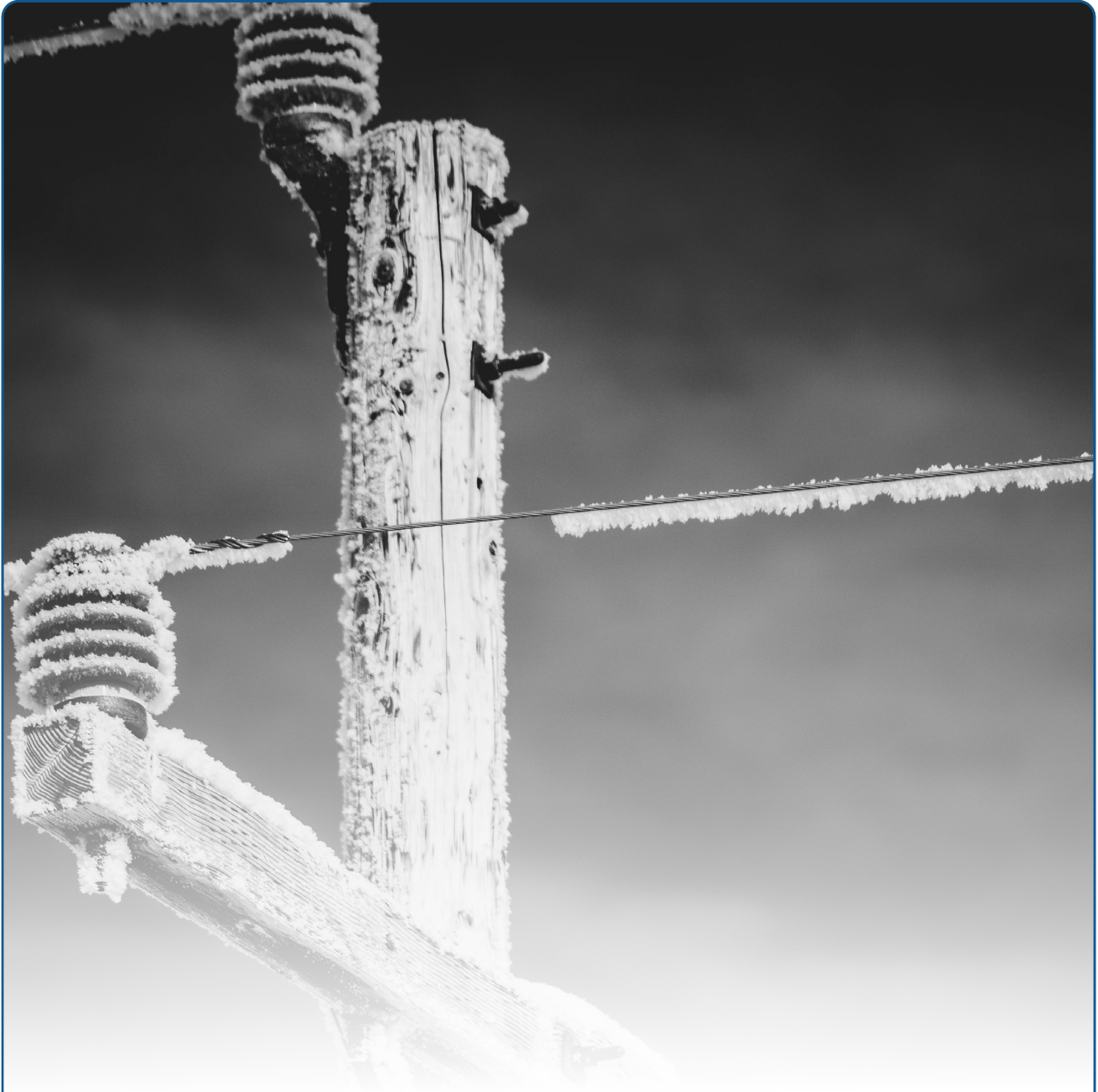


ST LAWRENCE-LEWIS BOCES ADULT EDUCATION AND WORKFORCE DEVELOPMENT

WINTER/SPRING 2025 COURSES



Healthcare Courses
PG 3

Trade and Industry Courses
PG 5



FUNDING AVAILABLE
call to see if you qualify

Call 1-888-360-7693
or visit www.sllboces.org

FUNDING AVAILABLE

**Are you interested in one of our training programs?
Call 1-888-360-7693 to see if you qualify!**

Over 90% of our students receive funding

YOU COULD BE ELIGIBLE FOR FREE TRAINING

Call Today: 1-888-360-7693

- **If you receive food stamps from St. Lawrence County...**
- **If you lack your high school diploma and are 21 years of age or older...**

BOCES Adult Education and Workforce Development has received SPECIAL FUNDING to support occupational training in St. Lawrence County

HEALTHCARE

Phlebotomy Technician

Course Cost: \$2,108

The phlebotomist is a vital member of the clinical laboratory team, whose main function is the drawing of blood from patients and taking the blood specimens to the laboratory to prepare for testing. Students completing the Phlebotomy Technician course will attain through lecture, demonstration, and clinical laboratory experience. All these are skills necessary to sit for the national certification exam through The National Healthcareer Association and for entry-level placement as a Phlebotomist. This course is also valuable for current healthcare workers looking to broaden their skills. Pre-requisite: Students must be 18 years of age or older. No Prior Experience Required. Textbook and Certification Exam Included in tuition. Note: The class involves live venipuncture and capillary sticks. Students and volunteers will be asked to sign consent forms

Canton St. Lawrence IDA Building

1/6/25 – 3/29/25

Monday 5:00 PM - 8:00 PM Saturday 8:30 AM – 12:30 PM

**NHA Exam Date: 4/14/25*

Certified Clinical Medical Assistant

Course Cost: \$3,304

The Certified Clinical Medical Assistant program provides students with the skills necessary to function effectively in the medical “back” office. Training will focus on office procedures, concepts, and skills, such as taking vital signs, collecting and processing lab specimens, preparing patients for examinations, assisting with office/ambulatory surgeries, and more. Students are eligible to sit for the NHA CCMA Exam at the conclusion of the class. Textbook and certification exam are included in the tuition.

Canton St. Lawrence IDA Building

2/18/25 – 6/12/25

Tuesdays, Wednesdays, Thursdays 5:00 PM – 8:00 PM

**NHA Exam Date: 6/25/25*

Healthcare Clerical

Course Cost: \$3,138

With the growing need for adequate medical care, qualified workers who possess office and technology skills along with necessary medical-associated knowledge have great opportunities to secure clerical or customer service positions in the medical field. This comprehensive program prepares students to sit for the Certified Administrative Medical Assistant national certification exam through the National Healthcareer Association (NHA). As a Certified Medical Administrative Assistant (CMAA), you may perform some or all of the following tasks:

- Review and answer practice correspondence
- Operate computer systems to accomplish office tasks
- Answer calls, schedule appointments, greet patients and maintain files
- Update and maintain patient and other practice-specific information
- Coordinate operation reports such as time and attendance

Earning the CMAA certification enhances job prospects, affirming the individual's readiness to excel in the responsibilities associated with administrative roles in medical settings.

Requirements: Basic Computer Skills and Knowledge of Zoom/ Online Learning.

Canton St. Lawrence IDA Building

2/27/25 – 6/12/25

Tuesdays & Thursdays 5:00 PM - 8:00 PM Saturdays 9 AM – 12 PM

**NHA Exam Date: 6/26/25*

STACKING CREDENTIALS IN CLINICAL MEDICAL ASSISTANT, HEALTHCARE CLERICAL, EKG, AND PHLEBOTOMY WILL MAKE YOU MORE EMPLOYABLE:

1. **Versatility:** With this combination, you can work in various healthcare settings. You're not limited to clinical roles; you can seamlessly switch between patient care and administrative tasks.
2. **Wider Job Opportunities:** You qualify for a broader range of job positions. Your skill set makes you valuable in clinics, hospitals, labs, and medical offices, increasing the number of employment opportunities available to you.
3. **Increased Employability:** Employers often seek candidates who can handle diverse responsibilities. Your multiple credentials make you more attractive to employers looking for individuals with a well-rounded skill set.
4. **Efficient Team Player:** In a medical setting, teamwork is crucial. Your ability to assist in medical procedures, handle administrative tasks, and perform diagnostic tests like EKG and Phlebotomy makes you an efficient team player.
5. **Better Patient Care:** Your clinical skills allow you to provide direct patient care, while administrative skills help in managing patient records and scheduling. This comprehensive approach contributes to better overall patient care.
6. **Adaptability:** You're equipped to adapt to the evolving needs of a healthcare environment. Whether it's drawing blood, handling paperwork, or assisting in exams, your adaptability is a valuable asset.
7. **Career Growth:** You have a solid foundation for career growth. The diverse skills open doors for specialization or advancement in roles such as medical office management, supervisory positions, or even pursuing further education in a specific healthcare field.
8. **Increased Value to Employers:** Employers appreciate candidates who can contribute to multiple aspects of their operations. Your diverse skills make you an asset, as you can handle both clinical and administrative responsibilities, potentially reducing the need for hiring multiple individuals.
9. **Job Security:** Your broad skill set makes you less susceptible to job market fluctuations. You can pivot between roles and adapt to different healthcare settings, enhancing your job security in the long run.
10. **Personal Satisfaction:** You may find personal satisfaction in a varied and dynamic role. The ability to engage in different tasks can keep your work interesting and fulfilling, contributing to overall job satisfaction.



TRADE AND INDUSTRY

Measurement Tools

Course Cost: \$744

Measurement Tools is an introductory course that equips learners with fundamental skills in basic and precision measurement, as well as dimensional gauging. This course covers essential concepts, including S.I. and U.S. customary measurement systems, tape measurement, and measurement conversion. Participants will gain experience and knowledge with tools such as dial calipers, digital calipers, and both English and metric micrometers. Additionally, the course explores dimensional gauging through direct and indirect measurement, indicator measurement, and data collection techniques. Learners will also receive an overview of control chart analysis, geometric dimensioning and tolerances, and the principles of location, orientation, and form tolerances. The class will be held online via Zoom. Attendance in person for the first and last class is required.

*Canton St. Lawrence IDA Building
1/2/25 – 2/6/25*

*Tuesdays & Thursdays 4:00 PM - 7:00 PM
33 Apprenticeship Credits Available*

Mechanical Power System

Course Cost: \$1,014

The Mechanical Power Systems course offers comprehensive training in the fundamentals of mechanical power transmission systems, preparing students for success in industrial maintenance and manufacturing roles. This hands-on program leverages the cutting-edge Amatrol Learning System to deliver interactive learning experiences that cover topics such as gear systems, belt drives, chain drives, bearings, couplings, and more.

Students will learn to:

- Identify and operate mechanical power components.
- Analyze power transmission systems for efficiency and functionality.
- Troubleshoot mechanical systems to diagnose and resolve issues effectively.

Upon completing the course, participants will take the SACA (Smart Automation Certification Alliance) Mechanical Systems Specialist Certification Exam, a nationally recognized credential that verifies their technical expertise and readiness for the workforce.

The class will be held online via Zoom. Attendance in person for the first and last class is required.

*Canton St. Lawrence IDA Building
2/25/25 – 4/17/25*

*Tuesdays & Thursdays
4:00 PM - 7:00 PM SACA Exam: 4/17/25
48 Apprenticeship Credits Available*

Electrical Relay Control

Course Cost: \$525

This course provides a comprehensive introduction to relay logic control circuits utilized in industrial, commercial, and residential applications. Students will explore the fundamental functions and practical applications of logic elements, including AND, OR, NOT, NOR, and NAND. Through hands-on exercises, learners will interpret, design, and implement ladder diagrams incorporating these logic functions.

Key topics include electro-pneumatic solenoid valves, sequencing control systems, and advanced relay operations. The course also covers the operation and application of limit switches, timers, and time-delay relays, along with complex systems such as multiple cylinder control and various machine operation modes. By the end of the course, students will be equipped with the skills to design and troubleshoot relay logic systems for a range of applications.

*Canton St. Lawrence IDA Building
1/6/25 – 1/22/25*

*Mondays & Wednesdays 3:30 PM – 6:30 PM
No Class on Martin Luther King Jr. Day
15 Apprenticeship Credits Available*

Production Welding

Course Cost \$1,721

This 72-hour comprehensive course includes: An Introduction to Oxy-Fuel Cutting, welding, brazing, and welding symbol/blueprint reading. Basic metallurgy, hand tool usage, and basic repair, specific safety training for welders, as well as a basic introduction to Plasma Cutting. Students will practice Torch Welding, Brazing, and Cutting (manual and automated), as well as Plasma Cutting. Students will also be introduced to Shielded Metal Arc Welding or “Stick” Welding. The fundamentals of Stick Welding from machine operation, basic electricity, welding electrode specifications, and safety will be covered and students will practice flat, horizontal, vertical, and overhead welding using applicable electrodes. Electrodes used in class feature: E-6010, E-6013, and E-7018 rod. The Production Welding program prepares students for high-demand, entry-level employment in welding. Welders work in a variety of manufacturing environments. No Prior Experience Needed. Participants are responsible for providing their own Personal Protection Equipment (PPE).

*BOCES Southwest Tech, Fowler - Welding Lab
1/7/25 – 3/6/25*

*Tuesdays & Thursdays 4:00 PM – 8:00 PM
72 Apprentichip Credits*

GREEN ENERGY PRE-APPRENTICESHIP PROGRAM

Build the Skills to Power a Sustainable Future!

Are you ready to start a career in the growing field of green energy? Our Green Energy Pre-Apprenticeship Program offers comprehensive training designed to prepare you for success in energy-efficient industries. This program features four essential courses that provide foundational knowledge and hands-on skills for green technology and industrial applications.

Program Highlights

- **Comprehensive Training:** Gain expertise in key technical areas required for green energy careers.
- **Flexible Learning:** Enroll in the full program or choose individual classes that fit your career goals.
- **Career-Ready Skills:** Prepare for roles in sustainable energy, automation, and industrial systems.

Courses Offered

1. Mathematics 1

Strengthen your math skills for technical problem-solving in green energy and industrial applications. Topics include fractions, ratios, geometry, and linear equations.

- Key Topics: Surface area, volume, and applied math for production environments.
- 2/3/25 – 2/14/25 *Online Course, At your own pace, must finish within dates.*

2. AC/DC Electrical

Learn the fundamentals of electrical systems, including AC/DC circuits, components, and safety protocols. Develop the skills to work with power systems in energy-efficient and sustainable applications.

- Key Topics: Circuit design, power distribution, and troubleshooting.
- 2/24/25 – 3/26/25 *Mondays & Wednesdays 3:30 PM – 6:30 PM SACA Exam: 3/26/25*

3. Basic Pneumatics

Understand pneumatic power systems and their role in industrial operations. Explore key concepts like pressure regulation, air filtration, and system troubleshooting.

- Key Topics: Pneumatic circuits, valves, actuators, and speed control.
- 4/29/25 – 5/27/25 *Tuesdays & Thursdays 4:00 PM – 7:00 PM SACA Exam: 5/27/25*

4. Programmable Logic Controllers (PLCs)

Master the basics of automation with hands-on training in PLC programming and troubleshooting. Learn to work with industrial control systems used in energy-efficient operations.

- Key Topics: PLC programming, motor control, and troubleshooting techniques.
- 4/2/25 – 6/11/25 *Monday & Wednesday 3:30 PM – 6:30 PM No Class on Memorial Day*

Program Benefits

- Hands-on training with industry-standard equipment.
- Instruction from experienced professionals.
- Pathways to green energy apprenticeships and certifications.

Details at a Glance

- Program Duration: 2/3/25 – 6/11/25
- Location: 19 Commerce Lane Suite 4
- Cost: \$4,500
- Enrollment Deadline: 2/1/25

**Ready to Take the Next Step?
Contact us at 1-888-360-7693!**

GED EXAM PREPARATION



**VISIT OUR WEBSITE OR
GIVE US A CALL NOW TO
GET REGISTERED
NO COST TO ENROLL**

OPEN REGISTRATION UNTIL THE COURSE START DATE!

GED Preparation Course- Foundations for Success

This program prepares you for the ged test with focused instruction in math, science, social studies, and reasoning through language arts. You'll receive personalized instruction, diagnostic assessments, and study strategies to help you succeed

COURSE INFORMATION

- *Morning Class (8:30 - 12:30) Start Dates: January 7th, February 25th, and April 29th.*
- *Afternoon Class (12:00 - 4:00) Start Dates: March 25th & May 27th.*

CLASS DAYS:

Tuesdays & Wednesdays. Each course runs for 5 weeks

Online Course Policies

Ed2go \$100 Programs: St. Lawrence-Lewis BOCES Adult Education will reimburse \$67 of the \$100 course fee for any student who drops an online course after enrollment but before the completion of the course, and explains in writing his or her dissatisfaction with the course.

Gatlin Certificate Programs: The majority of GES programs can be completed within 90 to 180 days. Since our programs are self-paced, it has been our policy to work with students until they are able to complete their program. When students need more time, we are happy to accommodate their needs. If a student, for whatever reason, is not able to continue with their training, we will make arrangements for the student to take time off and complete their course when it is convenient for them. The only reason we would give a refund would be if we fail to perform. If it is our fault the student is not able to complete their program, we will give the student a full refund. If a student simply wants to withdraw and will not accept our policy to defer their training, they are not entitled to a refund. Students are given all materials and complete access to their entire course upon registration, so partial refunds are not an option. The basic GES policy on refunds is that once the course is accessed either by requesting materials or viewing lessons there are no refunds.

No Children

Children may not accompany their parents to class unless indicated in course description.

How to Register

Online: Go to

<https://registration.xendirect.com/sllboces/search.cfm>

Phone: Call (888) 360-7693 with the course(s) you would like to enroll into.

Walk-in: Stop into the Adult Education & Workforce Development Center at 40 West Main St., Canton, NY
Monday-Friday 8:00 AM - 4:00 PM.

Payment

To be considered enrolled in a course, tuition must be paid in full prior to the start of a class. For students being funded by an outside agency, written notification from the funding agency must be supplied. Cash payments of \$50 or less will be accepted with in-person enrollments only. All other payments must be made with a check, money order or credit card.

Refunds Policy

If a course is canceled by St. Lawrence-Lewis BOCES: A full refund will be issued. If student withdraws and notification is received 72 hours prior to first class: A full refund is given. If student withdraws and notification is received less than 72 hours prior to first class: No refund is given.

If student is a no show to first class or provides notification of withdraw after the start of class: No refund is given. Refunds will take approximately 2-4 weeks. Extenuating circumstances will be considered at the discretion of the Program Supervisor.

Course Completion Certificate

Where applicable, St. Lawrence-Lewis BOCES will award completion certificates to students who successfully complete course requirements.

Non-Discrimination statement

The St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The BOCES is an equal opportunity employer. The following person has been designated to handle inquiries regarding the non-discrimination policies: Marshall Fiese, 40 West Main Street, Canton, NY 13617 (315) 386-4504. Inquiries concerning the application of the St. Lawrence-Lewis BOCES non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

