practical Nursing entrance exam and to strengthen their skills to be successful in the program. It covers math, reading, writing, critical thinking and test taking skills. Students are given the opportunity to take a practice test as part of the course. Textbook purchase required before first day of class. Please call (845) 348-3500 for information.

(◆) Practical Nursing (LPNFT22-23)
1080 hours $17,547 (textbook, supplies, application and testing fees additional)
West Nyack, Bldg. 3 8/30 – 6/30 M – F 8am – 2pm
This program is a 1,080-hour course in the biological, physical and behavioral sciences with correlated clinical learning experiences. Applicants must have a high school diploma (or equivalency) and either US citizenship or legal INS status. Consideration is given to entrance exam results, interview, education and work history. Federal financial aid and tuition payment plans available to eligible students.

Mandatory Online Video Conferencing Information Sessions begin February 9, 2022!
To reserve a seat, go to “Quick Links” at rocklandboces.org and click on “Practical Nursing”
Contact:
Evelyn Torres, Financial Aid/Admissions Counselor
Phone: (845) 627-4830
E-mail: etorres@rboces.org

(◆) CULINARY ARTS

(◆) Culinary Arts (TCULINIAM23F or TCULINIPM23F)
437 hours $8,218 (supplies and textbooks additional)
West Nyack, Bldg. 9 9/8 – 6/17 M – F 8 – 10:30am or 11:30am – 2:15pm
Students are introduced to all aspects of the restaurant industry while working in our fully-equipped commercial kitchen using professional equipment. Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.

(◆) Food Service Certification Training (CARFDSV0122S)
75 hours $1,750 (textbook and fees included)
West Nyack, Bldg. 9 3/21 – 5/10 M, T, Th 2:30 – 6:30pm
This program provides students with the knowledge and skills required to be an effective member of a food service team in a commercial setting. It covers basic food preparation, service, nutrition and sanitation practices, customer service and business skills. Successful students will earn the ServSafe Food Handlers certificate. Passing score on Reading Comprehension assessment required. Tuition Payment plan available. Orientation required.
Cooking Demonstration Classes! Bring your appetite since there will be plenty of opportunity for tasting!

(●) **Concept/Ratio Cooking: Cooking like a Chef** (PCKRATIO122S)
West Nyack, Bldg. 9 4/12 T 6:30 – 9:30pm 3 hours $60
Chef Anthony will teach cooking techniques without the research and requirements of a recipe. Students will learn how to take typical items from the market place and marry these ingredients together into weeks of delicious, tasty meals. The concept is based on a regional flavor chart and several key concepts to bring a meal together without the burden of cookbook research.

(●) **Kitchen Skills** (PCKSKILLS22S)
West Nyack, Bldg. 9 3/22 T 6:30 – 9:30pm 3 hours $60
Chef Anthony will teach knife and organizational skills within the kitchen. Lessons on prepping dinner in advance and the fundamentals of homemade stock and soup cookery.

(●) **Springtime Menus** (PCKSPRING22S)
West Nyack, Bldg. 9 5/17 T 6:30 – 9:30pm 3 hours $60
Every season has certain vegetables, fruits and entrees in-season based on the time of year. Springtime is an interesting transition from hearty winter meals to lighter fare meals with a healthier twist. Chef Demo Class. (Bring your appetite, plenty of tasting!)

(●) **Hot Sauce** (PCKHOT22S)
West Nyack, Bldg. 9 4/6 W 6 – 8pm 2 hours $100
Learn how to make and sell hot sauce! Former craft hot sauce maker and chef Kendell Brenner takes you from pepper to bottle in crafting great tasting sauces using a range of peppers, heat, and flavors. Topics covered will include: Buying peppers and materials in the North East; Acidification and bottle process for creating shelf-stable products; Obtaining permits; Bottles and Processing. This will be an interactive class which will include lecture, demo, and limited hands-on applications.

(●) **BBQ Sauces and Spice Blends** (PCKBARB22S)
West Nyack, Bldg. 9 4/27 & 5/4 W 6 – 8pm 4 hours $125
During this 2 session course, learn how to make traditional tomato and mustard based BBQ Sauces and how to pair them correctly with foods. Then discover how to blend spices to make BBQ rubs and spice rubs for everyday seasoning. (Note: bottling and processing is covered in the Hot Sauce Class.)

(●) **The Smoker and the Grill** (PCKSMO22S)
West Nyack, Bldg. 9 5/18 & 5/19 W & Th 6 – 9pm 6 hours $150
Over the course of 2 consecutive days, this class will introduce students to the art of smoking foods. Topics will include: Smoking basics; Choosing the correct woods for flavor—logs versus chips and pellets; Injections and rubs; The smoking of Briskets, Ribs, Pork, and Chicken will be demonstrated during this class.

**INDUSTRIAL ARTS**

(◆) **Carpentry** (TCARPAM23F OR TCARPPM23F)
437 hours $8,218 (supplies additional)
West Nyack, Bldg. 2 9/8 – 6/17 M – F 8 – 10:30am or 11:30am – 2:15pm
Learn the technical skills necessary for new construction, renovation work and cabinetry work from the ground up. Gain hands-on experience in renovating and constructing buildings. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**
(◆) **Building Trades** (CARBLD22S)
150 hours $2,350
West Nyack, Bldg. 2 2/22 – 6/23 T, W, Th 3 – 6pm
This project-based, hands-on class will teach students basic building maintenance and construction, including carpentry, electrical, and plumbing skills; blueprint reading, tile work, finish work, and the use of power and hand tools. Students will receive OSHA certification. Real world projects will take place in community settings as well as in BOCES shops. **A passing score on a reading assessment is required. Orientation is required. Tuition payment plan available.**

(●) **Home Maintenance For All** (VHOM22S)
West Nyack, Bldg. 2 3/16 – 5/25 W 7 – 9:30pm 25 hours $295
This class will cover basic tools the home owner should have as well as replacing switches & receptacles, dry wall repair, painting, basic plumbing & toilet repair, tiling, home safety and other topics relative to home repair and maintenance. Students can choose whether they would like to participate in the skills hands-on or to observe. Many topics of interest will be discussed, so even if a repair isn’t done by the home owner, they will be familiar with the topic in order to discuss it with a contractor.

(◆) **Electrical Trades** (TELECAM23F)
437 hours $8,218 (supplies additional)
West Nyack, Bldg. 2 9/8 – 6/17 M – F 8 – 10:30am or 11:30 – 2:15pm
Learn residential and commercial electricity, plus communication and data wiring. Work with wire switches, lights, receptacles and appliances. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

(◆) **Basic Electrical Construction** (CARELEC22S)
170 hours $3,399 (supplies included)
West Nyack, Bldg. 2 3/21 – 7/21 M, T & Th 5:00 – 8:30 pm
Gain the knowledge and skills required for an entry level position in the electrical field! Topics include: tool recognition and proper use, safety, introduction to the NEC, basic electrical theory, basic blueprint reading, hands on activities including circuitry, pipe-bending, installation of electrical devices and controls, and proper wiring technique. Successful students will receive OSHA certification. **A passing score on a reading assessment is required. Orientation required. Tuition payment plan available.**

(◆) **Plumbing** (TPLUMBPM23F)
437 hours $8,218 (supplies additional)
West Nyack, Bldg. 2 9/10 – 6/17 M – F 11:30am – 2:15pm
Students learn to install, repair and maintain residential and commercial heating and cooling systems and learn to assemble, install and repair pipe fittings as related to kitchen appliances and bathroom fixtures. **Passing score on Reading Comprehension assessment required. Orientation required. Tuition payment plan available.**

(●) **Basic House Plumbing and Heating** (VPLUM22S)
West Nyack, Bldg. 2 6/2 – 6/30 T & Th 6 – 9pm 24 hours $295
This hands-on course provides an overview of plumbing and heating systems in homes and then teaches students how to diagnose and repair common plumbing and heating problems.

(●) **Introduction to Welding** (VINTRWELD22S)
West Nyack, Bldg. 2 2/28 – 5/2 M 6 – 9pm 27 hours $425
Learn to weld! This class will teach students to weld metals incorporating different joint designs using the gas metal arc welding process. Students will also learn to weld carbon steel material utilizing the Fluxcore Welding process. Instructor will cover different welding processes and the operation of power supplies. **Due to COVID precautions, students must bring their own welding masks and gloves. The instructor will go over supplies on the first day of class.**
Call (845) 348-3500 or visit rocklandboces.org to register.

(●) MIG Welding (VMIGWELD22S)
West Nyack, Bldg. 2  3/3 – 5/12  Th  6 – 9pm  27 hours  $450
MIG (Metal Inert Gas) welding refers to a process of using a consumable wire electrode to heat and melt metals. This course will focus on MIG welding frequently used in automobile applications. Participants will learn different types of welds, and about inspecting and testing welds for defects. This is a rigorous course requiring students to perform industry-standard welds using proper technique. Prerequisite: Intro. to Welding or equivalent experience. Due to COVID precautions, students must bring their own welding masks and gloves. Instructor will go over supplies on the first day of class.

(●) TIG Welding (VTIGWELD22S)
West Nyack, Bldg. 5  3/24 – 526  Th  6 – 9pm  27 hours  $450
TIG Welding (Tungsten Inert Gas) welding is the process of joining metals using a tungsten electrode. It can produce versatile, high quality welds with aesthetically smooth surfaces. During this hands-on class, students will learn TIG welding techniques as well as safe use of TIG welding equipment. Due to COVID restrictions, students should bring their own welding masks and gloves. Instructor will go over supplies on the first day of class.

(●) General Welding (CARWELD0123F)
West Nyack, Bldg. 5  10/17/22 – 1/30/23  M – W  5 – 9pm
180 hours  $5,500 (supplies, textbooks and equipment included)

This comprehensive course introduces students to multiple welding processes such as shielded metal arc welding, gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW), more commonly known as Stik, MIG and TIG welding. Topics also include oxy-acetylene welding, welding and shop safety; tools and equipment used in welding; proper welding techniques for different materials, positions and joints and reading fabrication drawings. Passing score on Reading Comprehension assessment required. Students need to wear steel-toed boots. Class size limited. Tuition payment plan available. Orientation required.

AUTOMOTIVE TECHNOLOGY

(◆) Automotive Collision Repair (TAUTOCOLL1AM23F or TAUTOCOLL1PM23F)
437 hours  $8,218 (supplies additional)
West Nyack, Bldg. 2  9/8 – 6/17  M – F  8 – 10:30am or 11:30am – 2:15pm
This National Automotive Technicians Education Foundation/Automotive Service Excellence (ASE) program will provide the skills necessary for students to learn to repair, customize and detail vehicles as skilled automotive collision technicians. Passing score on Reading assessment required. Orientation Required. Tuition payment plan available.

(◆) Automotive Technology (TAUTOTECAM23F or TAUTOTECPM23F)
437 hours  $8,218 (supplies and textbooks additional)
West Nyack, Bldg. 1  9/8 – 6/17  M – F  8 – 10:30am or 11:30am – 2:15pm
This National Automotive Technicians Education Foundation/Automotive Service Excellence (ASE) program will provide the skills necessary for students to troubleshoot and repair complex systems of today’s high-tech automobiles. Passing score on Reading assessment required. Orientation Required. Tuition payment plan available.

AUTOMOTIVE SERVICE TECHNICIAN

Register for both classes at once and get a $500 discount!

(◆) Automotive Service Technician I (CARAUTOTECH122S)
West Nyack, Bldg. 1  3/28 – 7/18  M – W  5 – 9pm  124 hours  $2,750
This course prepares students for entry-level service technician positions at dealerships and auto repair shops. The program covers shop safety, using lifts and shop equipment, inspection, lubrication service, brake, exhaust, suspension and steering, electrical and cooling systems, and tune-ups. Successful students will receive entry level ASE certification in Maintenance and Light Repair (MLR). Passing score on Reading assessment required. Orientation Required. Tuition payment plan available.
Call (845) 348-3500 or visit rocklandboces.org to register.

(●) Automotive Service Technician II: Introduction to Automotive Electricity (VCARAUTELEC23F)
West Nyack, Bldg. 1 7/25 – 10/17 M – W 5 – 9pm 76 hours $1,500
Auto electricity and electronics teaches the design, operation, and diagnosis of starting, charging, ignition, lighting and other major systems. Students will demonstrate their ability to perform basic diagnostic checks with state of the art test equipment. Upon completion students should be able to pass the ASE entry level exam in Electrical/Electronic systems and the ASE Professional exam in MLR (Maintenance and Light Repair). Prerequisite: Automotive Service Technician I or Industry experience. Passing score on Reading assessment required. Orientation Required. Tuition payment plan available.

(●) Auto Mechanics I (VAUTO122S)
West Nyack, Bldg. 1 3/14 – 5/16 M 6 – 9pm 27 hours $325
This introductory course will teach students the basic theory and operation of automotive gas engines including engine specifications, fluids, oil and coolants. Additional topics include shop safety, use of tools, transmission, drive, ignition and fuel systems and electrical and brake systems. Students will be taught how to service transmissions, perform basic tune-ups and brake replacement. Textbook purchase required before first day of class. Please call (845) 348-3500 for information.

(●) Course I: CDL Permit Preparation (VCDLPMIT0122S)
West Nyack, Bldg. 3 3/14 – 3/30 M & W 6 – 8pm 12 hours $115
This course will prepare students to take the New York State Department of Motor Vehicles written exam necessary to obtain a CDL Class B License with “P” and “S” endorsements on vehicles with air brakes.

(●) Course I: CDL Permit Preparation (VCDLPMIT0222S)
West Nyack, Bldg. 3 3/15 – 3/31 T & Th 6 – 8pm 12 hours $115
This program prepares students to pass the New York State Department of Motor Vehicles road test for a Class B Commercial Driver’s License. This license allows the driver to operate school buses, small and large trucks and various other specialty vehicles. Students must have a valid NY CDLB permit with “S”, “P” and Air brake endorsements and must pass a DOT physical and drug screen before the first day of class.

(●) Course II: CDL BTW Driver Training (VCDLDRTR0122S)
West Nyack, Bldg. 5 5/2 – 6/15 M & W 5 – 8pm 48 hours $2,200
This program prepares students to pass the New York State Department of Motor Vehicles road test for a Class B Commercial Driver’s License. This license allows the driver to operate school buses, small and large trucks and various other specialty vehicles.

(●) ADDITIONAL TRAINING COURSES

(●) Bookkeeping (CARBOOK0122S)
106 hours $1,199 (supplies and textbooks additional)
Nyack, BERC 5/16 – 9/22 M & W 6 – 9pm
This course is for individuals who have a non-accounting background and wish to learn the principles of double-entry bookkeeping. Topics include recording day-by-day business and financial transactions, as well as the basics of financial statements, general ledger, and adjusting and closing entries. Instruction in Microsoft Excel and Quickbooks included. Passing score on reading and math assessments required. Orientation Required. Tuition payment plan available.

(●) Cosmetology (TCOSMET1AM23F or TCOSMET1PM23F)
500 hours $8,218 (supplies additional)
West Nyack, Bldg. 3 9/8 – 6/17 M – F 8 – 10:30am or 11:30am – 2:15pm
Gain the skills you will need to earn your New York State Cosmetology License (2 year, 1000-hour program). Passing score on Reading assessment required. Orientation Required. Tuition payment plan available.
CYBERTECHNOLOGY / CYBERSECURITY
Enter the exciting and quickly growing fields of cybertechnology and cybersecurity! Choose to take one or both of the below programs.

◆ | Cybertechnology I (CARCYTECH22S)
West Nyack, Bldg. 3 1/31 – 6/29 M & W 6 – 9pm 120 hours $2,799
For those just starting in the field, this course will equip students with the skills necessary to enter the workforce as an Information Technology (IT) professional. Successful students will be prepared to pass the TestOut PC Pro and CompTIA A+ certification exams. A passing score on a reading assessment is required. Orientation required. Tuition payment plan available. Cost of books, supplies and certification exams included.

◆ | Cybertechnology II: Cybersecurity (CARCYBSEC23F)
West Nyack, Bldg. 3 7/11 – 10/19 M & W 6 – 9pm 120 hours $2,799
This course will equip students with the skills to move into the role of Cybersecurity Specialist, able to help protect organizations from criminal activity and ensure data privacy. Students will be prepared to pass the TestOut Security Pro Certification exam as well as the CompTIA Security+ certification exam. Prerequisite: Cybertechnology I or A+ Certification. A passing score on a reading assessment is required. Orientation required. Tuition payment plan available. Cost of books, supplies and certification exams included.

◆ | Digital Design & Marketing (TDDESIGNAM23F or TDDESIGNPM23F)
437 hours $8,218 (supplies additional)
West Nyack, Bldg. 3 9/8 – 6/17 M – F 8 – 10:30am or 11:30am – 2:15pm
Students learn to design brochures, packaging, advertisements and websites on Apple computers with software such as InDesign, Illustrator, Photoshop, Dreamweaver and much more. Passing score on Reading assessment required. Orientation Required. Tuition payment plan available. Students have the option of signing up for one of the Adobe programs at a reduced tuition price.

◆ | NYS 8-Hour Pre-Assignment Training Class for Security Guard (VSECUR23F)
West Nyack, Bldg. 3 7/11 & 7/12 M & T 9am – 1pm 8 hours $69
This is an 8-hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control and ethics and conduct. The passing of an examination is required for successful completion of this course. Students will receive a 100% refund prior to the start of instruction. The refund policy for this course is 75% if requested before the second day of class, then 50% and 25%. No orientation is required.

◆ | Security Guard (CARSECUR22SUM)
28 hours $599 (application and fingerprinting fees included)
Nyack, BERC & West Nyack, Bldg. 3 7/11 & 7/12 M & T 9am – 1pm
7/12 – 7/30 by appointment
No knowledge or experience necessary! This course will assist students through the entire process of becoming a New York State Licensed Security Guard. Students will take the mandatory eight-hour Pre-Assignment training and exam required for licensure (please see above.) The course will then provide assistance with completing the security guard licensure application, provide work-readiness training and job search assistance. Students should have two forms of ID and be able to clear a criminal background check. Passing score on Reading assessment required. Tuition payment plan available. Orientation required.
Social Media Specialist (CARSOCMED22S)
Nyack, BERC 4/12 – 7/26 T, W & Th 6:30 – 9pm 100 hours $2,250
A social media specialist shares messaging and content, comments on posts, and moderates guest or member posts. Using digital marketing, they help to drive traffic to company websites and use analytics to identify specific audiences who engage with the posted content. They help companies to expand community awareness, and to increase sales using social media sites and apps. This class will cover creating engaging social media content, being competitive using different social media platforms, effective digital marketing, Branding, customer service and retention, and more! Passing Score on Reading Assessment required. HSD or equivalent required. Orientation required. Tuition payment plan available.

Teacher Assisting (CARTEA0122S)
65 hours $1,229 (application, fingerprinting and workshop fees included)
Nyack, BERC 3/29 – 7/14 T & Th 6 – 9pm
Teacher Assistants provide extra support, attention, and instruction to students in public or private schools, childcare centers, or religious organization settings. This course guides students step by step through the certification process to become a Level 1 Teacher Assistant and prepares them to take the New York State Teacher certification exam. Passing score on Reading assessment required. HSD or equivalent required. Tuition payment plan available. Orientation required.

CAD For Beginners (VCADB0122S)
Nyack, BERC 4/5 – 5/10 T 6 – 9pm 18 hours $185
Imagine, design and shape the world around you with the powerful design tools in Auto CAD! This course is designed for the beginner interested in learning how to use a computer to create 3D designs for architecture, interior design, landscaping and much more!

CAD For Beginners (VCADB0122SUM)
Nyack, BERC 7/12 – 8/16 T 6 – 9pm 18 hours $185
Notary Public Workshop (PNOTARY22S)
Nyack, BERC 4/13 W 6 – 10pm 4 hours $70
This class will assist you in preparing for the written examination and appointment as a Notary Public in New York State. The topics will include principles of notarization, duties and functions, notarial acts, performing notarization and terminology review.

Computers For Beginners & Seniors (COMSR22S)
Nyack, BERC 3/5 – 4/2 S 9am – 12pm 15 hours $169
You can become computer literate in this five-session class. Learn all of the computer basics, from hardware and software to Windows, at your own pace with lots of reinforcement and support. Seniors pay discounted price of $100. Proof of age required.

Microsoft Excel (COMEXCEL22S)
Nyack, BERC 4/5 – 5/24 T 7 – 9:45pm 22 hours $229
Topics will include the creating, editing and formatting of worksheets. Students will learn to write formulas, filter and sort lists and to create and modify charts to illustrate their data. Emphasis will be given to enhancing the worksheet with fonts, borders, color and graphics. Prerequisite: Windows experience.

Introduction to Excel (COMSINEX22S)
Nyack, BERC 5/7 S 9am – 3:30pm 6 hours $89
Spend a day learning Excel! You’ll create a spreadsheet, learn how to work with formulas to do calculations and create charts to display data. Windows and mouse experience required.

Introduction to PowerPoint (COMPORSAT22S)
Nyack, BERC 4/9 S 9am – 3:30pm 6 hours $89
Impress them at your next business meeting! Have fun learning to create a PowerPoint presentation in just one day. Learn slide layout and enhancement, how to arrange your slides and more! Prerequisite: Windows and mouse experience.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Location</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Duration</th>
<th>Cost</th>
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<tr>
<td>COMWORSAT22S</td>
<td>Introduction to Microsoft Word</td>
<td>Nyack, BERC</td>
<td>4/30</td>
<td>S</td>
<td>9am – 3:30pm</td>
<td>6 hours</td>
<td>$89</td>
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<tr>
<td>COMWPE22S</td>
<td>Word, PowerPoint &amp; Excel: Beyond the Basics</td>
<td>Nyack, BERC</td>
<td>5/14</td>
<td>S</td>
<td>9am – 3:30pm</td>
<td>6 hours</td>
<td>$89</td>
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<tr>
<td>VOSHA3022S</td>
<td>OSHA 30 Hour Construction Safety</td>
<td>West Nyack, Bldg. 3</td>
<td>5/23 – 6/7</td>
<td>M, T &amp; Th</td>
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<td>Pronunciation of American English for the Foreign Born</td>
<td>Nyack, BERC</td>
<td>3/7 – 6/6</td>
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<td>7 – 9pm</td>
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<td>PROENGI10122S</td>
<td>Pronunciation of American English - Advanced Class</td>
<td>Nyack, BERC</td>
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<td>T</td>
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<td>Elder Law and Special Needs Planning</td>
<td>Nyack, BERC</td>
<td>5/4</td>
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<td>6:30 – 9:30pm</td>
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<td>Estate Planning</td>
<td>Nyack, BERC</td>
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<td>PINVOICE22S</td>
<td>Introduction to Professional Voice Over</td>
<td>Nyack, BERC</td>
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<td>M</td>
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<td>2.5 hours</td>
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*Prerequisite: Windows and mouse experience.*

*Prerequisite: Must know how to use keyboard, mouse, personal computer and be familiar with Word, Excel and PowerPoint. New learners are welcome, but should be advised that this is a fast-paced course.*

*Prerequisite: Students must have completed “Pronunciation of English for the Foreign Born” or must pass a screening assessment on 9/21, the first day of class. Textbook purchase required. Information will be given on the first day of class.*

*Handouts provided.*

Call (845) 348-3500 or visit rocklandboces.org to register.
Retirement Planning Today (PRETIRE0122S)
West Nyack, Bldg. 3  3/24 – 3/31 Th 6:30 – 9:30pm  6 hours $59

Retirement Planning Today (PRETIRE0222S)
West Nyack Bldg. 3  3/15 – 3/22 T 6:30 – 9:30pm  6 hours $59

This 6-hour course is designed to help you see the “big picture” when planning for retirement so you can make informed financial decisions. The course will cover strategies that teach you how to build wealth and align your money with your values to accomplish your goals in life. Participation and questions are encouraged. Workbook provided by your instructor becomes a useful reference tool after the work is complete. If space is available, Spouses may attend for free but must also be registered. Please call (845) 348-3500.

Conversational Spanish I (PSPANI22S)
Nyack, BERC 5/4 – 6/1 W 6 – 9pm 15 hours $135

For the absolute beginner, this class introduces the basics of Spanish pronunciation, reading and vocabulary.

WELLNESS

Beginner Pilates - Explore the Core! (OUTDOORS weather permitting) (PBPILAT0122S)
Nyack, BERC 5/3 – 6/28 T 4:30 – 5:30pm  8 hours $95

Pilates is a method of exercise that consists of low-impact flexibility and muscular strength and endurance movements. This hour-long class will emphasize proper postural alignment, core strength and muscle balance to build strength in the “center” part of your body – your abdominals, buttocks, thighs, hips and arms. Work is done on a mat with lots of guidance and encouragement from a certified instructor. Suitable for all ages. Bring a mat!

Intermediate Pilates (OUTDOORS weather permitting) (PPIPILAT0122S)
Nyack, BERC 5/3 – 6/28 T 5:45 – 6:45pm  8 hours $95

For the intermediate level Pilates individual, this program will expand on the Pilates mat work principles and exercises taught in the beginner level program. The 12-week course will focus on working deep muscles with control, allowing for body redefinition, alignment, strength and core stabilization. Suitable for all ages. Bring your own mat!

Qigong for Vitality! (PQIGONG22S)
Nyack, BERC 3/9 – 5/25 W 4:30 – 5:30pm 12 hours $140

Qigong has been practiced in China for thousands of years, “Qi” means vital energy and “Gong” means to work or exercise. Qigong nurtures and develops your internal energy. We’ll explore different types of Qigong training including static (standing, sitting and lying down meditation) and dynamic Qigong (simple repetitive motions). Qigong is effective in improving sleep quality, arthritis pain, stress reduction, balance, flexibility and the body’s immunity. Suitable for all levels. Please bring a mat.

Tai Chi (PTAICHI22S)
Nyack, BERC 3/9 – 5/25 W 5:45 – 6:45pm 12 hours $140

Tai Chi is an ancient Chinese art form that incorporates controlled body movements performed slowly, softly and gracefully with smooth and even transitions between moves. Many of these movements are originally derived from the natural movement of animals and birds. This gentle exercise form promotes health and vitality, while improving balance, coordination, circulation, flexibility and strength.

Yoga for Every-Body! (6 sessions) (PYOGAEVERY0122S)
Nyack, BERC 4/7 – 5/26 Th 5:30 – 6:45pm  7.5 hours $115

(Yoga for Every-Body! (OUTDOORS weather permitting) (PYOGAEVERY0222S)
West Nyack, Bldg. 3  5/17 – 6/7 T 5:30 – 6:45pm  5 hours $95

The common essentials of yoga will be presented by a multi-certified and experienced yoga professional. This class is designed to address the idea that “Every Body” is unique and special, allowing each individual to enjoy the yoga experience. Included in the instruction is traditional yoga, asanas and concepts of meditation and asana pose variations. Bring your yoga mat and a beach towel! (4 sessions)
Call (845) 348-3500 or visit rocklandboces.org to register.

LITERACY
TAKING STEPS TO A BRIGHTER FUTURE!

• EXPANDED HOURS AND LOCATIONS
  • Morning, evening and Saturday classes are available at our main site in Nyack.
  • Morning and evening classes are available in Spring Valley
    CALL (845) 348-3500 FOR AN APPOINTMENT!

• ENGLISH FOR SPEAKERS OF OTHER LANGUAGES LEVELS 1-4
  Learn or improve your English!
  • Free to students age 21 or older
  • Morning, evening and Saturday classes available
  • Ask about our locations
  REGISTRATION IS BY APPOINTMENT ONLY. PLEASE CALL (845) 348-3500 TO GET STARTED!

• BRIDGE TO CAREERS
  This course helps students improve their reading, writing and math skills for entrance into a GED preparation or Career Training class
  • Free to students age 18 or older
  • Career exploration, resume writing and interviewing skills
  • Free case management to help you plan your next steps
    CALL LAUREN MCGUIRE AT (845) 348-3500 ext. 3632 FOR INFORMATION ON HOW TO GET STARTED!

• GED PREPARATION
  Get your high school equivalency diploma by attending test preparation classes!
  • Free to students age 21 or older
  • Attend one of our free orientations to learn more
  • Passing NY State Regents tests can count toward your diploma
  • Ask about our intensive math classes
    CALL WILL JORDAN AT (845) 348-3500 ext. 3610 FOR INFORMATION ON HOW TO GET STARTED!

FREE Job Training Program!
Qualified unemployed and dislocated workers are eligible for FREE job training and job placement assistance through a new federal grant to enhance worker employability and earnings during and after the COVID-19 pandemic.

CALL KATHERINE MISTELE AT (845) 348-3500 OR EMAIL kmistele@rboces.org FOR MORE INFORMATION! Ask about the CAREER Grant!
**Rockland Works!**

**Looking to JUMPSTART your career?**

**ADVANCE within your current job?**

**RETURN to the workplace?**

Rockland Works will customize an education and employment plan to assist you in reaching your goals. Tuition assistance is available for up to $3,000 for job training courses in hospitality, biomedical, IT data management and manufacturing.

**EMPLOYER SERVICES**

Career Center staff will help you:
- Save time and money on staffing and training
- Speed up your recruitment and selection process
- Fill vacant positions with qualified job seekers
- Utilize Career Center job listing system to identify trends and demand occupations

**JOB SEEKER SERVICES**

Career Center staff will help you:
- Conduct your job search using up-to-date labor market information
- Build your employment portfolio including resume, cover letter, and interview skills
- Utilize Career Center resource room

**ADDITIONAL SERVICES INCLUDE:**
- Basic computer training
- Career-related instructor-led workshops
- Training funds for skills upgrade or career transition for qualified candidates
- Access to computers with internet, fax machine, phone, and copier

**ALL ONE-STOP CAREER CENTER SERVICES ARE CONVENIENTLY LOCATED AT:**

Rockland BOCES Educational Resource Center (BERC)
131 North Midland Avenue, Nyack, NY 10960

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**Youth Connections**

If you are between the ages of 18-24, **Rockland Works’ Youth Connection Program** could help you open the door to your future!

- **PREP** for job success with our Work Readiness Bootcamp
- **GAIN** paid work experience through internships with local businesses
- **EARN** industry credentials with free classes in healthcare, vocational and customer service fields
- **GET** a TASC Diploma (formerly GED)

**YOUTH CONNECTIONS SERVES:**
- young adults (ages 18-24) who did not complete high school or who have earned a high school diploma, but are not attending college
- those who are English Language Learners (ELL) or low literacy, pregnant or parenting, have offender status, and/or are homeless

**ALL ONE-STOP CAREER CENTER SERVICES ARE CONVENIENTLY LOCATED AT:**

Rockland BOCES Educational Resource Center (BERC)
131 North Midland Avenue, Nyack, NY 10960

**ALL SERVICES ARE PROVIDED FREE OF CHARGE**

For more information, visit rocklandworks.org or call (845) 770-2900
GENERAL INFORMATION

Tuition Discounts and Funding Opportunities:
Veterans: The Division of Veterans Affairs has approved certain Adult Career and Technical Education and Part-Time Vocational programs for veterans and other eligible persons. For more information, call (845) 348-3500.

Low-income or Displaced Workers: Rockland BOCES is an eligible training provider under the Workforce Innovation and Opportunity Act. If you are a low-income or displaced worker, you may be eligible to receive money to cover the cost of select courses and certificate programs. For more information, call (845) 348-3500.

Refunds:
- Refunds for classes cancelled by BOCES – 100% of tuition and fees collected in advance will be refunded
- Refunds for student withdrawals
  Classes under 300 hours long:
  - If written notification is received 24 hours BEFORE the first day of class, tuition will be refunded. No refunds are available after this time.
  - A $10.00 processing fee will be deducted from all refunds.
  - A $100 registration fee will be withheld from courses requiring an orientation for registration.
  - All testing fees are nonrefundable

Classes longer than 300 hours:
- Amounts of tuition refunds are prorated based on the amount of class time completed.
- For refund information related to the Practical Nursing Program, call (845) 627-4830

*Refunds will be made by credit card or check, depending on the form of payment used for registration.

Cancelled Classes: If there is low enrollment, a class may be cancelled. You will be contacted by phone or email if there is a cancellation. Cancellations are not decided until a few days before the start of the class.

Transfers: Students may not transfer between programs. No credit is given for prior attendance in a similar program at another institution.
### CAN’T REGISTER ONLINE? USE FORM BELOW

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<th>Course Number</th>
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<tr>
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<th>Start Date</th>
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**Please assume you have been accepted unless notified to the contrary.**

**No receipts are mailed. Please report to the first scheduled class.**

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<tr>
<th>Last Name (Print)</th>
<th>First Name</th>
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**Credit Card: VISA/Master Card:**

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Same person as registrant?  Yes  No

Please circle the appropriate number.

1. White, not of Hispanic Origin  2. Black  3. Hispanic
4. Asian or Pacific Islander  5. American Indian or Alaskan Native

Sex:  Male  Female

U.S. High School Diploma or Equivalent:  Yes  No

I have read and understand the refund policy. I authorize Rockland BOCES to charge my credit card $_______________ for tuition for this course and I agree to pay it in accordance with the agreement governing the use of this card.

Signature  Date  /  /

Make money order payable to ROCKLAND BOCES ADULT EDUCATION

Fax and phone registrations must be paid by MasterCard/Visa. No personal checks please.

**Tuition includes all insurance fees. Textbooks are not included.**

**There is a $10 administrative fee charged for the processing of requested refunds.**

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Mail or Fax to: Adult Education Program Administrator
FAX (845) 348-3559
BOCES Educational Resource Center
131 North Midland Avenue, Nyack, NY 10960
Residential Customer