Looking for a new career?  
We have one for you!

New Light Diesel Engine Program

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

Open House, Sept. 5th at 7 p.m.
Looking for a job or career? We can help! Visit our new EMPLOYMENT CENTER

The Nassau BOCES Adult Education Employment Center offers a team of professionals to work with you to help you gain a meaningful career.

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

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

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

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Board of Cooperative Educational Services of Nassau County
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Judith A. Hynes, Assistant Director;
Jyoti Sood, Supervisor of Data and Technology

Adult Education Programs
Michele Cohen, Principal
Animal Services

Pet Grooming Program
Required Courses:
Pet Grooming I • Pet Grooming II

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

- 19F102 Sept. 17
- 20W102 Jan. 14
- 20S102 April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $1,295

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

- 19F201 Sept. 16
- 19W201 Feb. 24
Monday & Wednesday, 7-10 p.m.
Tuition: $1,595

* This course requires additional costs for materials or tools.

Veterinary Assistant Program
Required Courses:
Veterinary Assistant I • Veterinary Assistant II

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

- 19F101 Sept. 16
- 20W101 Jan. 13
- 20S101 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $995

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

- 20W202 Jan. 14
- 20S202 April 21
Tuesday & Thursday
Tuition: $895
Auto Collision Program

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

Auto Collision I
Learn to repair automobiles after accidents occur. Study the structure of all types of vehicles and the best methods of repair. Experience the preparation and correction of material damage, mixology and application of body fillers and putties, and the use of primers, sealers and refinishing procedures. Incorporate the study of oxyacetylene and metal inert gas welding for sheet metal for a comprehensive study of this important skill. Continue into Automobile Collision II for progression in this program and optimum employability preparation.
19F101 Sept. 16
20W101 Jan. 13
Monday & Wednesday, 7-10 p.m.
Tuition: $995

Auto Collision II
Complete this program by focusing on advanced areas of Automotive Collision. Study restoration techniques for corrosion and extensive collision repair. Advance in welding skills that pertain to all makes and models of vehicles. Learn cost estimating while perfecting skills in Urethane bumper repair, types of spray equipment, and paint finishing procedures. Polish your professional skills and meet with our Employment Center counselors for job opportunities in Long Island collision repair establishments.
20S201 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $995

OSHA-10
The OSHA-10 course provides entry-level employees with general awareness of recognition and prevention of hazards in any work environment. OSHA recommends that you enroll in this safety certification program as an orientation to occupational safety and health for workers covered by OSHA29 CFR 1929. Workers must receive additional training, when required by OSHA standards, on the specific hazards of each job. Upon successful completion, you will receive a 10-hour Construction Safety Certification Completion Card.
Schedule: TBD
Tuition: $95
Automotive Institute

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

19F101  Sept. 9 (6:30-9:30 p.m.)
Monday - Thursday
Tuition: $5,795

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

Payment Plan Available!

Dave Fulton marks his eleventh year teaching Automotive Technology at the Nassau BOCES Adult Education program. He holds an ASE Master Certification, is an EPA Certified A/C Qualified Technician, a licensed New York State Certified Inspector, and is certified in all Toyota Training Courses. He holds an ASE Advance Engine Performance Specialist Certification and has his CDL License.

Dave has over 20 years of experience in the automotive industry. He’s worked at several dealerships including General Motors, Mercedes, Audi and Toyota. He gets rave reviews as an instructor and students often seek out his classes.

During his tenure at Nassau BOCES he developed the structure for the Automotive Technology Class for Alternative Fuels. Dave has over 15 years of experience in diagnostics, drivability/engine performance, manual drive train and axles, suspension and steering, electronic systems, hybrid cars, engine repair, brake systems, automatic transmission/transaxle and has exceptional auto electricity knowledge. A great communicator, Dave connects easily with students and co-workers and prides himself on his integrity and honesty.
Introduction to Diesel Engines

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

19F102  Sept. 17
20W102  Jan. 14
Tuesday & Thursday, 7-10 p.m.
Tuition: $995

OSHA-10
(See course description on page 2)
Schedule: TBD
Tuition: $95
**Plumbing Technician Program**

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

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**Plumbing I***

Begin a career in the Plumbing Industry. Plumbing I will introduce you to basic skills necessary to get started in this area of construction. Learn how to handle the tools of the trade and practice the best safety procedures. Gain technical skills in pipefitting while learning to repair and replace materials and fixtures in residential structures. Study the scientific principles of drainage traps and their uses. Acquire knowledge of various piping layouts in water supply including drainage, waste and ventilation systems. Continue in this program to advance your career in Plumbing.

- **19F102 Sept. 17**
- **20W102 Jan. 14**
- **20S102 April 21**
- **Tuesday & Thursday, 6:30-9:30 p.m.**
- **Tuition: $1,095**

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**Plumbing II***

Build your knowledge of plumbing with further study. Learn how to install, troubleshoot, and repair water heaters and drainage systems. Become familiar with current New York State standards and codes pertaining to plumbing. Continue in this program to become a competent plumbing professional. Learn professional skills such as realistic expectations and customer service, making you well rounded to work in any plumbing company. Meet with our Employment Center counselors for job postings and application procedures.

- **19F201 Sept. 16,**
- **20W102 Jan. 13**
- **Monday & Wednesday, 6:30-9:30 p.m.**
- **Tuition: $1,095**

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**Hydronics**

Hydronics is the use of circulating water in a system to heat or cool a building. Learn about the efficiency of hydronic system operations and explore the various types of piping layouts and circuiting arrangements. Study technical components such as expansion tanks, pipe dimensions, and pumps to comprehend this very important aspect of plumbing construction.

- **19F102 Nov. 7**
- **20W102 March 3**
- **20S102 June 4**
- **Tuesday & Thursday, 6:30-10:00 p.m.**
- **Tuition: $495**

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**Gas Burner**

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

- **19F102 Sept. 17**
- **20W102 Jan. 14**
- **20S102 April 21**
- **Tuesday & Thursday, 7-10 p.m.**
- **Tuition: $795**

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**OSHA-30**

The OSHA-30 course provides entry-level construction workers with general awareness of recognition and prevention of hazards on a construction site. OSHA recommends that you enroll in this safety certification program as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1929. Workers must receive additional training, when required by OSHA standards, on the specific hazards of each job. Upon successful completion, you will receive a 30-hour Construction Safety Certification Completion Card.

- **19F101 Sept. 3**
- **19F102 Dec. 9**
- **Monday-Thursday, 5-10 p.m.**
- **Tuition: $495**

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

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

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

19F101 Sept. 16
20W101 Jan 13
20S101 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $795

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

20W101 March 9
20S102 June 8
Monday & Wednesday, 7-10 p.m.
Tuition: $595

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

19F011 Sept. 16
20W011 Jan. 13
20S011 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $695

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

19F201 Sept. 16
20W102 Jan 13
20S101 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $1,095
Heating Systems Service Technician Program

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

**Plumbing I**
(See course description on page 5)
19F102 Sept. 17
20W102 Jan. 14
20S102 April 21
Tuesday & Thursday, 6:30-9:30 p.m.
Tuition: $1,095

**Hydronics**
(See course description on page 5)
19F102 Nov. 7
20W102 March 3
20S102 June 4
Tuesday & Thursday, 6:30-10:00 p.m.
Tuition: $495

**Solar Hot Water Heating**
(See course description on page 6)
20W102 March 3
20S102 June 9
Tuesday & Thursday, 7-10 p.m.
Tuition: $595

**Gas Burner**
(See course description on page 5)
19F102 Sept. 17
20W102 Jan. 14
20S102 April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $795

**OSHA-30**
(See course description on page 5)
19F101 Sept. 3
Monday-Thursday, 5-10 p.m.
19F102 Dec. 9
Monday-Thursday, 5-10 p.m.
Tuition: $495

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

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

Trade Electric Theory*
Understand the ideology of the electrical component of the construction industry. Learn how various aspects of construction work together to successfully build structures. Learn the fundamentals of electrical circuits, the principles of Ohm’s Law, and the practical knowledge of low voltage wiring and switches. This comprehensive study will enable you to move into more specialized areas of construction.
- 19F011 Sept. 16
- 20W011 Jan. 13
- 20S011 April 20
- Monday & Wednesday, 7-10 p.m.
- Tuition: $695

Trade Electric I - Residential I*  
(See course description on page 6)
- 19F101 Sept. 16,
- 29W101 Jan 13
- 20S101 April 20
- Monday & Wednesday, 7-10 p.m.
- Tuition: $1095

Trade Electric II – Residential II*
Continue your study of Residential Electric training. Become familiar with local electric codes, single phase wiring methods, lighting and branch circuits along with service entrance equipment. Engage in valuable shop work in our state-of-art facility. Learn professional skills such as customer service and realistic expectations. Meet with Employment Center counselors for job postings with Long Island electrical contractors.
- 19S202 Sept. 17
- 20W202 Jan 14
- 20S202 April 21
- Tuesday & Thursday, 7-10 p.m.
- Tuition: $995

Trade Electric III - Commercial
Explore industrial and commercial wiring and the vast array of electrical services. Learn how to apply both theoretical and practical electrical knowledge to large construction projects. Become versed in the appropriate National Electrical Code (NEC) requirements and hear from industry professionals regarding realistic expectations. Connect with the Employment Center to seek opportunities in this high demand sector.
- 19F302 Sept. 17
- 20W302 Jan. 14
- 20S302 April 21
- Tuesday & Thursday, 7-10 p.m.
- Tuition: $1195

Trade Electric IV – Motor Control*
Complete this program of Electrical Construction technical education with a focus on motor control. Learn the conditions of start, stop, manual, remote, and automatic controls. Develop hands-on experience constructing, energizing, and troubleshooting various situations with motor control circuits. Gain knowledge of specific National Electric Code (NEC) standards that apply to motors. Obtain a job in the electrical industry through our Employment Center.
- 19F401 Sept. 16
- 20W401 Jan 13
- 20S401 April 20
- Monday & Wednesday, 7-10 p.m.
- Tuition: $1295

Blueprint Reading
(See course description on page 6)
- 19F101 Sept. 16
- 20W101 Jan 13
- 20S101 April 20
- Monday & Wednesday, 7:00-9:00 p.m.
- Tuition: $795

OSHA-30
(See course description on page 5)
- 19F101 Sept. 3
- Monday-Thursday, 5-10 p.m.
- 19F102 Dec. 9
- Monday-Thursday, 5:30-10 p.m.
- Tuition: $495
Refrigeration and Air Conditioning Certified Technician Program

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

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

19F101 Sept. 16
201101 Jan 13
20S101 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $1095

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

19F202 Sept. 10
20W202 Jan 14
20S202 April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $1,195

Blueprint Reading
(See course description on page 6)

19F101 Sept. 16
20W101 Jan 13
20S101 April 20
Monday & Wednesday, 7:00-9:00 p.m.
Tuition: $795

Gas Burner
(See course description on page 5)

19F102 Sept. 17
20W102 Jan 14
20S102 April 21
Tuesday & Thursday, 7-10 p.m.
Tuition: $795

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

19F201 Dec. 3
Tuesday and Thursday, 6-10 p.m.
Tuition: $395

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

19F710 Dec. 11
Monday-Thursday, 7-10 p.m.
Tuition: $595

Trade Electric IV – Motor Control*
(See course description on page 8)

19F401 Sept. 16
20W401 Jan 13
20S401 April 20
Monday & Wednesday, 7-10 p.m.
Tuition: $1295

OSHA-30
(See course description on page 5)

19F101 Sept. 3
Monday-Thursday, 5-10 p.m.
19F102 Dec. 9
Monday-Thursday, 5:30-10 p.m.
Tuition: $495

* This course requires additional costs for materials or tools.
Welding Fundamentals and Qualification*

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

19F101 Sept. 17
19S102 Jan. 14
Tuesday & Thursday, 7-10 p.m.
Tuition: $2,095

19F101 Sept. 16
19F101 Jan. 24
Monday & Wednesday, 7-10 p.m.
Tuition: $2,095

AWS Qualification Test Preparation

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

19F102 Jan. 8
19F102 May 18
Monday & Wednesday, 7-10 p.m.
Tuition: $1,200

OSHA-30

(See course description on page 5)
19F101 Sept. 3
Monday-Thursday, 5-10 p.m.
19F102 Dec. 9
Monday-Thursday, 5:30-10 p.m.
Tuition: $495

Blueprint Reading

(See course description on page 6)
19F101 Sept. 16
20W101 Jan 13
20S101 April 20
Monday & Wednesday, 7-10:00 p.m.
Tuition: $795

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

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

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

Cosmetology Certification Program
Begin your career in Beauty with Cosmetology. Learn from top professionals and experience expos and demonstrations in some of the best salons on Long Island. Become versed on the latest styles and techniques used today while also learning the necessary techniques for the New York State Certification exam. Brush up on the vast array of beauty products and their chemistry. Learn professional skills such as customer service and communication pertaining to any salon environment. Upon completion of 1,000 hours of training you are eligible to apply for New York State Licensing. Meet with counselors in our Employment Center to discuss job opportunities.
KG19FA Sept. 9
Monday-Thursday, 6-10 p.m.
Tuition: $8,995

Katrina Guzman has been in the cosmetology business for over 35 years and an instructor with the Nassau BOCES Adult Education program since 2006. She is also certified as a New York State Examiner for state board exams.

As an entrepreneur, Katrina sometimes travels to provide her expert hair and beauty skills for clients, especially for special occasions such as weddings, birthdays and other events. She also provides beauty care for client’s loved ones for funeral services.

“I love to share my passion for cosmetology with my students and prepare them for an exciting career as a cosmetologist.”

Katrina Guzman
Cosmetology Instructor

Payment Plan Available!

Cosmetology Completion Hours Certification Program
Are you looking to complete your 1,000 hours for certification? Aspiring cosmetologists will prepare for the New York State Cosmetology written and practical examinations. Review with instructors who are experts in this industry for optimum preparation. Registration for this program is ongoing which allows you to enroll and complete your hours at any time. Meet with our counselors to review your status and register.
HR19FA Sept. 9
Monday-Thursday, 6-10 p.m.
Tuition: $1,495, minimum of 100 hours

Tuition assistance available for those who qualify
Culinary Career Academy

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

19F102 Sept. 10
20W101 Jan 13
20W101 April 20
Monday - Thursday, 6-10 p.m.
Tuition: $2,995

OSHA-10
See course description on page 2
Schedule: TBD
Tuition: $95

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

Schedule: TBD
Tuition: $95

"One of the most exciting things that the industry has to offer is the interconnectedness brought about by technology and transportation. We can share ideas with other chefs, and watch real time demonstrations. I hope that anyone who is interested in culinary arts will sign up for our classes."

Chef Michael DeLillo
Culinary Instructor

Chef Michael DeLillo has been teaching Culinary Arts at Nassau BOCES for 23 years for both high school and adult students. He’s also worked in a number of food service establishments and taught culinary arts, baking and nutrition on the college level. Currently, he also works as a private caterer for a Garden City, NY company. Chef DeLillo has been featured in the New York Times, Newsday as well as having an opportunity to work with Fios 1 News.

A graduate of NYIT and St. Rose College, Chef DeLillo holds degrees in Culinary Arts, Education, Technology and Education Administration.

MEET THE INSTRUCTOR
Chef Michael DeLillo
Clinical Medical Assistant Program

Required Courses:*
Clinical Medical Assistant - Intensive • CPR • OSHA-10

Payment Plan Available!

Clinical Medical Assistant - Intensive
Start a career in medicine as a Clinical Medical Assistant and take your first steps in a job opportunity program. Prepare for the Certified Health Professionals Certification exams to become employed as a Medical Assistant, Electrocardiograph Technician or Phlebotomy Technician. The 120-hour clinical externship springboards you into starting your career. Study human anatomy, medical terminology, hematology, phlebotomy, and electrocardiography. Learn the skills to assist with medical emergencies, physical exams, and laboratory testing. Perform live venipuncture and capillary puncture procedures. Receive CPR and OSHA-10 certification. Professional skills to assist in medical offices, hospitals and health care facilities will be taught along with a 120-hour supervised clinical externship rotation. This is provided by partnering hospitals and medical facilities on Long Island. Meet with Employment Center counselors for job opportunities.

19F102 Sept. 9
20W102 Jan. 22
Tuesday, Wednesday & Thursday, 6-10 p.m.
Tuition: $5,995

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

CPR
(See course description on page 12)
Schedule: TBD
Tuition: $95

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

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

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

19F101 Sept. 16
20W101 Jan. 13
20S101 April 20
Monday & Wednesday, 6:30-9:30 p.m.
Tuition: $1195

CPR
(See course description on page 12)
Schedule: TBD
Tuition: $195

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

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

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

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

19F101 Sept. 26
Monday, Tuesday, Thursday, 7-10 p.m.
Tuition: $1,595

NOTE: 12 hours of this course will be taught at Northwell Health in Lake Success N.Y.
Medical Billing/Coding Program

Required Courses:*  
**Medical Terminology • Medical Coding • Medical Billing/Medical Manger • CPR • OSHA-10**

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**Medical Terminology**  
Begin your career in the Health Occupation industry with this comprehensive study of language prefixes and suffixes. Become familiar with commonly used acronyms and their meanings. Medical Terminology is your first step in learning communication skills for success in all medical personnel positions. Receive CPR and OSHA-10 instruction and certification. This is a prerequisite for the Medical Coding and Medical Billing/Medical Manager courses.  
19F101 Sept. 16  
20W101 Jan. 13  
20S101 April 20  
Monday-Wednesday, 6-10 p.m.  
Tuition: $695

**Medical Coding**  
Discover the fundamentals of medical information as they pertain to the financial side of the healthcare industry. Using Current Procedural Terminology (CPT) and International Classification for Diseases (ICD) coding systems, learn to translate procedures and diagnoses into codes for billing purposes. This function is imperative to processing insurance claims effectively. Learn professional skills necessary for successful communication and customer service. Meet with Employment Center counselors to explore career pathways into jobs such as Health Claims Specialist and Medical Office Assistant.  
19F201 Oct. 15  
20W201 Feb. 3  
20S201 May 11  
Monday-Wednesday, 6-10 p.m.  
Tuition: $995

**Medical Billing/Medical Manager**  
Hospitals, doctors’ offices, and all healthcare facilities operate smoothly with knowledgeable, organized Medical Billing personnel. Learn office procedures necessary to keep accurate accounts of patient payment records, insurance information, and services rendered. Master state-of-the-art software used to make billing, collections, scheduling, and managing every office with stellar simplicity. Meet with our Employment Center counselors regarding job postings from medical offices throughout Long Island. Follow program guidelines for professional skills to become the best Medical Office Manager possible.  
19F301 Nov. 12  
20W301 Mar. 3  
20S301 June 8  
Monday-Wednesday, 6-10 p.m.  
Tuition: $995

**CPR**  
(See course description on page 12)  
Schedule: TBD  
Tuition: $95

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

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*The Test of Adult Basic Education (TABE) is a required entrance exam for all healthcare programs.*
Phlebotomy Technician Program
Required Courses:
Phlebotomy Technician • CPR • OSHA-10

Phlebotomy Technician
A major aspect of medicine is what we can learn from medical lab work. Blood tests are important in diagnosing illnesses, monitoring medications, and determining wellness. Become a Phlebotomist by learning the skills necessary to effectively draw blood samples and comfort patients in the venipuncture process. Study anatomy and physiology while participating in clinical experiences using venous sticks. Begin with the TABE exam and acquire training in CPR and OSHA-10. Obtain professional skills and meet with Employment Center counselors for job opportunities in area hospitals, clinical laboratories, or other health care facilities.

19F102 Sept. 17
20W102 Jan. 14
20S102 April 21
Tuesday & Thursday, 6-9 p.m.
Tuition: $1,495

CPR
(See course description on page 12)
Schedule: TBD
Tuition: $95

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

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

Begin a career in Manufacturing Technology and work on the innovations of tomorrow. Learn how to transform materials into goods, putting ideas into actions. Study safety and quality of tools and machinery. Learn mathematical calculations and formulas, interpret blueprints, understand the mechanical precision of all machinery, and engage in hands-on projects that challenge your problem solving and critical thinking skills. Gain professional skills that will sharpen your employability. Meet with counselors in our Employment Center for job opportunities in the many manufacturing facilities on Long Island.

19F102 Sept. 16
19W102 Jan. 15
19S102 April 30
Monday, Tuesday & Wednesday, 6-9 p.m.
Tuition: $1,595

OSHA-10

(See course description on page 2)
Schedule: TBD
Tuition: $95
Cosmetology Refresher Course
Held on 12 consecutive evenings, this review course is a concentrated preparation for the New York State Cosmetology written and practical examinations. This rigorous study will guide you to achieve success in your testing process. Register for this course if you have completed your 1,000-hour licensing course and want to enter an intensive review, if you have certification outside of New York State and want a NY State Certificate, or if you completed the necessary 1,000 hours in another approved program and wish to now gain New York State License.
19F1R1 Sept. 9
Monday-Thursday, 6-10 p.m.
Tuition: $895

Career Assessments
Explore a new career and identify your interests with this overall personal assessment. Meet with counselors who will assist you in your discovery. Engage in skills aptitude, academic testing, and career exploration to identify the best fitting job for you. Learn the specifics of industry requirements and workplace situations. Fine tune this decision-making process and make an action plan. Upon completion, register for a program that will put you on the right path.
Call (516) 622-6950 for information

Basic Automotive Repair
Discover the basics of vehicle maintenance. Learn about engine performance checks, tire and fluid service and repair, and general engine tune-ups. You will be introduced to suspension systems, braking systems, and basic automotive electrical systems. Explore new technology in the automotive industry including hybrid and electric vehicles.
19F1R1 Sept. 16
Monday & Wednesday, 3:30-6:30 p.m.
Tuition: $795

Introduction to Welding Techniques
Develop your knowledge of Construction. Welding is an important skill that transcends all areas of the construction industry. Begin here with basic knowledge of welding tools and their functions along with theory and applications. You will engage in hands-on projects as you study and perform a variety of welding methods. Grasp skills using oxyacetylene, shielded metal arc, Metal Inert Gas (MIG), and Tungsten Inert Gas (TIG) processes. With a focus on safety, you will receive instruction and certification in Occupational Safety and Health Administration (OSHA) 10. Introduction to Welding will place you on a path to master the art of welding.
20W012 April 21
20S012 June 2
Tuesday & Thursday, 6-10 p.m.
Tuition: $895

Medical Refresher Course
Fine tune your skills in the medical industry to recertify for a license or certification in Clinical Medical Assisting (CMA), Phlebotomy, or EKG Technician. Take this for an intense review and preparation for certification exams. If you are a former student or have completed program requirements, you may now move forward to achieve a license or certificate to enter the health care profession.
19F102 Sept. 9
20W012 January 22
Tuesday-Thursday, 6-10 p.m.
Tuition: $1,095
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.

There are over 200 online courses from Ed2GO, each runs for six weeks and consists of 12 lessons. Spend approximately two-to-four hours a week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course. The lessons are supplemented by interactive quizzes, assignments, tutorials, and the online discussion area. 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.

**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.
Pathway to Employment for English Language Learners (PEELL) Programs

ESL (English as a Second Language) Learners here's your fast track to employment! Get job-ready in just 10 weeks with these programs that combine ESL and hands-on training in a career!

**PEELL Automotive**
Get started in a career in the automotive industry. Learn necessary skills and hands-on training to work in an entry level job while learning English for this work environment. Basic automotive skills will include tire balancing, oil changes, and general maintenance. Meet with counselors to review employability skills and seek job opportunities through our Employment Center.

19F1PA  Sept. 23
Monday-Thursday, 3:30-6:30 p.m.
Tuition: $500

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

19F1PD  Sept. 17
Tuesday & Thursday, 6:30-9:30 p.m.
Wednesday, 3:30-6:30 p.m.
Tuition: $500

**PEELL Plumbing**
Enter the world of Construction in the Plumbing field. Learn skills to gain employment in an entry level plumbing position. Practice pipe-fitting skills, piping layouts, and the basics of drainage, waste, and vent systems. Learn English for this work environment to make you ready for employment. Meet with counselors to gain professional skills and seek job opportunities through our Employment Center.

19F1PP  Sept. 23
Monday & Wednesday, 3:30-6:30 p.m.
Thursday, 6:30-9:30 p.m.
Tuition: $500

Courses are open to ESL students who reach levels 4, 5 or 6 from registration testing.

Get started today!
Call 516-622-6950 or visit www.nassauboces.org/adulted
Empower your employees with training tailored to your company’s specific needs with

EMPLOYEE TRAINING SOLUTIONS

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

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

For more information call (516) 622-6950 or email adultreg@nasboces.org
You may also contact Principal Michele Cohen at (516) 622-6870.
Get on track for a career!

Join us at our Open House
September 5, 2019
7-9 p.m.

- Career Training in more than 20 programs
- ESL/HSE Classes
- Programs for adults with disabilities

Get to know us!
Visit www.nassauboces.org/adulted
or Call (516) 622-6950 for more information.

Non-discrimination Statement: The Nassau BOCES advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to age, race, creed, color, national origin, sexual orientation, religion, military/veteran status, sex (including pregnancy, childbirth, or related medical condition), gender, 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 Officer at 71 Clinton Rd., Garden City, NY 11530: Selma Stoddard, Esq., Attorney – Employee Relations, Department of Human Resources at 516-396-2360, sstoddard@nasboces.org. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the above-mentioned Civil Rights Compliance Officer 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.
Three easy ways to Register!

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

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

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

Ask about our payment plan or tuition assistance.

Need to know information

Locations
All classes are located at Joseph M. Barry Career and Technical Education Center, 1196 Prospect Avenue, Westbury, NY, 11590 unless otherwise noted.

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

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

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

Note: Program instructors are subject to change.
Join us at our Open House
September 5, 2019
7-9 p.m.

“The lessons you learn here will not be forgotten. Learn a trade and lessons on professionalism. Use the career placement opportunities and find a career you love! I did.”

Alice Accardi
Market Manager
Vetco Clinics
Adult Education Alumna

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