Career Training
Community Education
Literacy & GED
Driving Courses
Online Classes
& more!

Visit us online: www.moboces.org/adulted

Promote lifelong learning to achieve lifelong success
Welcome to our Fall 2022 catalog! This catalog covers our offerings from August 2022 - January 2023, including career courses, student favorites, and even some new courses we think you’ll enjoy. Before you dive in, here is some information you may find helpful along the way.

Office & Phone Hours

Verona Office
Daytime: 8 AM – 4:30 PM | (315)361–5800
Evening: 4:30 – 9:00 PM | (315)361–5703

New Hartford Office
Day & Evening: 8 AM – 9:00 PM | (315)793–8696

Utica ACCESS Site
Day & Evening: 8 AM – 7:00 PM | (315)738–7300

Rome ACCESS Site
Daytime: 8 AM – 4:30 PM | (315)334–8000

We are here to help!
If you have any questions about anything, we are more than happy to speak with you, just call one of our numbers above!

Keep in mind...
Our classes are enrollment based, so we highly recommend you register as early as possible!

Textbook information can be found at www.moboces.org/adulted
# Table of Contents

## Career Training Courses
- 2-4 Health Occupations
- 4 Cosmetology Courses
- 5 Skilled Trades

## Literacy Class Information
- 6 High School Equivalency
- 7 English as a Second Language
- 7 Hospitality Program

## Professional & Vocational Development
- 8 Business & Career Development
- 9 Skilled Trades Skill Upgrades
- 10 Online Career Training Courses
- 11 Online Certificate Courses
- 12 Essential Healthcare Certifications
- 12 Online Fundamentals

## Driving Related Courses
- 13 5 Hour Pre-License
- 13 Defensive Driving
- 13 Driver Education

## Recreational Courses
- 14 Fitness and Dance
- 15 Cooking, Home, and Hobby Courses

## Additional Resources
- 16 Mail-In Registration Form
- 16 Student Funding Options
- 17 Ways to Register
- 17 How to Reach Us
- 17 Fine Print...Need to Know Information

Register by Phone: (315)-361-5800 or (315)-793-8696
Practical Nurse Program 1260 hrs. – HEGIS
Code 5209.20 NYSED 03-124
Now is the time to pursue your dream of becoming a nurse! Join this high-demand workforce after completion of our NYSED approved 1260 hour program. Delivered across two semesters, this program is structured to provide students with the ability to advance their skills as they move from course to course. 671 theory hours, 189 lab hours, and 400 clinical hours make up this program and includes: Anatomy & Physiology, Foundations of Nursing, Pharmacology, Dosage Calculation, Leadership, Medical/Surgical, and specialty areas (Maternity, Mental Health, and Pediatrics). Upon successful completion of this program, candidates will have obtained their required infection control training, American Heart Association CPR card, and program completion certificate. Successful candidates will then be eligible to sit for the National Council Licensure Examination (NCLEX).

Admission Requirements: Completed Kaplan entrance exam meeting program entrance requirements, 3 professional references, completed education and employment resume, official high school transcripts or HSE certificate, writing sample, up to date physical (within 1 year) and immunizations, completion of interview with the Health Occupations Coordinator, Program Developer and instructor, a completed application with a non-refundable application fee of $50, and a negative drug screen. Admission decision will be based on review of the above requirements and is scored on a rubric. Reliable transportation is required.

Kaplan Entrance Exam fee is $65*
*Kaplan exam can only be taken twice in a 1-year period with a 30-day waiting period, unless there were documented extenuating circumstances and is reviewed by the Health Occupations Coordinator

Tuition: $15,500 plus $1,800 out of pocket expenses

Verona full-time tentative start date: November 2022
Utica full-time tentative start date: January 2023
Utica part-time tentative start date: March 2023

Class schedule for Full-time Day Classes (11 months):
Monday–Thursday 8am–3:30pm on theory/lab days or 6:50am–3:30pm on clinical days** Clinical make-up days are on Fridays.
Class schedule for Part-time Evening/Saturday Class (19 months):
Monday, Wednesday, Thursday, 5:30pm–9:30pm & Saturday 8am–3:30pm on theory/lab days or 6:50am–3:30pm on clinical days**
**Clinical hours and locations may vary

Graduation Rate: 79% | Job Placement Rate: 91.5% | 3-year NCLEX-PN Pass Rate Average: 66.8%

**For special accommodations please e-mail or call the Health Occupations Coordinator – Kelly Woodcock, BSN, RN, CIC
kwoodcock@bocescce.org | (315)361–5802

***For financial information – call our Financial Aid Specialist
(315)361–5806

****For Code of Conduct & other relevant district information – please visit:
https://moboces.org/quick_links/parent_resources

View textbook information or register online at www.moboces.org/adulted
Dental Assistant - 146 hrs.
Learn the basics of dental anatomy and physiology, infection control, basic life support for health care professionals, chairside procedures, and other topics related to the dental office environment. In addition to the 130 hrs. of classroom and lab instruction, field experience of 16 observation hours is included in this course. This will require a physical examination, current immunizations, and unannounced drug testing. A high school diploma or high school equivalency is required. Purchase of textbook required. 

**OHM BOCES, Door D**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Start Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>$880</td>
<td>9/13 - 2/1</td>
<td>5:00–9:00 PM</td>
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</tbody>
</table>

Phlebotomist Training - 200 hrs.
This program will provide the theory and hands on skills to be part of the clinical team drawing blood specimens and performing medical laboratory testing. The class is broken down into 112 classroom/lab hours and 88 hands-on externship hours. Upon successful completion of the program, you will receive a completion certificate from BOCES and have obtained the required infection control certificate, AHA Health Care Provider CPR, Narcan training, and DOT Drug Testing Certification. Following successful completion of the externship, you will be eligible to sit for the National Phlebotomy Association Certification Exam (exam fee not included). Physical examination, current immunizations, unannounced drug testing, purchase of textbook, and a high school diploma or HSE are required. For a candidate that has minimal healthcare background, you may want to consider ed2go Medical Terminology or Anatomy & Physiology.

**Utica ACCESS Site**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Start Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Phlebotomist Training</td>
<td>$1500</td>
<td>9/19 - 1/9, externship to follow</td>
<td>5:00–9:00 PM</td>
</tr>
<tr>
<td>Phlebotomist Training</td>
<td>$1500</td>
<td>9/20 - 1/12, externship to follow</td>
<td>5:00–9:00 PM</td>
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Medical Billing & Coding
Completed in 12 months or less
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 a 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. There are no prerequisites to take this course. However, in order to sit for national certification exams, candidates must have a high school diploma or equivalent. Therefore, it is recommended you have this before enrolling in this course. Not accredited by Council of Occupational Education.

**ONLINE: ed2go**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Start Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Medical Billing &amp; Coding</td>
<td>$2995</td>
<td>Fall 2022</td>
<td>3:00–9:00 PM</td>
</tr>
</tbody>
</table>

NEW! Cardiac Monitor Technician - 200 hrs.
Healthcare workers are currently in high-demand, and this program will allow the graduate to work as a Cardiac Monitor Technician, Telemetry Technician, EKG/ECG Technician, Cardiac Stress Technician, Cardiac Device Technician, or Cardiology Technician. This program offers an advanced form of EKG technician training, which includes training in resting EKGs, stress testing, ambulatory monitoring, and rhythm analysis. Students will learn how to perform 12-Lead and 15-Lead EKGs, monitor EKG machines, and interpret EKG/ECG readouts. The curriculum covers cardiac anatomy & physiology, vital signs, patient care, and patient safety. Class consists of 120 classroom hours and 80 externship hours. Unannounced drug testing is required. Upon completion of this program, graduates will be prepared to take the CCT and CRAT certification exams offered by Cardiovascular Credentialing International (CCI). Physical examination, current immunizations, unannounced drug testing, purchase of textbook, and a high school diploma or HSE are required. Certification exam fees are not included in course tuition. Medical Terminology is helpful and can be taken on ed2go, before class starts.

**Rome ACCESS Site**

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<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Start Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Cardiac Monitor Technician</td>
<td>$1500</td>
<td>Fall 2022</td>
<td>10:00 AM–2:00 PM</td>
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</tbody>
</table>

Medical Assisting - 290 hrs.
This course will prepare you to support the work of physicians and other health professionals in healthcare offices, clinics, or ambulatory settings. The course is broken down into 227 hours of theory/lab and 63 externship hours. Upon successful completion of the program, you will receive a completion certificate from BOCES, AHA Healthcare Provider CPR, required infection control certificate, Narcan training, and DOT Drug Testing Certification. After successful completion of the externship, you will be eligible to sit for the National Administrative and/or Clinical Medical Assistant Certification. Certification exam fees, books, and uniforms are included in the course tuition. Unannounced drug testing and a high school diploma or HSE are required. The externship will require a physical examination and current immunizations.

**Rome ACCESS Site**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Start Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Medical Assisting</td>
<td>$2,580</td>
<td>Spring 2023</td>
<td>5:00–9:00 PM</td>
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Nail Specialty Program - 250 hrs.
Learn how to do nails and build your own clientele either in a salon or your own shop. This course is designed to help you pass the New York State Nail Technology Licensing Exam. Using the 250-hour Nail Specialty Curriculum, covering both theory and hands-on instruction, the course covers safety and sanitation, anatomy and physiology, nail diseases, manicuring and pedicuring, tip application and design, nail wraps, art and extensions, acrylic nails, and much more. Purchase of books and student kit required.

OHM BOCES, Door D
9/12 - 1/19 M, T, W, TH 5:00–9:00 PM
MO BOCES 10/24 - 2/16 M, T, W, TH 5:00–9:00 PM
Tuition: $2500

Cosmetology Training Courses

Licensed Cosmetology - 1,000 hrs. (16 month program)
This program is designed to provide students with marketable skills to enter the field of Cosmetology. While skills are being acquired, students perform services on real customers in hair salon setting. Course contents includes: hair and skin analysis, custom hair cutting and design, basic color techniques, facials, nails, hair removal or waxing, make up application, salon management and state licensing preparation. Upon successful completion of this program, students are eligible to take the New York State Appearance Enhancement Licensing Examination. Purchase of books and supplies required.

Please call (315)793–8696 to learn more.
Tuition: $10,000

Certified Nurse Assistant (CNA) Training - 164 hrs.
If you enjoy taking care of others, this NYSED approved, 164-hour program is for you! Students will learn personal care skills necessary to assist elderly, handicapped, or chronically-ill individuals in a variety of settings. The program includes 104 classroom/lab hours with a 60 hour clinical rotation that takes place in a local healthcare facility. Upon successful completion of the program, the student will receive a BOCES Certificate of completion and will be eligible to sit for the New York State Certified Nurse Assistant Exam. Background checks for employment will be required. Both day and evening programs are offered at various times throughout the year. Tuition includes textbooks and uniforms. Physical examination, current immunizations, unannounced drug testing, and a high school diploma or HSE are required.

Call (315) 738-7322, or e-mail llisacki@bocescce.org for course fact sheet, full details, and program dates.

Completion rates 98% | Job placement 99%

Utica and Rome Locations
Days: M, T, W, Th & F, 8:00 AM–3:30 PM | Evenings: M, T, Th, 5:00–9:00 PM
Tuition $1550

View textbook information or register online at www.moboces.org/adulted
Construction Career Training Courses

Heating, Ventilation, & Air Conditioning - 600 hrs. (9 month program)
Technical and hands-on approach to obtaining the skills required to be employed as a HVAC technician, now including a unit on ductwork. Students will learn how to install, maintain, troubleshoot, and repair both residential and commercial systems. First Aid/CPR, OSHA-10, and EPA certification test for refrigerant and recovery included in tuition. Purchase of textbook required. Additional HVAC toolkit list will be emailed to students after registration.

MO BOCES Tuition: $6500
9/19 - 5/24 M, T, W, Th 4:30–9:00 PM

Carpentry – Employment Entry Level Program - 120 hrs.
Learn the skills necessary for entry level employment including introduction to material selection, layout practices, basic geometry, load calculations, tool usage and safety. Participate in: framing walls and roofs, installing windows, doors, and siding, and cutting trim. Gain knowledge in proper workplace communication and the importance of building relationships with other trades. First Aid/CPR and OSHA-10 included. Students will need safety glasses, measuring tape and tool belt. Textbook option will be discussed the first night of class. Now offered at two different sites and two different schedules!

OHM BOCES Tuition: $1990
9/13 - 2/7 T, Th 6:00–9:00 PM

MO BOCES Tuition: $1500
9/17 - 6/17 Sa 9:00 AM–3:30 PM

Heavy Equipment Operation - 220 hrs. (8 weeks)
The focus of this course is hands-on experience with a dozer, loader, backhoe, skid steer excavator, and dump truck. Includes practical machinery care and daily maintenance. Student must provide suitable clothing for the operation of this machinery. Valid driver's license is required. First Aid/CPR and OSHA-10 included. Purchase of textbook required.

MO BOCES Tuition: $2600
9/26 - 11/19 M, T, W, TH, 3–8PM, & Sa 7:00–3:30 PM

Electrical – Employment Entry Level Program - 120 hrs.
This program prepares students with foundational knowledge in electricity suitable to entry-level employment or an apprenticeship program. Students will receive training in Basic Shop Math, Hand & Power tools, Precision Measuring Instruments, Electrical Blueprints, the National Electric Code standards and practices, OSHA, Electrical Theory, Conduit Bending, Motors and NEMA Designations. First Aid/CPR and OSHA-10 included. Purchase of textbook required.

OHM BOCES, Door D Tuition: $1990
9/13 - 2/7 T, Th 6:00–9:00 PM

Welding – Employment Entry Level Program - 120 hrs.
Preparation for entry-level employment and the American Welding Society certification examination. First Aid/CPR and OSHA-10 included. Detailed information about the American Welding Society certification testing is available at www.aws.org. Class size is limited, register early!

OHM BOCES, Door D Tuition: $1400
9/12 - 1/4 M, W 5:00–9:00 PM

ALL WELDING CLASSES: Required supplies include: welding helmet with No. 10 shade, safety glasses, work boots, long pants, heavy long sleeved shirt, welding jacket and welding gloves. Supplies must be purchased before the first night of class.
BOCES Adult & Continuing Education has several options to help you achieve your goal of earning a High School Equivalency Diploma. We offer Adult Basic Education classes, High School Equivalency Preparation, Fast Track independent learning resources, and the National External Diploma Program at our sites.

Our Literacy Sites are GED testing centers & Literacy Zone Welcome Centers.

Case Management services are also available at several of our sites. Our Case Managers can provide you with resources and connections to our community partners. They are one of the first points of contact for students entering our literacy programs. New student orientation sessions are held every week at different sites.

**Our Literacy Locations & Hours:**

- **Utica ACCESS Site**
  - 508 2nd Street
  - Utica, NY 13502
  - (315)738–7300
  - **Daytime classes:** Monday–Friday 8:00 AM–4:00 PM
  - **HSE Evening:** Monday & Wednesday 4:30–7:30 PM
- **Rome ACCESS Site**
  - 266 W. Dominick St.
  - Rome, NY 13440
  - (315)334–8000
  - **Daytime classes:** Monday–Friday 8:00 AM–4:30 PM
  - **HSE Evening:** Tuesday & Thursday 5:00–8:00 PM
- **Madison County ACCESS Site**
  - 133 N. Court St.
  - Wampsville, NY 13163
  - (315)363–2400
  - **Day time classes:** Tuesday–Thursday 8:00 AM–12:00 PM

**The 4 Pathways to a High School Equivalency Diploma**

- **Taking & passing a high school equivalency exam**
  - Taking and passing a high school equivalency exam is the primary pathway in New York State to earning a HSE Diploma.

- **24 College Credits**
  - Earning 24 credits through an accredited institution in the United States qualifies some students to apply for a HSE diploma.

- **National External Diploma Program**
  - The National External Diploma Program is a guided study program alternative to taking a high school equivalency exam.

- **Regents-HSE**
  - If students earned passing grades on NYS regents exams in high school, they may be qualified to only have to take certain parts of a high school equivalency exam, rather than the whole exam.

**Call us today & change your future!**

View textbook information or register online at www.moboces.org/adulted
Literacy Classes at BOCES

English as a Second Language

ESL Classes at BOCES
We offer English as a Second Language classes at different levels designed to optimize your learning. Many of our ESL students go on to enroll in a High School Equivalency Program, a BOCES vocational program, or enter the workforce.

Utica ACCESS Site
508 2nd Street
Utica, NY 13502

Daytime ESL: Monday–Friday
8:00 AM–4:00 PM

Evening ESL: Monday–Thursday
4:30 PM–7:30 PM

Call us today to enroll!
(315)738-7300

BOCES Literacy Hospitality Program
Entry Level Employment Program

Prepare for your future in just 8 short weeks! Using the American Hotel Lodging Educational Institute curriculum, we offer classroom instruction and hands-on training. This course focuses on training you to gain and maintain employment in the hospitality industry. Learn about professionalism, the workplace, conversation skills, problem resolution, and life skills in a fast growing industry. You will gain a strong foundation of the industry and earn AHLEI Industry Certification as a Breakfast Attendant, Guest Room Attendant, Kitchen/Cook and Gold Standard Customer Service Skills leading to lifelong careers opportunities. Open to all adults, any age, with or without a high school diploma.

Tuition: $1200 | Funding opportunities may be available to you

Upcoming Class Dates:
July 11 – August 26
August 29 – October 28
October 31 – December 23

Two class times: 9 AM – 12 PM or 12:30 – 3:30 PM

Utica ACCESS Site
508 Second Street
Utica, NY 13501
(315)738-7300

Email: twentworth@bocescce.org

Register by Phone: (315)361-5800 or (315)793-8696
Professional & Vocational Development

Dignity for All Students Act (DASA) - 6 hrs.
(3 hrs. online, 3 hrs. in class)
Professionals applying for certificate or license, including but not limited to classroom teachers, school counselors, school psychologists, school social workers, school administrators or supervisors, and superintendents of schools, must complete this training on the social patterns of harassment, bullying and discrimination, and strategies for effectively addressing exclusion, bias, and aggression in educational settings.

MO BOCES  
Tuition: $100
Online: 10/3 - 10/16 In Class: W, 10/19  5:30–8:30 PM
Online: 11/14 - 11/27 In Class: W, 11/30  5:30–8:30 PM
Online: 1/9 - 1/22 In Class: W, 1/25  5:30–8:30 PM

Notary Public - 5 hrs. - (2 parts)
This class is designed for those preparing to take the examination to become a commissioned Notary Public in New York State. Part 1 is an independent study section with material and guidance provided by the instructor. Part 2 is an instructor-led, live workshop online.

Online Tuition: $55
Part 1: Opens 10/24
Part 2: Live workshop 10/27 Th  6:00–8:30 PM

Entrepreneurship- A Common Person’s Guide to Business Creation & Ownership - 10 hrs. (5 sessions)
Taught by a seasoned entrepreneur, this class will help you to understand what it takes to get started in the world of creating, owning, and expanding a business, as well as pursuing new opportunities within a business. This course is essential for anyone looking to launch new ideas or innovative products.

MO BOCES  
Tuition: $100
10/5 - 11/2 W  6:00–8:00 PM

NEW! Small Business Ownership - 10 hrs. (5 sessions)
Learn the nuances of owning and operating a small, local business: forming, structuring, planning, and buying. Learn the basics of accounting and taxation, advertising, growing sales, meeting customer needs, market competition, and building relationships with both employees and contractors. You’ll also learn basic insurance, risk management concepts, and the use of digital tools. This course will assist those interested in exploring the exciting world of small business at the local level.

Rome ACCESS Site  
Tuition: $100
10/4 - 11/1 T  6:00–8:00 PM

New Manager Suite
Learn how to be an effective manager or supervisor by developing leadership skills that can help you in your career.

Online, Instructor-led Tuition: $299
Two start dates: August 17 | September 14
https://www.ed2go.com/bcce/online-courses/new-manager/

Medicare 101
Are you currently enrolled in Medicare? Will you be turning 65 over the next year or two? Learn about eligibility, how and when to enroll, when you can make changes, and the insurance options available to you. Explore and evaluate Original Medicare, Medicare Supplement Insurance, Prescription Drug Plans, and Medicare Advantage Plans. This interactive lecture program will simplify the choices you need to make, help you make more well-informed decisions and explain what Medicare means for you!

Online, Zoom: Monday, October 3 | 6:00 - 8:00 PM
Online, Zoom: Saturday, November 12 | 10:00 AM - 1:00 PM
No cost for attendees!
Skilled Trade Skill Upgrades

Auto Mechanics I - 36 hrs. (12 sessions)
This hands-on course introduces students to the automotive industry standards and opportunities. Learn about all types of automotive hand tools, power tools, and shop specialty tools. Also learn how to do basic maintenance services such as, oil changes and coolant flushes. Delve into tires, mounting and balancing. This class will come to a stop with...brakes.

OHM BOCES; Door D  Tuition: $350
9/13 - 10/20  T, Th  6:00–9:00 PM

Auto Mechanics II - 36 hrs. (12 sessions)
Advanced class focuses on suspension systems, steering systems, New York State inspections, transmissions and operations, air conditioning and heat, differential, electric car, and alignments. Learn more about electrical components and theory. Prerequisite: Auto Mechanics I.

OHM BOCES; Door D  Tuition: $350
11/1 - 12/15  T, Th  6:00–9:00 PM

Welding I - 30 hrs. (10 sessions)
You will have both classroom and hands-on experience in welding processes and procedures. Learn about Oxy-acetylene Mig and Arc welding theory, equipment and operations. Students will need to purchase the following supplies before the first night of class: safety glasses, work boots, long pants, heavy long sleeved shirt, welding jacket and welding gloves.

MO BOCES  Tuition: $325
9/13 - 10/13  T, Th  6:00–9:00 PM

Welding II - 30 hrs. (10 sessions)
You will have hands-on instruction and experience in welding processes and procedure continued from Welding I along with hands-on skill in Tig, stick Mig, and Arc welding, cutting, shearing, and fabrication. Students will need to purchase the following supplies before the first night of class: safety glasses, work boots, long pants, heavy long sleeved shirt, welding jacket and welding gloves. Prerequisite: Welding I.

MO BOCES  Tuition: $325
11/1 - 12/6  T, Th  6:00–9:00 PM

Basic Electricity I - 30 hrs. (10 sessions)
Basic residential electric theory and application. This class follows standards of the National Electric Code. Learn how electricity is delivered to a home and the basics on how it is distributed. You will learn how to draw circuits, then build those circuits in the lab portion of this class. You will also build projects to include outlets and different types of circuits. Purchase of toolkit required.

MO BOCES  Tuition: $325
9/21 - 10/21  W, F  6:00–9:00 PM

Basic Electricity II - 30 hrs. (10 sessions)
A continuation of Basic Electricity I with more complex wiring diagrams and hands-on learning. You will learn about different panels and panel wiring. In this class, you will begin working on a series of laboratory projects that will continue on into Basic Electricity III. Prerequisite: Basic Electricity I.

MO BOCES  Tuition: $325
11/2 - 12/9  W, F  6:00–9:00 PM

Basic Electricity III - 30 hrs. (10 sessions)
Continuing concepts from Basic Electricity II with the introduction of commercial electric elements such as conduit bending, wire fishing applications, 3-phase electric & its applications, relays, and contactors. Students will continue and complete laboratory projects. Prerequisite: Basic Electricity I & II.

MO BOCES  Tuition: $325
1/4 - 2/3  W, F  6:00–9:00 PM

Rough Carpentry - 36 hrs. (12 sessions)
Concentrate on construction tools, layout and framing, sheet rock repair, lumber sizes, and building material selection for steps, decks, and sheds.

MO BOCES  Tuition: $325
9/27 - 11/3  T, Th  5:30–8:30 PM

Finish Carpentry - 36 hrs. (12 sessions)
Introduction to the basic skills in finish carpentry including layout, material selection, trimming doors and windows, cutting crown molding, basic tool usage, finishing. Student may select a small project to complete during class. Student to supply materials.

MO BOCES  Tuition: $325
11/15 - 12/22  T, Th  5:30–8:30 PM

OSHA-10
Construction Certification

Offered several dates throughout the year. Please check our website for our updated schedule, or call (315)361-5800.

Tuition: $79

Use this QR code to view our OSHA-10 schedule or visit moboces.org/adulted
Online Career Training Courses

Veterinary Assistant
This intensive course will provide the information you need to become a productive member of a veterinary team. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit. There are no prerequisites to take this course. A high school diploma or equivalent is recommended but not essential.
ONLINE: ed2go Tuition: $2145
https://careertraining.ed2go.com/bcce

Pharmacy Technician
Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification. Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee of the exam. Pharmacy technician certification is an important issue for many industry employers and state legislatures, some of which now require national certification. You will also have the opportunity to apply for a 100+ hour externship. Prerequisite: Refer to Ed2Go website.
ONLINE: ed2go Tuition: $2495
https://careertraining.ed2go.com/bcce

Certified Professional Life Coach
The Certified Professional Life Coach course teaches the Core Competencies of the International Coach Federations (ICF). You will learn ICF-recognized protocols and use these to build your own distinctive coaching style. This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics, used to enhance the lives of individuals impacted by addiction. You will learn strategies for applying the IAPRC Code of Ethics, ICF Core Competencies, and other recognized coaching concepts. Upon completion of the course's final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to become a certified life coach and establish a successful coaching business. Exam included.
ONLINE: ed2go Tuition: $1895
https://careertraining.ed2go.com/bcce

ACE Personal Trainer with Fitness and Health Internship
This online instructor-led course prepares you with the knowledge and understanding necessary to prepare for the American Council on Exercise (ACE) Certified Personal Trainer (CPT) certification exam and includes the opportunity to complete an on-site fitness field internship experience to provide real-life job/professional experience crucial for entering the health/fitness industry. Additional supplemental documents are provided complimentary for use to train and design exercise programs for personal training clients. Upon course completion and passing the ACE-CPT certification exam, you will be prepared to work in one of the fastest-growing segments of the service industries, according to the U.S. Labor Department of Occupational Statistics and Employment Projections. You will be prepared to address that demand to work in fitness facilities, gyms, health clubs, YMCAs, and other health/fitness settings working as personal trainers and fitness professionals.
ONLINE: Instructor-led Tuition: $1895
https://careertraining.ed2go.com/bcce

Freight Broker/Agent Training
The Freight Broker/Agent Training course provides you with the comprehensive training needed to gain valuable knowledge for building a successful freight brokerage or freight brokerage agency. From learning the laws and terminology, setting up your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, it will provide you with the knowledge, insight, and direction to help you stand out in this growing industry. Learn the differences between a broker and an agent, their various duties and responsibilities, and the laws and legal requirements for both. You will also learn how to develop important qualities and skills such as how to set your goals and market yourself, set up and organize your office, recordkeeping and back-office procedures, and how to choose brokerage and operating software. By course completion, you will understand the steps of setting up carrier and shipper packets and contracts, marketing and advertising avenues, rate quotes, how to interact with shippers and carriers to keep lines of communication open, and valuable negotiation skills.
ONLINE: ed2go Tuition: $1895
https://careertraining.ed2go.com/bcce

Adobe Certified Professional in Visual Design
Are you interested in Graphic Design? Does visually appealing media catch your attention? If you are ready to take your art to the digital realm, this course is for you. Design skills using Adobe programs are in demand, and this course teaches the three programs focused on visual design. You will build your skills in Illustrator, InDesign, and Photoshop. You will also be prepared for the Photoshop, Illustrator, and InDesign Adobe Certified Associate certifications. By earning two of these certifications, you will gain the Adobe Certified Professional in Visual Design certification. You will need to obtain one Photoshop certification and either one Illustrator or InDesign certification to qualify for the Visual Design certification. This course enrollment includes vouchers. The voucher is prepaid access to sit for the certifying exam upon eligibility.
ONLINE: ed2go Tuition: $1895
https://careertraining.ed2go.com/bcce

View textbook information or register online at www.moboces.org/adulted

Please note: ed2go classes in conjunction with Madison-Oneida
BOCES are not accredited by the Council of Occupational Education
Online Certificate Courses

Certificate in Accounting and Finance for Non-Financial Managers
Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

ONLINE: yougotclass 48 hrs. Tuition: $495
https://www.yougotclass.org/index.cfm/moboces

Certificate in Data Analysis
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned. Students need to have Microsoft Excel to complete this certificate.

ONLINE: yougotclass 48 hrs. Tuition: $495
https://www.yougotclass.org/index.cfm/moboces

Certificate in Project Management
In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation.

ONLINE: yougotclass 48 hrs. Tuition: $495
https://www.yougotclass.org/index.cfm/moboces

Six Sigma Green Belt Certificate
Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN’s Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. Instructors and mentors work closely with the class to not only teach material, but to guide candidates as they work projects.

ONLINE: yougotclass 48 hrs. Tuition: $495
https://www.yougotclass.org/index.cfm/moboces

Supervisory and Leadership Certificate
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

ONLINE: yougotclass 32 hrs. Tuition: $395
https://www.yougotclass.org/index.cfm/moboces

Digital Marketing Certificate
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

ONLINE: yougotclass 48 hrs. Tuition: $495
https://www.yougotclass.org/index.cfm/moboces

Certificate in Online Teaching
For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

ONLINE: yougotclass 48 hrs. Tuition: $495
https://www.yougotclass.org/index.cfm/moboces
Essential Healthcare Certifications

Barrier Precautions & Infection Control - 2.5 hrs.
The New York State Education Department's required class for licensed professionals, including physicians, physician assistants, specialist assistants, dentists, dental hygienists, registered nurses, licensed practical nurses, optometrists, and podiatrists.
Tuition: $55

Basic Life Support for Healthcare Providers (CPR & AED) - 4 hrs.
The American Heart Association's certification card, good for two years, is issued upon successful completion of this course.
Tuition: $75

Heartsaver® First Aid CPR AED - 8 hrs.
This hands-on course is for anyone who needs a course completion card in CPR and AED used to meet job, regulatory, or other requirements.
Tuition: $115

These classes are held several times throughout the year. Please view updated schedules on our webpage by following the QR code, or call (315)361-5800 for dates and registration.

Online Fundamentals

Accounting Fundamentals - 24 hrs.
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
Online: Instructor-Led                Tuition: $115
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/accounting-fundamentals/

Medical Terminology Series - 48 hrs.
Prepare for a career in the health services industry by learning essential medical terminology. This course will prove essential to anyone preparing to take any other medical-related courses.
Online: Instructor-Led                Tuition: $199
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/medical-vocabulary-class/

Keyboarding - 24 hrs.
Learn how to touch-type or improve your existing typing skills using Keyboardin Pro 5.
Online: Instructor-Led                Tuition: $100
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/keyboarding/

Grammar Refresher - 24 hrs.
Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.
Online: Instructor-Led                Tuition: $100
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/grammar-refresher/

Customer Service Training - 15 hrs.
Learn the basics of customer service and translate your knowledge into practical application.
Online: Self-Paced                Tuition: $79
https://www.ed2go.com/bcce/online-courses/customer-service-training/

Introduction to QuickBooks Online - 24 hrs.
Learn to use QuickBooks Online to record income and expenses, enter payments, track payables, inventory, receivables, and much more.
Online: Instructor-Led                Tuition: $120
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/quickbooks-online/

Project Management Fundamentals - 24 hrs.
Gain the skills to succeed in the growing field of project management.
Online: Instructor-Led                Tuition: $115
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/project-management-fundamentals/

Discover Sign Language Series - 48 hrs.
Learn beginner and advanced techniques for communicating with American Sign Language.
Online: Instructor-Led                Tuition: $199
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/discover-sign-language-series/

Administrative Assistant Fundamentals - 24 hrs.
Master essentials of managerial/staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.
Online: Instructor-Led                Tuition: $115
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/administrative-assistant-fundamentals/

Speed Spanish - 24 hrs.
Learn six easy ways to form sentences and engage in conversational Spanish in no time.
Online: Instructor-Led                Tuition: $115
Start Dates: 8/17 or 9/14
https://www.ed2go.com/bcce/online-courses/speed-spanish/

View textbook information or register online at www.moboces.org/adulted

Please note: ed2go classes in conjunction with Madison-Oneida BOCES are not accredited by the Council of Occupational Education
Driving Courses

5 Hour Pre-Licensing Class - 5 hrs. (1 session)
NYS mandatory 5 hour pre-licensing course is a must for all new drivers. Valid Driver's Permit required. Students must present a photo permit to the instructor at the time they take the course. This course is offered most Saturdays, 8 AM-1PM, and specific weeknights per month, 4-9 PM, at several different locations, both in person and virtually. Enrollment in the virtual five hour course requires submission of valid driver permit before the class. Students must register and pay ahead of time. In-person classes are held at the Madison-Oneida BOCES Campus in Verona & at the Rome ACCESS Site. Virtual classes are held via Zoom. For registration & information, call (315) 361-5800.
Dates, times, locations, & format can be viewed on our website at: https://moboces.org/adulted.
Tuition: $50

Defensive Driving - 6 hrs. (Online)
If you are a New York State driver and complete the course, you will be eligible for a 10% discount on your liability and collision insurance premiums for a period of three years. You will also be eligible for a four-point reduction on your driving record. This is a self-paced online course in partnership with the National Traffic Safety Institute (NTSI). Register by phone, then receive an email with the link to the class portal. Once you enter the class portal, you will be able to log in and out and complete the course at your own pace. A certificate will be mailed to you upon completion and the DMV will be notified of your course completion by NTSI directly.
Registration by phone only: (315)361-5800
Online - Continuous start dates

Driver Education - 48 hrs.
16 sessions of lecture, 16 sessions of in-car instruction
Students 16 years of age and older can enroll in this State Education Department approved course that teaches new drivers how to operate a vehicle safely and in accordance with NY traffic laws. Successful graduates receive an MV-285 student certificate (formerly known as a “blue card”). This program is a combination of 24 classroom hours and 24 on-the-road instruction hours. Students must have a valid learner’s permit. To pass and receive a certificate, 100% attendance is required. Additional fees for make-up hours. Registration is taken by telephone only: (315)361-5800.
Register early, class size is limited!
MO BOCES: 9/12 - 11/7 M, T, W 3:30–6:30 PM
Makeup day: 11/8
Tuition: $625

“I'm very happy I was able to take part in this course. It has helped me change my dangerous habits and educate me more about driving safely and motorcycle safety. I love the teacher/instructor. I think he taught us well...” - Bella; Verona, NY

Register by Phone: (315)361-5800 or (315)793-8696
Recreational Volleyball - 32 hrs. (16 sessions)
Co-ed volleyball is designed for players with basic knowledge of the game. Register early, class size is limited.
MO BOCES  Tuition: $75
9/6 - 12/27  T  6:00–8:00 PM
MO BOCES  Tuition: $75
9/8 - 12/29  Th  6:00–8:00 PM

Beginning Ballroom Dancing - 16 hrs. (8 sessions)
Please wear comfortable dress shoes. Please register with a chosen partner, we will not be pairing solo people up this year.
(I) Fox-Trot, Waltz, and East Coast Swing
MO BOCES  Tuition: $136 per couple
9/26 - 11/14  M  7:00–9:00 PM
(II) Rumba, Cha-cha, and Tango
MO BOCES  Tuition: $136 per couple
10/12 - 11/30  W  7:00–9:00 PM

NEW! Belly Dance Grooves - 6 hrs. (6 sessions)
Shake and shimmy your way to fitness in this fun sisterhood of dance. Each class focuses on cultural and technique aspects of tribal fusion and improvisational belly dance. By honoring a variety of cultures, this class showcases the feminine beauty of belly dance as a group style of movement and celebration. Together, we will explore isolations, dance cues, choreography, and different belly dance styles popular in America.
MO BOCES  Tuition: $59
1/5 - 2/9  Th  6:00–7:00 PM

Introduction to Pilates - 6 hrs. (6 sessions)
Non-impact Hatha yoga class that incorporates stretching, breathing, relaxation and guided meditation. Appropriate for all levels. Bring an exercise/yoga mat to class.
OHM BOCES; Door K  Tuition: $59
10/5 - 11/9  W  6:15–7:15 PM

NEW! Introduction to Yoga Workshop - 2 hrs. (1 session)
This workshop will introduce you to traditional styles of yoga. Meant to provide a sample for those that aren't sure about committing to a full yoga class, learn about three of the eight limbs of yoga, the benefits of each, watch demonstrations, and then practice together as a class.
MO BOCES  Tuition: $19
9/17  Sa  9:00–11:00 AM

Beginning Yoga - 7.5 hrs. (6 sessions)
This class is designed to introduce you to basic breathing techniques and poses for alignment with detailed instructions and modifications for your body type. Build strength, agility, and serenity by learning to incorporate your breath with your movements. Bring a water bottle, yoga mat, and blanket for modifications.
MO BOCES  Tuition: $69
9/26 - 10/31  M  6:00–7:15 PM

Gentle Yoga - 6 hrs. (6 sessions)
Non-impact Hatha yoga class that incorporates stretching, breathing, relaxation and guided meditation. Appropriate for all levels. Bring an exercise/yoga mat to class.
OHM BOCES; Door K  Tuition: $59
10/5 - 11/9  W  6:15–7:15 PM

NEW! Deeper Exploration Yoga - 7.5 hrs. (6 sessions)
Recommended for those with some yoga experience or have taken Beginning Yoga. This class explores more advanced breathing techniques and poses with modifications for your body type. Explore ways we can move energy through our bodies, incorporate breath with our movements, and learn to have more control over how the external world affects us internally. Bring a water bottle, yoga mat, and blanket for modifications.
MO BOCES  Tuition: $69
11/14 - 12/19  M  6:00–7:15 PM

NEW! I AM Yoga - 6 hrs. (6 sessions)
Discover the roots of authentic yoga where the body and mind remember how to relax. Learn to honor your body as it is in each moment in this gentle, slow moving hatha yoga style. Explore this deep tradition of meditation in motion as the energy that flows through the body in yoga practice. Experience stretching, strengthening, and toning in this class. Appropriate for all abilities and body types.
MO BOCES  Tuition: $59
11/3 - 12/15  Th  6:00–7:00 PM

NEW! 7 Energy Centers Yoga - 7.5 hrs. (6 sessions)
Recommended for those with some yoga experience or have taken our Deeper Exploration Yoga. This class is designed to explore the seven energy centers (chakras) in our bodies. Learn to balance your body and mind through centering, breathing techniques, and poses for each chakra. Bring a water bottle, yoga mat, and blanket for modifications.
MO BOCES  Tuition: $69
1/9 - 2/13  M  6:00–7:15 PM

View textbook information or register online at www.moboces.org/adulted
Wine Bottle Chimes - 3 hrs. (1 session)
Repurpose wine bottles into decorative wind chimes. Learn the technique of cutting wine bottles, making the chime clappers, wind catcher, and decorating. Make nice gifts with this low cost hobby. Please bring inexpensive safety glasses and two wine bottles if available.

MO BOCES
Tuition: $49
11/10    Th  6:00–9:00 PM

Utica Greens- 3 hrs.
Typically served in restaurants as an appetizer, Utica Greens make a great main course at home with some crusty bread and a glass of red wine. In this class, you will learn the secret to making delicious Utica Greens. Register early!

MO BOCES
Tuition: $59
9/28    W  6:00–9:00 PM

Pierogis - 3 hrs.
Each participant will learn how to make dough from scratch, rolling, cutting, filling, and sealing pierogis. Bring containers for leftovers. Register early!

MO BOCES
Tuition: $59
10/12    W  6:00–9:00 PM

Sunday Sauce - 3 hrs.
Learn how to make the foundation of any CNY Italian Sunday dinner from scratch by learning to make Sunday sauce. Make sure you bring a pot with a lid to take your sauce home.

MO BOCES
Tuition: $59
11/9    W  6:00–9:00 PM

NEW! Book Folding Art - 3 hrs. (1 session)
Learn how to transform a gently used hardcover book into a work of art. Folded books make perfect gifts for all occasions! Learn how to find fun patterns, how to measure and mark your pages, and how to accurately fold each page. After a short introduction about the process, the class will create a folded book project together in class. Students need to bring a ruler with centimeters and millimeters, a mechanical pencil, and a gently used hardcover book with at least 375 pages.

MO BOCES
Tuition: $49
10/19    W  6:00–9:00 PM

NEW! Italian Christmas Cookies - 9 hrs. (3 sessions)
Make traditional Italian Christmas cookies the centerpiece of your family's table this season! Over the course of three weeks, learn how to make six different cookie styles. This is a make-and-take-to-bake class model, so please be sure to bring 2 large containers to each class to transport your cookies home where you can bake and frost them at your convenience.

MO BOCES
Tuition: $99
11/3 - 11/17    Th  6:00–9:00 PM

Private Guitar Lessons for Adults
(6 sessions – 45 min/each)
Individual lessons in beginning, intermediate, lead or bass guitar – time to be set with the instructor.

MO BOCES
Tuition: $150
Call (315)361-5800 to set up lesson dates & times

NEW! Introduction to the Drums - 6 hrs. (6 sessions)
Come learn the basics and fundamentals of how to play the drums: correct stick grip, drum rudiments, how to read music, and more. Students will need to bring a drum pad and a pair of drumsticks.

OHM BOCES; Door D
Tuition: $69
9/15 - 10/20    Th  6:00–7:00 PM

We are always looking for new class ideas!
If you have a great idea for a class or are interested in teaching a new class for us, let us know!

Andrew Carpenter-Brockway; OHM BOCES
acarpenter-brockway@bocescce.org

Rachel Burleigh; MO BOCES
rburleigh@bocescce.org

Register by Phone: (315)361-5800 or (315)793-8696
For more detail on payment & funding options, call our Financial Aid Specialist, Thistle O'Connell, at (315) 361-5806.

Students have also received various grants and funding through their employers or community organizations.

Ways to Pay

For all classes, make your check payable to:

Madison - Oneida BOCES
P.O. Box 168, 4937 Spring Road
Verona, NY 13478

If you prefer, you can charge your tuition to your:

MasterCard
VISA
Discover

Please clip and return — do not staple checks to the form.
How to Register

Register Online:
www.moboces.org/adulted
  ▶ View our catalog online
  ▶ Find contact information
  ▶ Find textbook information
  ▶ Register online for classes

Register by Phone:
  ▶ (315)361–5800
  ▶ (315)793–8696
  ▶ 1(888)593–6238

Register By Mail:
  ▶ Fill out Registration Form
  ▶ Check, Credit Card, or Money Order
  ▶ Do Not staple anything to form

Register In Person:
  ▶ Please make an appointment at:
    MO BOCES, OHM BOCES,
    RAS, or UAS

Payment due at time of registration

Payment methods we accept:
Cash  Check  Money Order
Credit/Debit Card

Please refer to our refund policy at:
www.moboces.org/adulted

Please note: 10% senior discounts only apply to programs under 100 hours, excluding Security Guard programs, DASA, and Defensive Driving or 5 hour Pre-License.

Our BOCES Locations

Madison-Oneida BOCES (MO BOCES)
4937 Spring Rd.
Verona, NY 13478
(315)361–5800

Oneida-Herkimer-Madison BOCES
(OHM BOCES)
4747 Middle Settlement Rd.
New Hartford, NY 13413
(315)793–8696

Rome ACCESS Site (RAS)
266 W. Dominick St.
Rome, NY 13440
(315)334–8000

Utica ACCESS Site (UAS)
508 Second St.
Utica, NY 13501
(315)738–7300

Madison County ACCESS Site
133 North Court St.
Wampsville, NY 13163
(315)363–2400

Fine Print...Need to Know Things

Students must be 18 years of age to attend Adult Education classes, unless specifically stated.
Students purchase their own textbooks;
please go to www.moboces.org/adulted for textbook information.

BOCES Adult & Continuing Education reserves the right to alter the format of classes.

Additional information, including receiving a copy of the secondary career and technical education courses/programs offered and admission criteria, available at:
www.moboces.org or by calling (315)361-5500.

Annual Notice:
The Madison-Oneida BOCES advise students, parents, employees, and the general public that they offer employment and educational opportunities, including career and technical educational opportunities, without regard to sex, race, color, national origin, or disability, and provide equal access to the Scouts and other designated youth groups. Grievance procedures are available to interested persons by contacting the compliance officer listed below. Inquiries regarding this non-discrimination policy may be directed to the person listed below.

Lisa M. Decker, Deputy Superintendent for Finance & Operations
Madison-Oneida BOCES/Title IX Compliance Officer
4937 Spring Rd., P. O. Box 168, Verona, NY 13478
(315)361-5520 | ldecker@moboces.org

Policies Regarding:
Attendance | Cancellations | Certificates | Withdrawal | Grading |
Refunds | Weather Procedures
can be found online at www.moboces.org/adulted

BOCES Consortium of Continuing Education Policy Board Members:
MO BOCES: Dr. John Costello, Sr., Richard Engelbrecht, Scott Budelmann
OHM BOCES: Gary Nelson, John J. Salerno, Dr. Patricia Kilburn