



WINTER/SPRING 2023 COURSES

ST. LAWRENCE-LEWIS
BOCES
ADULT EDUCATION & WORKFORCE DEVELOPMENT

FUNDING AVAILABLE

Call to see if you qualify

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

COURSE OFFERINGS

Certified 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 the skills necessary to sit for the national certification exam through 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: Student must be 18 years of age or older. No prior experience is 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 Adult Education & Workforce Development Center

3/7/23 - 6/15/23

Tuesday & Thursday

No Class: 4/11, 4/13

4:00 – 7:00 PM

NHA Certification Exam : 6/30/23

Certified EKG Technician (Hybrid)

Course Cost \$1,649

This is a comprehensive certification program that prepares students to function as EKG technicians and enables them to sit for the national certification exam through National Healthcareer Association. Technicians work in a variety of clinical settings, including hospitals, clinics, and physicians' offices. They prepare and educate patients prior to collecting diagnostic data used to determine heart function. EKG technicians also work for insurance companies to provide data for health and life insurance policies.

Textbook and certification exam included in tuition. Pre-requisite: Student must possess a high school diploma or high school equivalency diploma. No prior experience is required. Note: The class involves live EKG's. Students and volunteers will be asked to sign consent forms.

Canton Adult Education & Workforce Development Center

3/7/23 - 5/23/23

Tuesday & Thursday

No Class: 4/11, 4/13

5:00 – 8:00 PM

NHA Certification Exam : 6/7/23

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 Adult Education & Workforce Development Center

3/7/2023 – 6/28/23

No Class: 4/11, 4/12, 4/13

Tuesdays & Thursdays and every other Wednesday

4:00 – 8:00 PM

NHA Certification Exam : 7/13/23

Certified Clinical Medical Assistants are in high demand locally and regionally. Funding is available through the American Rescue Plan to support participant tuitions. No Income Restrictions. Call for details.

MIG/TIG Welding

Course Cost: \$787

Pre-requisite: Production Welding or equivalent experience

This course is recommended for individuals who are interested in an introduction to Gas Metal Arc MIG Welding Operation and Basic Gas Tungsten Arc TIG Welding. The program focuses on the fundamentals of GMAW bare wire and flux-cored MIG operation and safety as well as machine set up and repair. The course also features 8 hours of GTAW basic set up and operation on mild steel, aluminum, and/or stainless steel. Participants are responsible for providing their own Personal Protection Equipment (PPE)- a list will be provided upon registration. Apprentice credit available.

BOCES Seaway Tech Welding Lab, Norwood

2/27/23 - 4/5/23

Monday & Wednesday

4:00 – 7:00 PM

Oxyfuel Cutting

Course Cost: \$558

This course explains the safety requirements for oxyfuel cutting. It identifies oxyfuel cutting equipment and provides instructions for setting up, lighting, and using the required equipment. The course covers straight line cutting, piercing, beveling, washing, and gouging. Apprentice credit available. Participants are responsible for providing their own Personal Protection Equipment (PPE)- a list will be provided upon registration.

BOCES Seaway Tech Welding Lab, Norwood

5/1/23 - 5/24/23

Monday & Wednesday

4:00 – 7:00 PM

Personal Protection Equipment (PPE) required for Welding Classes

- Heavy long-sleeved shirt or leathers
- Long pants
- Steel-toed work boots (no sneakers)
- Safety glasses
- Gloves
- Helmet
- Strikers
- Cutting tip cleaners

National Electric Code

Course Cost: \$450

This course provides a navigational road map for using the NEC. It introduces the layout of the NEC and the types of information found within the code book. The class allows trainees to practice finding information using an easy to follow procedure. Apprentice credit available.

Canton Adult Education & Workforce Development Center
3/29/23 - 5/10/23

Wednesdays

No Class: 4/12

4:00 – 7:00 PM

Electrical Theory & Alternating Current

Course Cost: \$712

This course offers a general introduction to the electrical concepts used in Ohm's law as applied to DC series circuits. The class covers atomic theory, electromotive force, resistance, and electric power equations. The course also introduces series, parallel, and series parallel circuits. The class covers resistive circuits, Kirchoff's voltage and current laws, and circuit analysis. The course also covers transformers, single phase and three phase power distribution, capacitors, the theory, and operation of induction motors, and the instruments and techniques used in testing AC circuits and components. Apprentice credit is available for Electrical Maintenance I: Basic Electricity.

Canton Adult Education & Workforce Development Center
5/17/23 - 6/23/23

Wednesday & Friday

4:00 – 7:00 PM

Residential Wiring

Course Cost: \$712

When planning any electrical system, there are certain general steps to be followed, regardless of the type of construction. Residential electrical systems are essential for many everyday necessities, including heating and air conditioning, lighting, and household appliances. This module discusses basic load calculations and NEC® requirements for residential electrical systems. It also describes how to lay out branch circuits, install wiring, size outlet boxes, and install wiring devices. Apprentice credit is available for Foundations of Electricity.

Center for Job Connections, Massena Mall

5/16/23 - 6/29/23

Tuesday & Thursday

4:00 – 6:30 PM

Soldering and Brazing

Course Cost: \$390

This course explains soldering and brazing as the two methods used for joining copper tubing and fittings. It describes the safety equipment, tools, and materials needed for soldering and brazing copper tubing in various applications. It also explains the preparations required and the processes involved in soldering and brazing copper tubing. With some practice students will quickly master soldering and brazing techniques. The course is ideal for those in the HVACR craft. Apprentice credit available.

BOCES Northwest Tech HVAC Lab, Ogdensburg

3/7/23 - 4/4/23

Tuesdays

4:00 – 8:00 PM

Heavy Equipment Operator

Course Cost: \$7,900

This course will cover the following topics: Orientation to the Trade, Heavy Equipment Safety, Identification of Heavy Equipment, Basic Operational Techniques, Utility Tractors, Introduction to Earthmoving, Grades, Excavation Math, Site Work, Interpreting Civil Drawings, Soils, 30+hour Backhoe competency and 35+hour Excavator competency. Student will receive NCCER recognized certification.

BOCES Southwest Tech, Fowler

2/28/23 - 6/8/23

Tuesday, Wednesday, Thursday 4:00 – 8:00 PM

Saturday (6 sessions) 8:00 AM – 4:00 PM

Several class sessions may be offered virtually at instructor discretion.

Program will Supply: Safety glasses, Hi Viz vest and ear plugs.

Participant Responsibility: Work boots.

Heavy Equipment Operators are in high demand locally and regionally. Funding is available through the American Rescue Plan to support participant tuitions. No Income Restrictions. Call for details.

Notary Public Workshop

Course Cost \$149

This class will assist you in preparing for the written examination and appointment as a Notary Public in New York State. Topics include notary public law, terms, and information related to duties and functions. Review booklet, examination information, and appointment application will be furnished.

Canton Adult Education & Workforce Development Center

March 7, 2023

9:00 AM – 3:30 PM

Canton Adult Education & Workforce Development Center

May 9, 2023

9:00 AM – 3:30 PM

5-Hour Pre-Licensing Course - Online

Course Cost: \$65

Participants in this pre-licensing program must hold a New York State Motor Vehicle Department's Learner Permit. Completion of the NYS mandated 5-hour classroom program meets the requirements for earning the MV-278 certificate, which is required before a student can register to take their road test. You will be required to upload a photo of your valid NYS Learner's permit prior to class.

January 7, 2023, Saturday 10:00 AM – 3:00 PM

February 11, 2023, Saturday 10:00 AM – 3:00 PM

March 11, 2023, Saturday 10:00 AM – 3:00 PM

April 1, 2023, Saturday 10:00 AM – 3:00 PM

May 6, 2023, Saturday 10:00 AM – 3:00 PM

June 3, 2023, Saturday 10:00 AM – 3:00 PM

****All sessions will take place via zoom.*

Fast Track to the GED Math Exam

12 sessions of specialized math prep

This course is FREE to those without a HS Diploma. Are you preparing to take the GED math test?

Whether math comes naturally or it feels like a foreign language to you, you can walk into your test well prepared to pass if you know what to study and how to go about it. This course starts students off with a review of math basics and begins building the foundation needed to solve the types of math problems commonly found on the test. Students will be exposed to percentages, proportions, statistics, algebra, geometry, and more.

Canton Adult Education & Workforce Development Center

3/13/23 - 4/26/23

Monday & Wednesday

No Class: 4/10, 4/12

10:00 AM – 12:00 PM

GED Preparation

Attend an intake session to find out more about our GED Preparation Program. During this session we will assess your academic levels to determine your current skills and knowledge to begin programming.

Register for an Intake Session by calling 1-888-360-7693.

**GED Preparation is available in-person and in a distant education format.

GED Exam Dates

<i>January 18</i>	<i>May 31</i>
<i>January 19</i>	<i>June 13</i>
<i>March 29</i>	<i>June 14</i>
<i>March 30</i>	<i>July 18</i>
<i>April 27</i>	<i>July 19</i>
<i>April 28</i>	<i>August 22</i>
<i>May 30</i>	<i>August 23</i>

Please call 1-888-360-7693 for GED test registration details.

CENTER FOR JOB CONNECTIONS



Call To Schedule An Appointment With A Career Counselor

Massena (315) 353-6935
Ogdensburg (315) 393-6410

The Center For Job Connections Provides A Vast Array Of Job Services, Referrals And Training Program Opportunities.

- Job Shadow
- Career Fairs
- Career Plan
- Master job Application
- Interview Practice
- Resume Development
- Resume Posting
- Research Companies
- Job Boards
- College Admission
- Labor Market Information
- 1 on 1 Career Counseling
- Tuition Assistance
- Short-term Training Programs
- Purple Briefcase Platform
- Cover Letter
- Career Exploration
- Job Applications
- Occupational Training Programs
- Career Speakers
- Job Search Guidance
- Job Search Workshops
- Job Club
- Networking Skills

Purple Briefcase

St. Lawrence-Lewis BOCES Adult Education and Workforce Development is proud to announce a new job search resource called Purple Briefcase. This is an online platform that allows you to search for jobs and connect with employers. A unique feature of this platform is a job board that is exclusively North Country employers. The platform has a broader set of career tools. As a student, alumni or a community job seeker the platform is completely free. To access Purple Briefcase and create a profile, do the following:

- Go to <https://app.purplebriefcase.com/pb/account/logout?s=SLLBOCES>
- Once you reach the link regardless if you are a student, alumni or community member click the new student option.
- You will then be asked to type in your information. The only required fields are your First name, Last name, email address, and Student ID (which is also your email address).

Medical Billing and Coding (Voucher Included)

Course Cost: \$2,995

***This course is offered online through ed2go and is instructor lead self-paced 12 months/ 370 Course Hours*

Whether you're just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

More than one million practicing physicians in the United States rely on medical billers and coders to receive payment for their services. Besides medical facilities, positions are available with health insurance companies, specialty pharmacies, medical suppliers, consulting firms, and national medical coding and billing companies, so the opportunities are nearly endless!

Medical billers and coders are in high demand. This course offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and

third-party payer requirements. You will also come to understand all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement, and collections. You will also learn common medical terminology to help you converse with others in healthcare easily and with confidence. You will study word parts and the structures and functions of the human body. Also presented are the disorders and medical procedures common to each body system, including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic, and immune.

After successfully completing the course requirements, you should be well prepared to find your place in this rewarding healthcare career. You will receive a Certificate of Completion from the school through which you enrolled, and you will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)

Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)

Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)

New Program Opportunity Cosmetology Refresher

The St. Lawrence-Lewis BOCES Adult Education & Workforce Development Department is looking into offering a Cosmetology Refresher Course in 2023. If you have an interest in this offering please call 1-888-360-7693. Those who may be interested: 1) If you have previously taken Cosmetology and just need more hours to qualify to sit for the State Board Exam 2) Or, did you complete your hours and just want some guidance to prepare for the State Boards.



Need Funding?

Tuition assistance available.
Call to see if you qualify.
1-888-360-7693.



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.

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)