

## Interior Design

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14623  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program is designed to provide the basic skills and knowledge required to enter the interior design field as a design assistant. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

30-31 credit hours (9 courses)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
- 1 year of high school math (Sequential)

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## Accounting

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.                   150 Bellwood Dr.  
                                  Rochester, NY 14623                Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                      www.bryantstratton.edu

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### Program Description:

This program provides the technical and critical skills needed to perform accounting functions and processes, including the acquisition, analysis and effective communication of financial information utilized in management decision making. This course of study prepares participants for employment in such fields as general ledger accounting, managerial accounting and tax preparation. Entry-level positions may be found in the manufacturing, retail and service industries as well as the government sector.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Job placement assistance and career management training.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**    \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## Accounting

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### **Program Description:**

This certificate program is designed to provide students with introductory and intermediate level principles of financial, managerial and cost accounting. The program helps develop an understanding of the legal environment in which business firms operate and enhances computer application skills. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours (10 courses); requires 4 semesters to complete because of sequential prerequisites of accounting classes.

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## **Accounting Assistant**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Canandaigua Career Resource Center  
5253 and 5263 Parkside Dr.  
Canandaigua, NY 14424

**Phone:** (585) 394-9300

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Study the basic accounting cycle. Emphasis will be place on recording entries in a journal, posing a general ledger, preparing trial balances, financial statements, payroll records, taxes, cash payments and receipts. Learn to use one of the most popular accounting software programs on the market – QuickBooks. Topics will include: menu commands, preparing a balance and income statement, creating and customizing reports and setting up customer and vendor lists. All students participate in an internship at a local business.

### **Program length/hours:**

240 hours, Monday through Friday, 8:30 am – 3:00 pm.

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$1,800

## **Business**

**Training Provider:** *Bryant & Stratton*

**Address:** Henrietta Campus  
1225 Jefferson Rd.  
Rochester, NY 14623

Greece Campus  
150 Bellwood Dr.  
Rochester, NY 14606

**Phone:** (585) 272-7200 (585) 720-0660

**Web:** [www.bryantstratton.edu](http://www.bryantstratton.edu)

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### **Program Description:**

Students develop the business skills, critical thinking skills, human relations skills, and information technology skills that are required of employees in the 21<sup>st</sup> century. Courses in this degree program provide students with a broad background in communications, marketing, accounting, business law, management principles, and information technology. This course of study will prepare participants for employment in several different areas, including management trainee, service or sales representative, supervisor or department manager in a variety of business fields. Individuals desiring general business for self-employment in small business enterprises will find that this well-rounded program meets their needs.

### **Program length/hours:**

Full time Days—16 months  
Full time Evenings—20 months

### **Services Provided:**

Job placement assistance and career management training.

### **Application/Admission Process:**

Personal interview and entrance evaluation

**Tuition/Cost/Fees:** \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## Customer Service and Sales

**Training Provider:** *Greece Central School District, Community Education*

**Address:** P.O. Box 300  
N. Greece, NY 14515

**Phone:** (585) 966-2866 (Mary Sue France)

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### **Program Description:**

This training will prepare you for a career ladder in customer service occupations. Course is offered in two Career Clusters: Retail and Customer Service Skills – building customer relationships, explaining features and benefits, giving great customer service, completing sales/transactions, learning customer needs, warranties and guarantees, professional phone skills, demonstrating products, monitoring inventory, safety on the job, loss prevention, return policies, closing the sale; Job Readiness – supervisory skills development, employment applications, communication on the job, develop effective working relationships, placement assistance, problem solving skills, interview techniques, job search strategies, resume preparation, letter writing tips, time management.

### **Program length/hours:**

Monday through Friday, 9:30 am-1:30 pm. or evenings Tuesday and Thursday, 5:00 pm – 8:30 pm. 82 hours.

### **Services Provided:**

Certificate and evaluation records are given upon successful program completion. Job seeking skills and job search assistance are available. Four week Mentor Program as a Substitute Cleaner.

### **Application/Admission Process:**

Ongoing admissions process. An interview and basic skills testing is required. A minimum reading level of 8<sup>th</sup> grade and minimum math level of 9<sup>th</sup> grade required. Must have GED or high school diploma.

**Tuition/Cost/Fees:** \$900

## Graphic Design

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.                   150 Bellwood Dr.  
                                  Rochester, NY 14623                Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                      www.bryantstratton.edu

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### Program Description:

This program focuses on the creative thinking and conceptual problem solving abilities to communicate messages to the public in order to inform, persuade, and sell, students explore the synthesis of type, image, color, and layout to design and produce effective communication pieces. Students apply industry standard design software to produce websites, identify systems, annual reports, package designs, posters, and a variety of print collateral materials. This course of study will prepare participants for employment in advertising, graphic designs firms, newspapers, and publishing firms. They will also possess the skills necessary to manage freelance careers.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Job placement assistance and career management training.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**    \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## Hospitality Management

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

Management opportunities in hotels, motels, motor lodges, and restaurants continue to grow for those with post-secondary education. This certificate program is designed to provide students with an understanding of the principal functions of management, marketing and sales within the context of the hospitality industry. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

30 credit hours (10 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fee, books, and supplies

## **Retailing**

**Training Program:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### **Program Description:**

This certificate program is designed to prepare students for entry-level positions in retailing and to further develop their capabilities and potential for careers in retailing. Students receive practical on-the-job experience as employees of area retail businesses while attending classes. Students interested in establishing a small retail business will benefit from the focused, hands-on nature of this program. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours (10 courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math- or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Sales and Customer Service

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### **Program Description:**

This program is designed for students interested in developing business communication skills necessary for entry-level, professional employment, individuals improve their skills in communication and computer application and also, their understanding of business, advertising, marketing and management principles. Courses may be applied toward the degree program in Business Administration.

### **Program length/hours:**

30 credit hours (10courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Small Business Management

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program provides the student with basic knowledge in accounting, marketing, management, and economics for running a small business. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

32 credit hours (10 courses)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
  - 1 year of high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Computer Applications for Professionals**

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### **Program Description:**

This program is designed for the individual that needs to upgrade and enhance their computer desktop skills in order to stay competitive in today's job market. Through web projects and online exercises, students will learn the basic concepts and techniques of each Microsoft Office XP application. In addition, students will develop a final project that integrates the Office XP applications and the World Wide Web.

### **Program length/hours:**

Monday – Friday, 8:30 am – 2:00 pm (200 total hours-8 weeks)

### **Services Provided:**

Students will receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### **Application/Admission Process:**

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

**Tuition/Cost/Fees:** \$3,000 plus \$75 for books and supplies

## Computer and Support Technician

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Canandaigua Career Resource Center  
5253 and 5263 Parkside Dr.  
Canandaigua, NY 14424

**Phone:** (585) 394-9300

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### Program Description:

This program provides training in basic computer support. This modularized program teaches Microsoft Office applications for the Office Specialist Certification test, and basic hardware repair and software troubleshooting for the A+ certification. You will also learn basic network setup and troubleshooting to prepare for the Network + certification. Students may attend all three modules or take individual modules.

### Program length/hours:

Module I: Office Specialist Preparation – 70 hrs. Wed. and Thurs. 9:00 am – 4:00 pm

Module II: Hardware Technician Training – 96 hrs. Wed. and Thurs. 9:00 am – 4:00 pm

Module III: Introduction to Networking – 48 hrs. Wed. and Thurs. 9:00 am – 4:00 pm

### Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** Module I: \$990  
Module II: \$1400  
Module III: \$700

## Computer Information Systems

**Training Provided:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue  
Mt. Morris, NY 14510  
8250 State St. Road  
Batavia, NY 14020

**Phone:** (585) 658-7823  
Maryann Roby  
(585) 344-7788  
John Cima

**Web:** [www.gvboces.org](http://www.gvboces.org)

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### Program Description:

Hands-on experience in system operations (using IBM AS400), computer programming, use of various business software applications, program installation and system maintenance.

### Program length/hours:

September through June, half Days or full Days, continuous enrollment  
Morning sessions: Monday through Friday, 8:55—11:20 a.m.  
Afternoon sessions: Monday through Friday, 12:00—2:25 p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Required reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:** Varies depending number of hours of attendance \$2,750 half for days and \$5,500 for full days.

## Computer Support Specialist

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### Program Description:

Computer Support Specialist offers instruction in core concepts of computer hardware, software, networking, troubleshooting, and configuring in a Microsoft environment. Learning experiences combine theory and relative hands-on activities. Curriculum is aligned with the CompTIA A+ Certification and the Microsoft Certified Professional (MCP) Core Exam 70-271. Prerequisites: a fundamental knowledge of computer hardware components, desktop applications, basic keyboarding and the Internet.

### Program length/hours:

Monday – Friday, 8:30 am – 3:30 pm (320 total hours-11 weeks)

### Services Provided:

2 week/60 hour internship experience. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

**Tuition/Cost/Fees:** \$4,695 plus \$280 for books and supplies

## Information Technology

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.               150 Bellwood Dr.  
                                  Rochester, NY 14623           Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                      www.bryantstratton.edu

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### Program Description:

Program provides you with the skills in computer programming, networking, help-desk operations, systems hardware configuration, application software telecommunications, purchasing, decision-making, and interpersonal skills. You also develop skills in database and spreadsheet programming, work processing, data communications, and verbal and written communication skills so necessary for business success. This course of study will prepare participants for entry-level positions with a wide variety of employers who use, service, sell or support personal computers and networked systems. They will be trained to install, operate, upgrade, troubleshoot, assist with purchase decisions, and program computer systems in both a networked and non-networked environment.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Personal interview and entrance evaluation.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**    \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee

### **Administrative Assisting**

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.               150 Bellwood Dr.  
                                  Rochester, NY 14623           Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                     www.bryantstratton.edu

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#### **Program Description:**

Program trains students to meet the challenges of the 21<sup>st</sup> century's technology office. Students develop specialized knowledge and skills in use of electronic office equipment, work processing, office systems, and accounting. This program offers a foundation of major requirements, which include keyboarding, document processing, desktop publishing, and integrated office systems software programs. This course of study prepares participants for employment in entry-level positions in legal firms, public offices, and private businesses.

#### **Program length/hours:**

Full time Days—16 months  
Full time Evenings—20 months

#### **Services Provided:**

Job placement assistance and career management training.

#### **Application/Admission Process:**

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**   \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## **Applied Computer Applications**

**Training Provider:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### **Program Description:**

This certificate program is designed to provide students with the opportunity to develop marketable skills following one year of study. Graduates will be qualified for employment opportunities in computer operations, computer support or computer applications. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

32 credit hours (approximately 11 courses) with a GPA of not less than C (2.0)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## **Business Computer Technology**

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### **Program Description:**

Learn basic to advanced computer and business skills on the software today's employers use most—Microsoft Office 2000 (Word, Excel, PowerPoint, Access, and Outlook). Program includes a one-week internship (40 hour). Graduates earn an average pay of \$9.65 per hour as administrative assistants, office managers, and customer service representatives. Published employment rate of 91%.

### **Program length/hours:**

280 hours, 13 weeks, Monday through Friday, 8:00 a.m. – 12:00 p.m.

### **Services Provided:**

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

### **Application/Admission Process:**

Attend an orientation session and a testing session at which times application paperwork is completed. Must have high school level math, reading, and language skills and be able to type 25 words per minute. An intake interview is also required. Must be 18-years of age or older.

**Tuition/Cost/Fees:** \$3,000

## **Business & Office Technology**

**Training Provider:** *Orleans/Niagara BOCES Community Education*

**Address:** Niagara Career and Technical Education Center  
3181 Saunders Settlement Rd.  
Sanborn, NY 14132  
and  
Orleans Career and Technical Education Center  
4232 Shelby Basin Rd.  
Medina, NY 14103

**Phone:** (800) 836-7510

**Web:** [www.onboces.org](http://www.onboces.org)

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### **Program Description:**

Coursework includes keyboarding, MS Windows, MS Word, Excel, PowerPoint and Access. In addition, filing, math, English, basic customer service and general office procedures are incorporated. A two-week full time business internship also complements the program.

### **Program length/hours:**

800 hours

### **Services Provided:**

Job search and employability skills training

### **Application/Admission Process:**

A pre-test of basic skills and a personal interview are required

**Tuition/Cost/Fees:** \$4,950

## Information Processing

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14623  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This is a new certificate program, which is designed to prepare the student for work in office settings using word processing, filing, spreadsheets, record keeping, and electronic communications skills. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

Curriculum information not published (new program).

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Previous keyboarding (24wpm)

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## Office Assistant Skills

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### Program Description:

This program is designed to teach skills required for employment in a modern office as a secretary, receptionist and/or clerk/typist. Students gain hands-on experience through participation in an internship in the Rochester business community.

### Program length/hours:

30 weeks, Monday through Friday in a variety of time frames

### Services Provided:

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### Application Requirements/Admission Process:

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 8.0 grade math skills as measured by the TABE test
- Writing sample
- Economic eligibility guidelines

**Tuition:** Free to those who qualify

## Office Technology

**Training Provider:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### Program Description:

Course work includes typing, office communications, secretarial procedures, machine transcription, work processing and office management. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

30 credit hours (10 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Office Technology

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryann Roby    John Cima

**Web:**                                      www.gvboces.org

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### Program Description:

Program includes training in Microsoft Work, Excel, Access, bookkeeping, business, English, and transcription and prepares students for clerical positions as receptionists, secretaries, clerk-typist, and bookkeeping clerk.

### Program length/hours:

480 hours, Monday through Friday, 8:30 a.m. – 3:00 p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program On-site child care is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic-skills testing are required. Minimal reading and math skills vary depending on program.

**Tuition/Cost/Fees:**      \$3,275 (2003-2004)

## Office Technology

**Training Provider:** *Wayne Finger Lakes BOCES – Adult & Continuing Education Career Centers*

**Address:** Geneva Career Resource Center  
One Franklin Square  
Geneva, NY 14456

**Phone:** (315) 781-7820

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### Program Description:

Word processing, spreadsheet preparation, database management, and presentation graphics are emphasized using Microsoft Office. Instruction includes a strong concentration in communication skills, accounting and basic math skills, office equipment, business ethics, legal issues, hospitality relations, insurance processing and preparation for the MS Office User Specialist certification exam.

### Program length/hours:

450 hours, 12 weeks, Monday through Friday, 8:30 a.m. – 3:00 p.m.

### Services Provided:

Job readiness training and job placement services provided. Internship included.

### Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$2,900

**Office Technology/  
Accounting Clerical**

**Training Provider:** *Greece Central School District, Community Education*

**Address:** P.O. Box 300  
N. Greece, NY 14515

**Phone:** (585) 966-2866 (Mary Sue France)

**Program Description:**

Select one of five Career Clusters and learn at your own pace in a training program designed to meet your needs. Instruction methods include teacher, peer, and practice using a training textbook. Move through basic, intermediate, and advanced software levels based on your ability. Career Clusters: Computer Applications – Windows introduction, keyboarding review, Microsoft Word, Excel; Word Processing – Windows introduction, keyboarding review, clerical procedures, Microsoft Word, communication; Accounting Clerical – Windows introduction, keyboarding review Microsoft Access, Excel, QuickBooks; Desktop Publishing – Desktop Publishing software, Publishing design principles, Windows introduction, keyboarding review, Microsoft Word; Medical Clerical – medical terminology, medical office procedures, medical billing, keyboarding review, Windows introduction, Microsoft Word, medical office simulation software.

**Program length/hours:**

Monday through Friday 8:00 am-12:00 noon – 160 hours

**Services Provided:**

Certificate and evaluation records are given upon successful program completion. Job seeking skills and job search assistance are available.

**Application/Admission Process:**

- Ongoing admissions process. An interview and basic skills testing is required.
- Scholarships may be available. These programs are approved by many local agencies, including Rochester Works!, VESID, DOL and DHHS.

**Tuition/Cost/Fees:** \$2,100

**Office Technology/  
Secretarial Sciences – Clerk Typist**

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14623  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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**Program Description:**

In order to qualify for this certificate program, a sequence of courses is offered to provide the student with a background in typing and general office practices and procedures. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

**Program length/hours:**

31 credit hours (14 courses)

**Services Provided:**

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

**Application/Admission Process:**

- Complete an application packet (on-line or request one from a school counselor or the college admission office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
  - 1 year of high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## Paralegal

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.               150 Bellwood Dr.  
                                  Rochester, NY 14623           Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                      www.bryantstratton.edu

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### Program Description:

This program emphasizes practical hands-on applications and prepares you to analyze cases and to prepare legal forms and documents required in litigating law suits, prosecuting crimes, closing real estate transactions, and drafting documents used in custody, separation and divorce proceedings. This course of study prepares participants for entry-level positions working under the supervision of an attorney in private law firms or in other related occupations in government, legal departments of banks, corporations, insurance companies, accounting firms, and real estate development or property management firms.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Job placement assistance and career management training.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**    \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## Professional Office Careers

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### Program Description:

This program consist of three modules: 1) Business Foundations 2) Specialized Career Pathway Training and 3) Internship Experience. Lecture and hands-on instruction focus upon the mastery of Microsoft Office 2000 applications, the Windows software of choice for the majority of today's employers. Preparation for IC<sup>3</sup> (Internet & Computing Core) Industry Certification is also integrated throughout the curriculum. The unique design of this program offers the student the opportunity to choose a specialized career pathway as a Medical Office Assistant, Executive Administrative Assistant, Legal Secretary, Customer Support Specialist or General Office Clerk.

### Program length/hours:

Monday - Friday, 9:00 am – 2:30 pm (450 total hours)

### Services Provided:

2-weeks (50 Hours minimum) internship experience +portfolio development. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

**Tuition/Cost/Fees:** \$4,495 plus \$239 for books and supplies for Exec. Secty/Admst  
\$210 for books and supplies for Legal Secretary  
\$369 for books and supplies for Medical Office Asst  
\$160 for books and supplies for Cust Svc/Data Entry  
\$160 for books and supplies for General Office Clerk

## Word Processing/Typist

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

This program is designed to prepare students for employment by developing familiarity with common microcomputer software packages such as word processing, spreadsheets and databases. Students also develop essential business communication skills, study fundamentals of accounting and office procedures, and are placed in a cooperating firm to gain experience in business operations. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

30 credit hours (10 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## **Auto Body Repair**

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### **Program Description:**

Instruction in metal straightening, use of epoxies and filler, masking and application of modern finishes. Develops skills in welding, analyzing vehicle damage and repair estimating.

### **Program length/hours:**

September through June, half days or full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25 p.m.

### **Services Provided:**

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### **Application/Admission Process:**

An intake interview with a counselor and basic skills testing are required. Requires reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:**                      Varies depending number of hours of attendance  
\$2,750 half for days and \$5,500 for full days

## **Automotive Technology**

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### **Program Description:**

Learn to diagnose, maintain and repair all systems of automobiles and light trucks

### **Program length/hours:**

September through June, Half days or full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25 p.m.

### **Services Provided:**

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### **Application/Admission Process:**

An intake interview with a counselor and basic skills testing are required. Requires reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:**      Varies depending on number of hours of attendance  
\$2,750 half for days and \$5,500 for full days

## Auto Services

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education  
(in conjunction with Eastern Monroe Career Center)*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### Program Description:

A hands-on program in which actual repair work comprises a large portion of training. Learn to use hand tool, trade-related power tools, wheel balancing/alignment equipment, and electronic testing devices. The course also covers engine theory and repair, starter and alternator operation, brakes, suspension systems, steering, customer relations, preventive maintenance, wheel balancing and alignment, front-end alignment and repairs, and electronic ignition systems. Internships are available. Students get jobs at automotive dealerships, independent garages and auto-related businesses as mechanics, tune-up specialists, brake specialists, parts department and service representatives. Average starting pay is \$7.00 per hour.

### Program length/hours:

440 hours, 36 weeks (September through June), Monday through Friday, 8:00-10:40 a.m.

### Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

### Application/Admission Process:

Attend an orientation session and a testing session at which times application paperwork is completed. Testing is required for basic math and reading skills (approximately 8<sup>th</sup> grade level). An intake interview is also required. Must be 18 years of age or older to be enrolled as an adult. This is a high school training program in which adults may be enrolled, if room permits.

**Tuition/Cost/Fees:** \$4,000

## Collision Repair Technology

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education  
(in conjunction with Eastern Monroe Career Center)*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### Program Description:

Learn to repair, refinish, and paint damaged vehicles through hands-on experience in a fully-equipped body shop. Work on you own or customers' cars through a combination of artistry and hard work, using high tech materials, such as urethane paints and plasma cutter. Course includes sheet metal repair techniques, car detailing, spray gun and air brush techniques, material and product use, special paint effects, collision estimating, MIG, oxyacetylene and plastic welding, unitized body repair, and plastics. Internships are available. Students get jobs at professional collision repair companies, insurance claims offices, body shop supply stores, and detail shops as doll-up personnel, frame/unibody technicians, paint technicians, insurance claim representatives, paint/equipment/parts distribution and sales.

### Program length/hours:

440 hours, 36 weeks (September through June), Monday through Friday, 8:00-10:40 a.m.

### Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

### Application/Admission Process:

Attend an orientation session and a testing session at which times application paperwork is completed. Testing is required for basic math and reading skills (approximately 8<sup>th</sup> grade level). An intake interview is also required. Must be 18 years of age or older to be enrolled as an adult. This is a high school training program in which adults may be enrolled, if room permits.

**Tuition/Cost/Fees:** \$4,000

## **Building Maintenance**

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### **Program Description:**

Students will receive lecture and hands-on instruction covering the general use, maintenance and repair of building equipment and facilities. Building Maintenance equips students with those basic core skills necessary for entry level employment in the field of building operations and maintenance as well as the building trades.

### **Program length/hours:**

Monday – Friday, 8:30 am – 5:00 pm (480 total hours-13 weeks)

### **Services Provided:**

1 week/40 hour internship experience. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### **Application/Admission Process:**

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

**Tuition/Cost/Fees:** \$4,155 plus \$60 for books and supplies.

## Carpentry

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education  
(in conjunction with Eastern Monroe Career Center)*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### Program Description:

You will build large projects such as houses and storage buildings, and small projects such as quality cabinets and furniture in this hands-on program. Work as part of a team to build a full-size modular house and get experience framing, sheathing interior walls, and installing roof trusses. Learn to read and create architectural drawings, as well as how to use AutoCAD and do layout procedures from these blueprints. Learn about the properties of various materials used in constructing houses and commercial building sites. Internships are available with local builders and contractors. This program will help you to obtain Association of Builders and Contractors certification or a union apprenticeship. Will also help you prepare for certification in the use of pneumatic tools, power activated equipment, forklift operation and demolition saw use. Students get jobs as rough carpenter, exterior siding laborers, trimmers, roofers, foremen, and general contractors.

### Program length/hours:

440 hours, 36 weeks (September through June), Monday through Friday, 8:00-10:40 a.m.

### Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

### Application/Admission Process:

Must be 18 years of age or older. Attend an orientation session and a testing session at which times application paperwork is completed. Testing is required for basic math and reading skills (approximately 8<sup>th</sup> grade level). An intake interview is also required. This is a high school training program in which adults may be enrolled, if room permits.

**Tuition/Cost/Fees:** \$4,000

## **Carpentry/Cabinet-making**

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### **Program Description:**

Provides a general knowledge of carpentry through construction of a house from the ground up. Extensive training in machine set-up and operations used in cabinet making.

### **Program length/hours:**

September through June, Half days or full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25 p.m.

### **Services Provided:**

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### **Application/Admission Process:**

An intake interview with a counselor and basic skills testing are required. Requires reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:**                      Varies depending on number of hours of attendance  
\$2,750 half for days and \$5,500 for full days

## Commercial Electricity

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education  
(in conjunction with Eastern Monroe Career Center)*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### Program Description:

In this industrial/commercial electricity program you learn how to control the power source for much of modern technology. Through a combination of classroom instruction and hands-on experience, gain a basic understanding of AC and DC theory, as well as the practical application to motors, electromechanical and electronic control situations. Learn blueprint reading, estimating, troubleshooting, and electrical codes as well as pipe bending, wire installation, and how to use test equipment. Work on a variety of on-campus projects, such as wiring a home built by carpentry students. Also work on projects in conjunction with area businesses. Internships are available. Students get jobs as electrician helpers and installers, and union apprentices. Average starting pay is \$8.25 per hour.

### Program length/hours:

440 hours, 36 weeks (September through June), Monday through Friday, 8:00-10:40 a.m.

### Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

### Application/Admission Process:

Attend an orientation session and a testing session at which times application paperwork is completed. Testing for basic math and reading skills (approximately 8<sup>th</sup> grade level) is required. An intake interview is also required. Must be 18 years or older. This is a high school training program in which adults may be enrolled, if room permits.

**Tuition/Cost/Fees:** \$4,000

## Construction Trades

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program, with classroom instruction, site visits, and internship, prepares students for entry-level employment in the construction and building trades field. Students learn theory and hand-on principals of carpentry, electric, masonry, plumbing, safety and teamwork.

### **Program length/hours:**

15 weeks, Monday through Friday, 8:30 a.m.-1:50 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- 18 years of age or older
- HS diploma or GED
- Driver's license
- Good physical health
- 9.0 grade reading skills and 7.5 grade math skills as measured by the TABE test
- Economic eligibility guidelines

**Tuition:** Free to those who qualify

## **Custodial Technician**

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### **Program Description:**

This program provides hands-on experience for students in gaining the skills required to obtain employment in the custodial field – building maintenance, floor care, equipment care and use, and safety procedures. A one-week internship helps students gain experience and allows them to practice their new skills.

### **Program length/hours:**

150 hours, 12 weeks, Monday through Thursday, 1:00 p.m - 4:00 p.m.

### **Services Provided:**

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; text included; fee-based child-care facilities.

### **Application/Admission Process:**

Attend an orientation/testing session at which application paperwork is completed. Testing for basic math and reading skills is required. An intake interview is also required. Must be 18 years or older. This is an adults only program

**Tuition/Cost/Fees:** \$1,500

## Electricity, Plumbing & Heating

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### Program Description:

Learn use of test equipment and power tools relating to residential, commercial and industrial wiring. Instruction in blueprint reading, plumbing and heating standards and trouble shooting techniques is also included.

### Program length/hours:

September through June, Half days or full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25 p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Requires reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:**      Varies depending on number of hours of attendance  
\$2,750 half for days and \$5,500 for full days

## Facilities Technician

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education  
(in conjunction with Eastern Monroe Career Center)*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### Program Description:

This comprehensive, hands-on program prepares individuals for jobs as building superintendents, custodial engineers, maintenance mechanics, and custodial supervisors. The program gives students a wide variety of skills needed to maintain today's complex facilities, including heating and air conditioning, includes training in basic computer skills for generating reports and records. A one-week internship helps students gain real world experience and practice their new skills. The average starting pay for graduates, 92% of whom get jobs in the field, is \$11.24 per hour.

### Program length/hours:

340 hours, 16 weeks (September through June), Monday through Friday, 8:00 a.m - 12:00 p.m.

### Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; text included; fee-based child-care facilities.

### Application/Admission Process:

Attend an orientation session and a testing session at which times application paperwork is completed. Testing for basic math and reading skills is required. An intake interview is also required. Must be 18 years or older. This is an adults only program

**Tuition/Cost/Fees:** \$3,235

## Heating, Ventilating and Air Conditioning (HVAC)

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program is designed for the student who is seeking an entry level position as a preventive maintenance mechanic or installation/service technician in the field of heating, ventilating, and air conditioning or related areas. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

32 credit hours (10 courses)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
  - 1 year of high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Heating, Ventilation, Air Conditioning and Refrigeration**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Rd. #20  
Stanley, NY 14561

**Phone:** (585) 526-4624 or (585) 526-6449

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Learn to install, service and maintain residential and commercial systems. Hot water, forced air, steam, heat pumps, and gas/oil/electric-fired systems are covered along with refrigerant handling and recovery techniques. Work experience and observations at various residential and commercial job sites included along with EPA (Environmental Protection Agency) test preparation.

### **Program length/hours:**

450 hours, Tues. – Thurs. 5:00 – 10:00 pm

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$3,200

## **Residential Electricity**

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education  
(in conjunction with Eastern Monroe Career Center)*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### **Program Description:**

Learn to wire all the rooms and the main panel of a house, and understand the theory to do it safely. Experience the basics of wire switches, lights, and receptacles. Investigate the types of equipment used in house construction. Learn proper installation techniques for main panel service, and develop the skills to estimate circuit and panel sizes. Internships are available. Students get jobs as electrician helpers and installers, and union apprentices. Average starting pay is \$7.00 per hour. The published placement rate is 100%.

### **Program length/hours:**

440 hours, 36 weeks (September through June), Monday through Friday, 11:30 a.m. – 2:00 p.m.

### **Services Provided:**

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

### **Application/Admission Process:**

Attend an orientation session and a testing session at which times application paperwork is completed. Testing for basic math and reading skills (approximately 8<sup>th</sup> grade level) is required. An intake interview is also required. Must be 18 years or older. This is a high school training program in which adults may be enrolled, if room permits.

**Tuition/Cost/Fees:** \$4,000

## Trade Electricity

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education*

**Address:** Flint Career Center  
3501 County Rd. #20  
Stanley, NY 14561

Wayne Technical & Career Ctr  
4440 Ridge Rd. P.O. Box 19  
Williamson, NY 14589

**Phone:** (585) 526-4624 (315) 589-2608

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### Program Description:

Hands-on practice combined with theory and print reading will give you experience with residential, commercial & industrial wiring. Become familiar with concepts of voltage, current, resistance, power, energy, calculation, Ohm's Law and the interrelationships between these elements. w

### Program length/hours:

Mon. – Thurs. 5:00 pm – 10:00 pm

### Services Provided:

Job readiness training and job placement services provided

### Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$2,900

## Drafting

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

Drafting is the process of preparing drawings to communicate ideas and instruction for others to follow. Those employed in the field prepare detailed drawings for engineering, architectural, manufacturing and construction purposes. This certificate program is designed to prepare students with competencies to work as technical support personnel. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

26 credit hours (8 courses); requires more than 2 semesters to complete because of sequential prerequisites of classes.

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Engineering Graphics/Computer Aided Design

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:** [www.gvboces.org](http://www.gvboces.org)

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### Program Description:

Learn how to complete drawings using both traditional methods and computers with AutoCAD version 14.

### Program length/hours:

September through June, half days or full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25 p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Requires reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:** Varies depending on number of hours of attendance  
\$2,750 half for days and \$5,500 for full days

## Electronics

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### Program Description:

Learn basic concepts in analog and digital communication theory and applications in computer aided instruction. Participate in hands-on experiments and learn troubleshooting techniques.

### Program length/hours:

September through June, Half days or full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25 p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Requires reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:**      Varies depending on number of hours of attendance  
\$2,750 half for days and \$5,500 for full days

### **Class B CDL**

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackwanna Ave. 8250 State St. Rd  
Mt. Morris, NY 14510 Batavia, NY 14020

**Phone:** (585) 658-7823 (585) 344-7788  
Maryann Roby John Cima

**Web:** [www.gvboces.org](http://www.gvboces.org)

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#### **Program Description:**

This program prepares students to pass the DMV road test for a single unit truck (such as a dump truck) license and includes 18 hours of classroom training plus flexible driving times. The program provider schedules the road test.

#### **Program length/hours:**

160 hours, flexible scheduling

#### **Services Provided:**

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

#### **Application/Admission Process:**

Student must have obtained class B driving permit prior to admission. An intake interview with a counselor and basic skills testing are required. Reading and math skill requirements vary depending on program.

**Tuition/Cost/Fees:** \$795

## Commercial Drivers License

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 (Ext. 235)

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### **Program Description:**

This is a 4 weeks program designed to prepare students to pass the state licensing exam for a commercial drivers license with a Class B endorsement. This license allows the driver to operate school buses, small and large trucks, construction vehicles, and various other specialty vehicles. Potential earnings between \$7.00-\$25.00 per hour.

### **Program length/hours:**

4 weeks, Monday through Friday, 8:00 a.m.-2:00 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. Softskills training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- NYS residency for the past 12 months and proficiency in the English language
- 18 years of age or older to drive in New York State (21 to drive outside NY)
- 8<sup>th</sup> grade reading level on the TABE test
- Must be able to drive standard shift
- Economic eligibility guidelines

**Tuition/Cost/Fees:** Free to those who qualify

## Heavy Equipment

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Career Center  
3501 County Rd. #20  
Stanley, NY 14561

**Phone:** (585) 526-6449 or (585) 526-4624

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### Program Description:

Learn to safely inspect and operate the bulldozer, backhoe, and dump truck. Students become familiar with operative and preventive maintenance of machinery and prepare to pass the CDL Class B licensing exam.

### Program length/hours:

125 hours, 5 weeks, Monday through Thursday, 4:30 p.m. - 8:30 p.m. and Saturday 8:00 am – 4:30 pm

### Services Provided:

Job readiness training and job placement services provided

### Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$1,750

## **Metal Trades**

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### **Program Description:**

Training includes both machining skills on lathes, milling machines, grinders and drill processes and introduction to CNC as well as developing welding skills in Oxyacetylene, STICK, TIG, MIG and stainless steel welding.

### **Program length/hours:**

September through June, half days or full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25 p.m.

### **Services Provided:**

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### **Application/Admission Process:**

An intake interview with a counselor and basic skills testing are required. Required reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:**                      Varies depending on number of hours of attendance  
\$2,750 for half days and \$5,500 for full days

## **Metal Trades**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Rd. #20  
Stanley, NY 14561

**Phone:** (5815) 526-6449 or (585) 526-4624

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Learn basic safety, print reading and trade mathematics; operation of lathes, mills, and drill presses as well as computerized numerical controlled (CNC) machines. Learn welding processes oxyacetylene, shield metal arc, tungsten inert gas (TIG) and metal inert gas (MIG) welding. Combine your machining and welding skills to be job ready.

### **Program length/hours:**

450 hours, 20 weeks, Monday through Friday, 8:50 a.m. - 2:40 p.m.

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$2,500

## Precision Manufacturing

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### Program Description:

Learn how to run manufacturing machinery including manual lathes, mills, band saws, drill presses, and grinders in this comprehensive, hands-on program. You learn quality control and inspection techniques including SPC (Statistical Process Control) and how to use micrometers, dial calipers, and verniers. Learn applied math skills and how to read basic blueprints. Basic computer skills are also taught along with CAD/CAM and CNC concepts. Many students get jobs as quality control inspectors, machine operators, and apprentices with their internship employers. Coursework can be used to fulfill a portion of the classroom instructional component of the NYS apprenticeship program.

### Program length/hours:

440 hours, 36 weeks, Monday-Friday, 8:00 a.m.-10:40 a.m.

### Services Provided:

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; text included; fee-based child-care facilities.

### Application/Admission Process:

Attend an orientation session and a testing session at which times application paperwork is completed. Tested for high school level math and reading skills. An intake interview is also required. Must be 18 years or older.

**Tuition/Cost/Fees:** \$4,000

## Tooling and Machining

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(5856) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This Certificate program prepares students for employment in the precision metal-working industry in Monroe county and the Finger Lakes Region of New York State. Included in the course work is hands-on skills development necessary to enter apprenticeship programs in mold making, machine building, tool and die transition into employment after one semester of study. All courses are approved as by the NYS Bureau of Apprenticeship Training. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

Certificate Program: 32-33 credit hours (10 courses)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- The AccuPlacer placement exam (must meet a math criteria)
- Required high school courses for this program:  
2 years of high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Tractor Trailer**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Career Resource Center  
5253 & 5263 Parkside Dr.  
Canandaigua, NY 14424

**Phone:** (585) 394-9300

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Drive the road to success in our International “big rig”! Classroom instruction covers permit preparation, road safety, transportation regulations, and hazardous material handling. Range maneuvers and one-on-one over-the-road driving instruction will prepare you for the NYS CDL Class-A road test.

### **Program length/hours:**

**160 hours**, Monday through Friday, 8:30 am – 4:30 pm

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$3,850

## **Welding**

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education  
(in conjunction with Eastern Monroe Career Center)*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### **Program Description:**

Welding is an industrial process found in every major industry. Experience and practice with oxyacetylene, electric arc, MIG, and TIG welding will enable you to cut and fabricate steel, aluminum, and stainless steel. Learn the various processes from set-up to final inspection. Internships are available in area welding and fabrication companies. Students get jobs as welder/fabricators, arc welders, pipe welders, construction welders, and union apprentices. Work toward American Welding Society certification or bridge certification from the New York State Department of Transportation.

### **Program length/hours:**

440 hours, 36 weeks, (September through June) Monday-Friday, 8:00 a.m.-10:40 a.m.

### **Services Provided:**

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; tutoring; text included; fee-based child-care facilities.

### **Application/Admission Process:**

Attend an orientation session and a testing session at which times application paperwork is completed. Tested for basic math and reading skills (approximately 8<sup>th</sup> grade level). An intake interview is also required. Must be 18 years or older. This is a high school vocational training program in which adults are enrolled, if room permits.

**Tuition/Cost/Fees:** \$4,000

## Health Information Clerk

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### Program Description:

This program will provide students with the clerical skills required to obtain entry-level employment in a medical office or health care setting. These specific skills include the processing and retrieval of patient care information. Employees in this field must also understand and apply the basic concepts of confidentiality of patient information.

### Program length/hours:

Monday - Friday, 9:00 am – 2:30 pm (300 total hours)

### Services Provided:

2 week internship experience. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

Tuition/Cost/Fees: \$2,895 plus TBD books and supply fee

## Medical Assisting

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.               150 Bellwood Dr.  
                                  Rochester, NY 14623           Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                      www.bryantstratton.edu

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### Program Description:

Medical Assistants are multi-skilled individuals trained to assist physicians and members of the health care team in administrative, clinical, and laboratory work. Special personal qualifications such as a caring nature, accuracy, dependability, conscientiousness, and professionalism are required for this helping profession. This course of study will prepare participants for entry-level employment in private medical practices, outpatient departments, clinics, or governmental institutions.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Job placement assistant and career management training.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**    \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee

## Medical Billing & Coding

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### Program Description:

Students will receive lecture and interactive instruction in the field of Medical Billing & Coding. This program will cover such topics as: medical terminology and abbreviations; types of insurance and claims processing; and proper coding procedures. Students will be introduced to online computer billing and coding, which simulates medical office accounting principles. Employment Skills Development will be integrated throughout. Graduates are prepared to obtain employment in a medical office environment.

### Program length/hours:

Tuesday and Thursday, 6:00 pm – 9:00 pm (126 total hours)

### Services Provided:

1 week/40 hour internship experience. Students will also receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

**Tuition/Cost/Fees:** \$1,450 plus \$153 for books and supplies

## **Medical Office Assistant**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Career Resource Center  
One Franklin Square  
Geneva, NY 14456

**Phone:** (315) 781-7820

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Learn to assist physicians with patients and/or to provide clerical support in a medical facility. Topics include medical office procedures in filing, financial records, health insurance, communication skills, transcription, and medical terminology. Training in Windows and Microsoft Office is provided. Course content also includes anatomy, physiology, basic clinical skills, and an internship experience.

### **Program length/hours:**

450 hours, Monday through Friday, 8:30 a.m. - 3:00 p.m.

### **Services Provided:**

Internship, job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$2,800

## Medical Secretary

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program prepares students for employment as secretaries, transcriptionists, or assistants in medical/clerical settings. Courses include Grammar for the Office Professional, Business Math, Medical Terminology/Billing/Coding/ Transcription, Keyboarding, Business Communications, Customer Service, Records Management, Microsoft Word and Excel, CPR, Workforce Preparation and CPR.

### **Program length/hours:**

30 weeks, Monday through Friday in a variety of time frames

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 8.0 grade math skills as measured by the TABE test
- Writing sample
- Economic eligibility guidelines

**Tuition:** Free to those who qualify

## **Medical Secretary/Transcriptionist**

**Training Provider:** *Monroe #1 BOCES, Adult and Community Education*

**Address:** 41 O'Connor Rd.  
Fairport, NY 14450

**Phone:** (585) 383-2293

**Web:** [www.adulted.org](http://www.adulted.org)

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### **Program Description:**

A comprehensive course for individuals wishing to work in medical offices as receptionists, secretaries, billing clerks, or transcriptionists. Students are trained in medical terminology, billing procedures, and medical office procedures. Also, students learn how to transcribe medical tapes using Microsoft Word. Students graduating from this program earn an average hourly rate of \$10.56 an hour. The published placement rate is 85%.

### **Program length/hours:**

340 hours, 16 weeks, Monday-Friday, 8:00 a.m.-12:00 p.m.

### **Services Provided:**

Counseling and placement assistance; resume writing, job search, interviewing, communications skills; text included; fee-based child-care facilities.

### **Application/Admission Process:**

Attend an orientation session and a testing session at which times application paperwork is completed. Must have high school level math, reading skills, and language skills and be able to type 30-words per minute. An intake interview is also required. Must be 18 years or older.

**Tuition/Cost/Fees:** \$3,570

## Medical Terminology

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Road #20  
Stanley, NY 14561

**Phone:** (585) 526-4624 or (585) 526-6449

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### Program Description:

If you are considering a career in the health care industry, a knowledge of medical terminology is essential. Though medical terms are complex, there are easy to understand once separated into their components. Through lecture, discussion, and handouts, you will learn the prefixes, suffixes, and root forms of terms used in the field of medicine so the you will be able to use medical terms with insight, comprehension and precision. Emphasizing correct spelling and pronunciation, you will cover vocabulary relating to the major systems of the body.

### Program length/hours:

750 hours, Tuesdays, 6:00 - 9:00 pm

### Services Provided:

Job readiness training and job placement services provided

### Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$475

## Medical Transcription

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This new certificate program prepares students for careers in the medical transcription field including working in physicians offices, hospitality and outpatient clinics, insurance companies, private dictation services or as independent contracts. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

33 credit hours consisting of 12 classes.

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- HS diploma or equivalent
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Spelling, audio/listening skills and keyboarding proficiency
- Recommended high school courses for this program include English, Math and Biology

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Medical Transcription**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Rd. #20  
Stanley, NY 14561

**Phone:** (585) 526-4624 or (585) 526-6449

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Learn to transcribe histories, physicals, operative reports, discharge summaries, and consults using true-to-life simulation tapes. Medical ethics and the role of the medical professional will be discussed. A minimum typing speed of 30-wpm is recommended.

### **Program length/hours:**

120 hours, Wednesdays, 5:30 – 9:30 p.m.

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$750

## Office Technology: Medical Secretarial

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

Medical Secretaries utilize specific knowledge of medical terminology and hospital, clinic and laboratory procedures. Changes in federal rules of reimbursement for Medicare and Medicaid and the development of computerized billing have resulted in the need for increasing numbers of specially trained staff. This program is designed to prepare individuals with specialized skills to enter the workforce as receptionists, insurance clerks, transcriptionist and office managers in medical settings. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

30 credit hours (10 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

### **Secretarial with Medical Transcription**

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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#### **Program Description:**

Program includes training in Microsoft Work, Excel, Access, medical terminology, health insurance forms, medical transcription and bookkeeping and prepares students for clerical positions in the medical field.

#### **Program length/hours:**

572 hours, Monday through Friday, 8:30 a.m. – 3:00 p.m.

#### **Services Provided:**

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

#### **Application/Admission Process:**

An intake interview with a counselor and basic skills testing are required. Minimal reading and math skills vary depending on program.

**Tuition/Cost/Fees:**     \$3,275 (2003-2004)

## **Certified Nurse Assistant**

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### **Program Description:**

This program prepares the student, through classroom and clinical work, for state registry as a nurse aide. 95 hours of classroom instruction and 35 hours of supervised clinical experience is provided. The written and clinical state exam is also included.

### **Program length/hours:**

130 hours, Tuesday and Thursday, 6:00 – 10:00 p.m. and Saturdays, 8:00 a.m. – 3:00 p.m.

### **Services Provided:**

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### **Application/Admission Process:**

An intake interview with a counselor and basic skills testing are required. Minimal reading and math skills vary depending on program.

**Tuition/Cost/Fees:**     \$775

## **Certified Nurse Assistant**

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program is designed to prepare students to pass the NYS certification exam and work as a Certified Nurse Assistant by incorporating clinical and work experience. Courses include: Orientation to Health Careers, Medical Terminology, Infection Control/Medical Asepsis, Geriatrics, Nutrition, Anatomy/Physiology (overview), Vital Signs, First Aid, Nursing Lab, Clinical, Workforce Preparation.

### **Program length/hours:**

8 weeks, Monday through Friday in a variety of time frames

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- High school diploma or GED
- Personal interview with a counselor
- 7.5 grade reading skills and 6.0 grade math skills as measured by the TABE test
- 2 favorable letters of reference
- Evidence of good health as documented by a physician
- Economic eligibility guidelines

**Tuition:** Free to those who qualify

## **Certified Nursing Assistant**

**Training Provider:** *Orleans/Niagara BOCES Community Education*

**Address:** Niagara Career and Technical Education Center  
3181 Saunders Settlement Rd.  
Sanborn, NY 14132  
and  
Orleans Career and Technical Education Center  
4232 Shelby Basin Rd.  
Medina, NY 14103

**Phone:** (800) 836-7510

**Web:** [www.onboces.org](http://www.onboces.org)

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### **Program Description:**

In accordance with New York State Education requirements this Nursing Assistant program is 145-hours and includes theory and practical experience. A new class starts each month at the Sanborn BOCES site and Hanci in Niagara Falls. Practical experience is gained at one of the local health care facilities.

### **Program length/hours:**

145 hours, 4 week, Monday through Thursday, 8:00 a.m. – 3:30 p.m.

### **Services Provided:**

None available

### **Application/Admission Process:**

Apply in person

**Tuition/Cost/Fees:** Effective July 1, 2004, tuition \$655.00 plus \$35.00 book fee and \$115.00 testing fee.

## **Certified Nursing Assistant**

**Training Provider:** *Rochester City School District – Workforce Preparation*

**Address:** Family Learning Center  
30 Hart St.  
Rochester, NY 14605

**Phone:** (585) 262-8000

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### **Program Description:**

This NYS Department of Education approved class prepares you for the Nurse Aide Certification exam. Training includes work experience in a nursing home. Class size is limited. Program includes 100 hours theory and 30 clinical hours.

### **Program length/hours:**

130 hours; fall, winter and spring sessions; day and evening hours available.

### **Services Provided:**

No information published.

### **Application/Admission Process:**

Application form must be completed with references and a personal letter of intent. A physical exam required prior to clinical practicum.

**Tuition/Cost/Fees:** \$350.00 (plus \$150.00 uniform fee and \$115.00 NYS exam fee)

## **Dental Assistant**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Canandaigua Career & Resource Center  
5253 and 5263 Parkside Dr.  
Canandaigua, NY 14424

**Phone:** (585) 394-9300

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

A combination of classroom, lab and internship hours will prepare you for eligibility to take the New York State certification exam. This 630 hour NYS registered program will cover dental anatomy, basic lab techniques, chair-side assisting, microbiology, sterilization procedures, radiology and administrative procedures.

### **Program length/hours:**

630 hours, Monday through Friday, 8:30 a.m. – 3:00 p.m.

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$3,900

## Dental Assisting

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### Program Description:

Students will receive lecture and hands-on instruction in the field of Dental Assisting. This program will cover such topics as: the role of the dental assistant; dental anatomy and terminology; instrument care and use; and chairside procedures and manners. Lab component simulates a typical dental environment with anatomically correct prosthetics and appropriate office equipment. Students will gain 200 hours of clinical experience at the Eastman Dental Center. In addition to dental training, this program will include Employment Skills Development (DSD). Graduates are prepared for entry-level employment in the field of dental services.

### Program length/hours:

Monday – Friday, 8:30 am – 11:30 am (450 total hours) Classroom/Lab hours  
Monday – Friday, 8:30 am – 5:00 pm (200 total hours) Clinical hours

### Services Provided:

Students will receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

**Tuition/Cost/Fees:** \$4,175 plus \$217 for books and supplies

## Dental Assisting

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This one-year program prepares you for entry-level employment within the dental profession. Students are taught to perform chair-side assisting and related lab and office procedures. Instruction includes both lectures/labs, hands-on clinical experience and formal clinical internships. Graduates are eligible to take the National or New York State Certification Exam. Courses taken may be applied toward a degree should you decide to complete the associate degree requirements.

### Program length/hours:

29-31 credit hours consisting of 12-14 courses.

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Completed physical exam and CPR certification
- High School diploma or GED required
- Recommended high school courses: Biology and Chemistry

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## Emergency Medical Technician

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

Upon completion of program, graduates will be eligible to sit for the NYS Health Department certification exam as Emergency Medical Technician Basic, Intermediate or Critical Care (3 tracks: paramedic, EMS management, and general). Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

33 credit hours (11 courses approximately)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Recommended high school courses: 1 year of high school math and science

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Emergency Medical Technician-Paramedic**

**Training Provider:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### **Program Description:**

This 11 month certificate program prepares students to serve as pre-hospital emergency medical care professionals. Instruction is delivered through lecture, lab experiences, clinical lessons, and field training and prepares students to take the NYS Paramedic Certification exams and the National Registry of EMT Paramedic exam, and to obtain American Heart Association certification in basic cardiac life support, and pediatric advanced life support. Students are required to complete 281 hours of in-hospital clinical field experience and a 100 hour field internship with area advanced life support ambulance services.

### **Program length/hours:**

24 credit hours (3 courses) plus 281 hours of clinical field experience and a 100 hour field internship

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Health Care Support Specialist

**Training Provider:** *Greece Central School District, Community Education*

**Address:** P.O. Box 300  
N. Greece, NY 14515

**Phone:** (585) 966-2866 (Mary Sue France)

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### Program Description:

There is urgent need for qualified Support Specialists to provide group home care for developmentally disabled and private home care for those with traumatic brain injury (TBI). Basic First Aid and CPR certifications are included. Course is divided into four Career Clusters: Safety and Understanding – intro to developmental disabilities and TBI, crisis intervention and prevention, basic first aid, blood born pathogens, emergency procedures, universal precautions, infection control, CPR; Communication and Work Skills – effective work relationships, communication skills, teamwork concepts, organization skills, time management, on-the-job math, problem solving, keeping logs; Home Care – consumer appointment coordination, grocery shopping, task analysis and prioritizing, community agency access, housekeeping skills, meal preparation, nutrition; Customer Service - confidentiality (HIPPA), telephone techniques, advocacy.

### Program length/hours:

Monday, Wednesday, Thursdays - 4:30 pm-8:30 pm. 100 hours.

### Services Provided:

Certificate and evaluation records are given upon successful program completion. Job seeking skills and job search assistance are available. 15-20 hour internship.

### Application/Admission Process:

Ongoing admissions process. An interview and basic skills testing is required. A minimum reading level of 8<sup>th</sup> grade and minimum math level of 9<sup>th</sup> grade required. Must have GED or high school diploma. A drivers' license may be required. Driver education classes may be arranged for students who need a license.

**Tuition/Cost/Fees:** \$1250

## Licensed Practical Nurse

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue                      8250 State Road  
Mt. Morris, NY 14510                                      Batavia, NY 14020

**Phone:** (585) 658-7823                                      (585) 344-7788  
Maryanne Roby    John Cima

**Web:**                                      www.gvboces.org

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### Program Description:

This accredited New York State program combines classroom study and clinical experience and qualifies students to take the NYS Board Examination for Licensed Practical Nurses. Some areas covered are anatomy and physiology, nutrition, pediatric nursing, pharmacology, geriatric nursing, maternal and infant nursing, psychiatry, and medical/surgical. The classroom study is correlated with practice in the nursing arts laboratory, and clinical experiences, which involve the delivery of direct patient care. Classes held in Batavia and Mt. Morris.

### Program length/hours:

46 weeks, 30-32 hours per week, evening hours Monday through Thursday from, 4:00–8:30/10:30 p.m. (varies). Hours change to day for clinical practicum and depend on site.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site child care is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Required reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:**     \$6,990

## Licensed Practical Nurse

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This 10-month accredited New York State program combines classroom study and clinical experience, and qualifies students to take the NYS Board Examination for Licensed Practical Nurses. Courses include: Anatomy and Physiology, Nutrition, Practical Nursing (I/II), Pharmacology, Gerontology, Care of Pediatric/Adult/Obstetric Patient, Mental Health, Legal, Ethical and Vocation Development, Normal Growth/Development, Nursing Fundamentals (I/II), CPR/First Aid, Leadership/Community Health Issues, Computers in Health Care, Workforce Preparation.

### **Program length/hours:**

40 weeks, Monday through Friday, 8:00 a.m.-2:30 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview with a representative from the Nursing Dept.
- 18 years of age or older
- Economic eligibility guidelines
- High school diploma or GED
- 10.0 grade reading skills and 8.0 grade math skills as measured by the TABE test
- Physical exam
- 2 favorable letters of reference

**Tuition:** Free to those who qualify

## **Licensed Practical Nursing**

**Training Provider:** *Orleans/Niagara BOCES Community Education*

**Address:** Niagara Career and Technical Education Center  
3181 Saunders Settlement Rd.  
Sanborn, NY 14132  
and  
Orleans Career and Technical Education Center  
4232 Shelby Basin Rd.  
Medina, NY 14103

**Phone:** (800) 836-7510

**Web:** [www.onboces.org](http://www.onboces.org)

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### **Program Description:**

This 15-month program is designed for students who are managing work and/or family responsibilities while attending school. Upon successful completion of the first level of this program (LPN I) and geriatric clinical experience, students are eligible to take the New York State Nurse Aide Registry exam to gain employment as a Certified Nursing Assistant. Upon completion of the entire 1,220 hours of instruction (710 hours of theory and 510 hours of clinical) students are eligible for the National Council Licensing Examination to become Licensed Practical Nurses.

### **Program length/hours:**

15 months—Monday through Thursday  
Orleans Career and Technical Center—7:30 am-12:30 pm  
Niagara Career and Technical Center—7:00 am-12:00 pm  
Clinical—Monday through Thursday—8 hour day

### **Services Provided:**

Job placement assistance provided.

### **Application/Admission Process:**

A pre-test of basic skills and a personal interview are required. Financial assistance is available.

**Tuition/Cost/Fees:** \$6,500. Additional cost for text books, uniform, physical, supplies, CPR certification, and licensing fees.

## **Nurse's Assistant**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education*

**Address:** Newark Career Center  
Arcadia & Maple Building  
111 Drumlin Court  
Newark, NY 14513

**Phone:** (315) 332-7374

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Prepare for the New York State Certification Exam by completing this course. Program includes classroom training in the principles and practices of patient care and the role of the nursing assistant. Clinical experience in a long-term healthcare setting is also included.

### **Program length/hours:**

Session 1: Monday through Friday, 8:30 am- 2:00 pm  
Session 2: Monday through Friday, 8:30 am- 2:00 pm  
Session 3: Monday through Friday, 8:30 am- 2:00 pm  
Session 4: Monday through Friday, 5:30 pm – 9:30 pm

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$950

## Pharmacy Technician

**Training Provider:** *Greece Central School District, Community Education*

**Address:** P.O. Box 300  
N. Greece, NY 14515

**Phone:** (585) 966-2866 (Mary Sue France)

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### Program Description:

Learn specialized skills to obtain a job as a pharmacy technician in hospitals, medical centers or retail sites. Pharmacy technicians are vital members of a pharmacy team. Instruction is provided by a faculty team trained in both retail and hospital technician duties. Methods include both group and private lessons. Private lessons will be scheduled at a local hospital pharmacy. An internship concludes the training. Registration and acceptance as a hospital volunteer, as well as reading and math tests, are required prior to admission into the program.

### Program length/hours:

Wednesday, 6:00 pm – 9:00 pm. Private lessons—6 hours by appointment. Internship—10-20 hours.

### Services Provided:

Certificate and evaluation records are given upon successful program completion. Job seeking skills and job search assistance are available.

### Application/Admission Process:

Ongoing admissions process. An interview and basic skills testing is required. A minimum reading level of 8<sup>th</sup> grade and minimum math level of 9<sup>th</sup> grade required. Must have GED or high school diploma.

**Tuition/Cost/Fees:** \$650

## Phlebotomy & Lab Services

**Training Provider:** *Monroe 2-Orleans BOCES*

**Address:** Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

**Phone:** (585) 349-9100

**Web:** [www.cwdadulthoodeducation.org](http://www.cwdadulthoodeducation.org)

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### Program Description:

Students will receive lecture and hands-on instruction in the field of Phlebotomy and Laboratory Services. This program will cover such topics as: the role of the Phlebotomist; patient identification; collection and preparation of blood and body fluid specimens; maintenance of records and collection areas. Anatomically correct arms, prosthetics, and human blood draws will be used in this course. In addition to the medical training, this course will include Employment Skills Development (ESD) and basic computer literacy for data base familiarity. Graduates are prepared to obtain entry-level jobs in health services.

### Program length/hours:

Monday & Wednesday, 6:00 pm – 8:30 pm  
Saturdays 8:00 am – 12 noon (105 total hours)

### Services Provided:

Students will receive instruction and guidance with employment skills, job search techniques and on-site job placement assistance. Tuition assistance and funding opportunities are available and will be presented to candidates who meet certain eligibility requirements.

### Application/Admission Process:

Any adult, 18 years of age or older, may apply for admission. The first step is to call and schedule an appointment with one of our admission advisors who will provide program information and a tour of the facility. An academic and vocational evaluation may also be required.

**Tuition/Cost/Fees:** Please call an Admissions Advisor for information

## **Phlebotomy Technician**

**Training Provider:** *Via Health, Rochester General Hospital*

**Address:** School for Phlebotomy Technicians  
1425 Portland Ave.  
Rochester, NY 14621

**Phone:** (585) 338-4247/4819 (Nancy C. Mitchell)

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### **Program Description:**

The American Society of Clinical Pathologists (ASCP) has recognized the need for highly trained and motivated Phlebotomists. The ADCP, which certifies a large array of clinical lab personnel, has developed a national certification exam in Phlebotomy. Successful completion of this certifying exam demonstrates a high degree of practical and theoretical knowledge in Phlebotomy. Certified phlebotomists are granted the title PBT (ASCP) after their name. Graduates of this program are eligible to sit for the national certifying exam.

The Phlebotomist is responsible for accurately and precisely collecting blood specimens for clinical lab analysis by medical technologists. The results of these procedures are used by physicians to diagnose and treat patients.

Extensive lecture and practicum experiences are provided. One day a week is lecture at Rochester General Hospital and 4 days a week are spent on clinical assignments at one of the satellite collection stations in the greater Rochester area.

### **Program length/hours:**

400 hours, 10 weeks usually beginning in January and September

### **Services Provided:**

No published information regarding services

### **Application/Admission Process:**

Admission is competitive. Student must have earned a high school diploma or GED and have a C average or above throughout high school. Candidates must have had a science/math average of C or better in high school and demonstrated better than average attendance throughout high school. Candidates should have taken biology, chemistry, and mathematics in high school. Three letters of recommendations are required including 2 from science teachers and one from another teacher chosen by the applicant. Official high school transcripts are required. Candidates must also take an English language skills test for comprehension and vocabulary assessment. An interview is also required.

**Tuition/Cost/Fees:** \$299 (does not include fee for national certifying exam)

## **Practical Nursing**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Newark Career Center  
Arcadia & Maple Buildings  
Drumlin Court  
Newark, NY 14513

**Phone:** (315) 332-7374

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

This is an opportunity to join the nation's 2<sup>nd</sup> largest health care group. Our program offers students training in classroom and clinical instruction in the areas of Geriatrics, Obstetrics, Pediatrics, Medical-Surgical, Mental Health, Pharmacology, Community Health, Growth and Development, and Nursing Science. Clinical experiences take place in various health care facilities. Successful completion of the program leads to NYS Board eligibility for licensing (LPN)

### **Program length/hours:**

1050 hours, Mondays through Fridays, 8:30 am – 2:30 pm

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$6,500

## **Surgical Technician**

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program is designed to train and prepare students to become integral members of the surgical team. The primary responsibilities of a Surgical Technician are: maintaining the sterile field, anticipating the needs of the surgeon, passing instruments, sutures and sponges during surgery, and preparing the patient for surgery. Courses include: Anatomy and Physiology, Intro. To Surg. Tech./Lab., Special Procedures Theory/Clinical, CPR/First Aid, Workforce Preparation.

### **Program length/hours:**

30 weeks Monday through Friday, 8:00 a.m.-2:30 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview with a Nursing Department member
- High school diploma or GED
- 10.0 grade reading skills and 8.0 grade math skills as measured by the TABE test
- 2 favorable letters of reference
- Evidence of good health as documented by a physician
- Economic eligibility guidelines

**Tuition:** Free to those who qualify

## Unit Health Clerk

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program prepares students for entry-level employment in most health-care settings. Successful graduates will be able to provide both clinical and clerical services. Courses include: Medical Terminology, Keyboarding, Computers in Medical Office, Clinical Practicum, EKG, Processing Medical Orders, CPR/First Aid, Intro. To Phlebotomy, Nursing Skills, Workforce Preparation.

### **Program length/hours:**

10 weeks, Monday through Friday, 8:00 a.m. – 1:30 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. “Softskills” training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student’s success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- High school diploma or GED
- Personal interview with Nursing Department personnel
- 18 years of age or older
- Evidence of good health as documented by a physician
- 2 favorable letters of reference
- 8.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility requirements

**Tuition:** Free to those who qualify

## Child-care Technician

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program is designed to prepare students for employment in the child-care industry and also assists in teaching skills for upward mobility in the field as a daycare assistant. Courses include: Child Development, Safety, Health, Child Guidance, Learning Environment, Self-esteem, Professionalism, Workforce Preparation, CPR/First Aid, Internship.

### **Program length/hours:**

15 weeks, Tuesday and Thursday 12:30 p.m. – 3:30 p.m. or 5:00 p.m. – 8:00 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. “Softskills” training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student’s success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 2 favorable letters of reference
- 6.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility requirements
- Evidence of good health as documented by a physician

**Tuition:** Free to those who qualify

## Child Development

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Newark Career Center  
Arcadia & Maple Building  
111 Drumlin Court  
Newark, NY 14513

**Phone:** (315) 332-7374

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### Program Description:

Prepare for the nationally recognized Child Development Associate (CDA) credential. Topics include licensing regulations, child development, learning environments and curriculum planning, child guidance theory and practice, child abuse detection and reporting, working with families, job responsibilities, and professionalism.

### Program length/hours:

120 hours, Wednesdays, 6:030-9:00 a.m.

### Services Provided:

Job readiness training and job placement services provided

### Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$750

### **Child Development Associate**

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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#### **Program Description:**

This program enables individuals working in child-care to continue preparation for national accreditation. On-site employment visits and reviews are necessary to complete credentials for Child Development Associate.

#### **Program length/hours:**

Length of class based on progress (field study/work site)

#### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

#### **Application Requirements/Admission Process:**

- Currently working in child-care field with 120 class hours in approved NYS program.
- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility requirements

**Tuition:** Free to those who qualify

## Child Development Renewal

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program enables individuals working in child-care who have previously received national Child Development Associate accreditation to prepare to renew the accreditation status.

### **Program length/hours:**

Length of class based on progress (field study/work site)

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Currently working in child-care field.
- Previously received CDA Credentials.
- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility requirements

**Tuition:** Free to those who qualify

## Early Childhood Education

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### **Program Description:**

This certificate program is designed to prepare students to become care-givers to young children. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours (10 courses); can be completed in 2 semesters.

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Early Childhood Education

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This one-year childhood education certificate program provides training for those who plan to work with young children in preschool and pre-kindergarten settings. Students receive basic understanding of principles of early child education, child growth and development, and will develop specific skills in planning and implementing the curriculum for young children. Upon completion of program, graduates are prepared to work in classrooms as well as home-based or center-based childcare facilities. In cooperation with the Western New York Child Care Council, this program is designed to meet the training requirements of the Child Development Associate Credential (CDA). Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

33 credit hours consisting of 12 courses.

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- High school diploma or equivalent recommended and courses in math, science

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Barber Styling**

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### **Program Description:**

Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of barber styling. Maximum class size is 150 students. Upon completion of this course, the student receives a Certificate of Completion and is eligible to take the New York State Board Exam, which upon completion, qualifies the student for a New York State Master Barber-Stylist License. After receiving a license, the graduate is qualified to pursue a variety of opportunities in the barber-stylist field such as barber stylist, Manufacturer's representative, product demonstrator, hair replacement specialist, and platform artist. Coursework includes bacteriology, sanitation, tools, treatment of hair and scalp, facial massage, shaving hair cutting styling, mustache and beard design, hairpieces, anatomy and physiology, selling, shop management, and licensing laws.

### **Program length/hours:**

600 hours, 32.5 hours per week for approximately 18 weeks

### **Services Provided:**

Placement assistance with local and out-of-town shops needing barbers is provided. Lifetime placement assistance is provided at no charge.

### **Application/Admission Process:**

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$6,900

## Cosmetology

**Training Provider:** *Continental School of Beauty Culture*

**Address:** 633 Jefferson Rd.  
Rochester, NY 14623

**Phone:** (585) 272-8060

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### Program Description:

Coursework includes hair styling, permanent waving, hair coloring, haircutting and sculpturing, long hair, chemical straightening, quick services techniques, and hair care. Upon completion of this 1,000-hour course, the student will receive a Certificate of Completion. The New York State Dept. of State Licensing Services will then issue the graduate a temporary license upon submission of the New York Cosmetologist application.

### Program length/hours:

1,000 instructional hours in hairdressing and cosmetology

- 1) Day classes, full-time, 32.5 hours per week-31 weeks (2 terms),  
9:30 a.m.-4:45 p.m., Monday through Friday (6.5 hours daily)
- 2) Day classes, part-time, 19.5 hours per week-52 weeks (3 terms),  
9:30 a.m.-4:45 p.m., Monday, Wednesday and Thursday (6.5 hours daily)
- 3) Evening classes, part-time, 19 hours per week-53 weeks (3 terms),  
6:00-9:00 p.m., Monday, Wednesday and Thursday (4 hours per night) and  
9:00 a.m.-4:45 p.m. Saturday (7 hours)

### Services Provided:

Personal assistance and employment assistance provided. Students receive help in developing resumes and are trained in fundamental job interview skills. Employment opportunities are logged. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

### Application/Admission Process:

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$8,715

## Cosmetology

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue  
Mt. Morris, NY 14510

8250 State St. Road  
Batavia, NY 14020-9704

**Phone:** (585) 658-7823  
Maryann Roby

(585) 344-7788  
John Cima

**Web:** [www.gvboces.org](http://www.gvboces.org)

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### Program Description:

Hands-on training to complete the required 1,000 hours in order to be eligible for the NYS licensing exam as a cosmetologist.

### Program length/hours:

September through June, half days for full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site childcare is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Required reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:** Varies depending on number of hours of attendance  
\$2,750 for half days and \$5,500 for full days

## Cosmetology

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program prepares students to take the New York State Board Exam to become a cosmetologist. Courses include: Hairstyling, Shaping, Coloring, Cutting, Manicuring, Pedicuring, Business Practices, Anatomy, Computer Skills, Workforce Preparation.

### **Program length/hours:**

40 weeks, Monday through Friday, 8:30 a.m.-3:00 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- High school diploma or GED
- Basic skills testing
- 8.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility guidelines

**Tuition:** Free to those who qualify

## Cosmetology

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### **Program Description:**

Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of cosmetology. Maximum class size is 20 students. Upon completion of this course, the student receives a Certificate of Completion and is eligible to take the New York State Board Exam, which upon completion, qualifies the student for a New York State Cosmetology License. After receiving a license, the graduate is qualified to pursue a variety of opportunities in the cosmetology field such as hair stylist, permanent wave specialist (permist), hair coloring specialist (colorist), make-up technician, and form artist, positions commonly found in hairdressing salons. Coursework includes sanitation, shampoo/rinse, hair shaping, analysis, coloring styling permanent waving, straightening, facials, massage and make-up, manicuring and business management.

### **Program length/hours:**

1,000 hours can be taken as follows:

- 1) Day classes, 30 weeks (2 terms), Monday through Friday, 9:00 a.m.-4:00 p.m., 32.5 hours per week
- 2) Evening classes, 53 weeks (3 terms), Monday, Wednesday, and Thursday, 6:00-10:00 p.m. and Saturday, 9:00 a.m.-4:30 p.m., 19 hours per week

### **Services Provided:**

Placement assistance with local and out-of-town salons needing stylists is provided. Lifetime placement assistance is provided at no charge.

### **Application/Admission Process:**

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$8,500

## **Esthetics**

**Training Provider:** *Continental School of Beauty Culture*

**Address:** 633 Jefferson Rd.  
Rochester, NY 14623

**Phone:** (585) 272-8060

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### **Program Description:**

Coursework includes safety, bacteriology, nutrition, anatomy and physiology, structure and functions of the skin, superfluous hair, chemistry, cosmetics, electricity and machines, facial and body procedures, make-up techniques, business practices, and job skills. Upon completion of this 600 hour Esthetics course, the student will receive a Certificate of Completion. The New York State Dept. of State Licensing Services will then issue the graduate a temporary license upon submission of the New York Cosmetologist application.

### **Program length/hours:**

600 hours of training can be taken as follows:

- 1) Day classes, full-time, 32.5 hours per week-19 weeks,  
9:30 a.m.-4:45 p.m., Monday through Friday (6.5 hours daily)
- 2) Day classes, part-time, 19.5 hours per week,  
9:30 a.m.-4:45 p.m., Monday, Wednesday and Thursday (6.5 hours daily)
- 3) Evening classes, part-time, 19 hours per week-32 weeks,  
6:00-9:00 p.m., Monday, Wednesday and Thursday (4 hours per night) and  
9:00 a.m.-4:45 p.m. Saturday (7 hours)

### **Services Provided:**

Personal assistance and employment assistance provided. Students receive help in developing resumes and are trained in fundamental job interview skills. Employment opportunities are logged. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

### **Application/Admission Process:**

- Must be 17 years of age. A student may enroll at age 16 ½ if she-he is released from school by a school official
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$6,365

## **Esthetics, Skin Care and Makeup**

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### **Program Description:**

Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of esthetics, skin care and make-up. Upon completion of this course, the student receives a Certificate of Completion and is eligible to take the New York State Board Exam, Coursework includes safety, bacteriology, nutrition, anatomy and physiology, structure and functions of the skin, superfluous hair, chemistry, cosmetics, electricity and machines, facial and body procedures, make-up techniques, business practices, and job skills.

### **Program length/hours:**

600 hours, 32.5 hours per week for approximately 190 weeks  
Day classes, 19 weeks, Monday through Friday, 9:00 am-4:00 pm, 32.5 hrs/week  
Evening classes, 44 weeks, Monday through Wednesday, 5:30-10:00 pm

### **Services Provided:**

Placement assistance with local and out-of-town salons needing stylists is provided. Lifetime placement assistance is provided at no charge.

### **Application/Admission Process:**

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid (Pell grants) may apply

**Tuition/Cost/Fees:** \$6,900

## **Nail Specialty**

**Training Provider:** *Continental School of Beauty Culture*

**Address:** 633 Jefferson Rd.  
Rochester, NY 14623

**Phone:** (585) 272-8060

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### **Program Description:**

Coursework includes safety, bacteriology, infection control, client consultation, manicuring and hand/arm massage, pedicuring, tip application and design nail wraps, liquid and powder nail extension, gel nails, nail art, business practices and job skills, Upon completion of the 250 hour course, the student will receive a Certificate of Completion. The New York State Dept. of State Licensing Services will then issue the graduate a temporary license upon submission of the New York Cosmetologist application.

### **Program length/hours:**

250 hours of training can be taken as follows:

- 1) Day classes, full-time, 32.5 hours per week-8 weeks,  
9:30 a.m.-4:45 p.m., Monday through Friday (6.5 hours daily)
- 2) Evening classes, part-time, 19 hours per week-14 weeks,  
6:00-9:00 p.m., Monday, Wednesday and Thursday (4 hours per night) and  
9:00 a.m.-4:45 p.m. Saturday (7 hours)

### **Services Provided:**

Personal assistance and employment assistance provided. Students receive help in developing resumes and are trained in fundamental job interview skills. Employment opportunities are logged. A staff member meets with each student prior to graduation to make appropriate job recommendations. Students may contact the school at any time after graduating to get further employment assistance.

### **Application/Admission Process:**

- Must be 17 years of age. A student may enroll at age 16 ½ if she-he is released from school by a school official
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee

**Tuition/Cost/Fees:** \$1,792.50

## Nail Specialty

**Training Provider:** *Shear Ego International School*

**Address:** 525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617

**Phone:** (585) 342-0070

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### Program Description:

Program consists of 250 hours of training in nail specialty and advanced manicuring. Through classroom and workshop settings, both theory and practical knowledge is taught in nail specialty and manicuring. Upon completion of this course, the student receives a Certificate of Completion. Coursework includes safety, bacteriology, infection control, client consultation, manicuring and hand/arm massage, pedicuring, tip application and design nail wraps, liquid and powder nail extensions, gel nails, nail art, business practices and job skills.

### Program length/hours:

250 hours, 20 hours per week for approximately 13 weeks  
Day classes, 8 weeks, Monday through Friday, 9:00 am-4:00 pm, 32.5 hrs/week  
Evening classes, 19 weeks, 13.5 hrs/week

### Services Provided:

Placement assistance with local and out-of-town salons needing stylists is provided. Lifetime placement assistance is provided at no charge.

### Application/Admission Process:

- Must be 17 years of age
- Must have a High School Diploma or GED or achieve a minimum required math and verbal score on the Wonderlic Basic Skills Test.
- A personal interview and a \$100 non-refundable registration fee
- Financial aid available

**Tuition/Cost/Fees:** \$2,600

## **Nail Technician**

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program prepares students to take the state test for a Nail Specialty License, and for employment as a salon nail specialist, manicurist, pedicurist, or nail-art specialist. Courses include: Professional Image, Bacteria and Infectious Diseases, Methods of Infection Control, Safety/Nail Product Chemistry, Anatomy and Physiology, Nail and Skin Disorders, Client Consultation, manicuring and Pedicuring, Nail Tips/Wraps-Acrylic /Gel/Nails, The Creative Touch, Salon Business, Selling Nail Products and Services, Workforce Preparation.

### **Program length/hours:**

250 hours, approximately 12 weeks, Monday through Thursday, 3:30-8:30 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 6.0 grade math skills as measured by the TABE test
- Economic eligibility requirements

**Tuition:** Free to those who qualify

## **Nail Technician**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Road #20  
Stanley, NY 14561

**Phone:** (585) 526-4624 or (585) 526-6449

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

Prepare for the New York State Nail Specialty Licensing Exam. Learn the techniques of manicuring, pedicuring, tip application, nail wraps, nail extensions, gel nails and nail art. Health and safety regulations also emphasized.

### **Program length/hours:**

250 hours, Monday, Tuesday and Thursday, 4:30-10:00 p.m.

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$1,700

## Waxing

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Road #20  
Stanley, NY 14561

**Phone:** (585) 526-6449 or (585) 526-4624

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

This New York State approved program will offer you the mandated 75 hours of theory and hands-on training necessary to take the New York State waxing exam.

### **Program length/hours:**

Monday through Thursday, 4:30-10:00 p.m.

### **Services Provided:**

Job placement assistance

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$650

## Culinary Arts

**Training Provider:** *Rochester Educational Opportunity Center*

**Address:** 305 Andrews St.  
Rochester, NY 14604

**Phone:** (585) 232-2730 Ext. 235

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### **Program Description:**

This program is designed to prepare students for entry- to mid-level employment in the food preparation field. Courses include: Baking Methods, Business Math Skills, Recipe Conversion, Career Development, Food and Equipment Identification, Food Preparation, Inventory Purchasing and Receiving, Knife Skills, Nutrition, Sanitation and Safety.

### **Program length/hours:**

16 weeks, Monday through Friday, 7:00a.m.-2:30 p.m.

### **Services Provided:**

Career services and job placement assistance are provided to assist students in their employment search. Workshops on resume writing, interview skills, and job search techniques are available. "Softskills" training is provided including appropriate attitude, timeliness, communication, responsibility, appearance, hygiene, personal planning, budgeting, stress management, and teamwork. Counseling services are available to help ensure student's success and job-readiness throughout training.

### **Application Requirements/Admission Process:**

- Personal interview
- 18 years of age or older
- High school diploma or GED
- 8.0 grade reading skills and 7.0 grade math skills as measured by the TABE test
- Economic eligibility requirements
- Evidence of good health as documented by a physician

**Tuition:** Free to those who qualify

## Food Management

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program is designed for students who have work experience in the production and service areas of the food industry but who would like greater knowledge of food management in order to be promoted or hold a management position. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

35 credit hours (11 courses)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
  - 1 year of high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies



**Food Service Production/  
Entry Level Cook**

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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**Program Description:**

This certificate program is designed for students who are primarily interested in food service concentration without the broad liberal arts background. Graduates from this certificate program are qualified for entry level positions in production or service areas of the food industry including assistant cook, assistant salad or sandwich person, assistant food preparation person and assistant night manager. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

**Program length/hours:**

31 credit hours (9 courses)

**Services Provided:**

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

**Application/Admission Process:**

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:  
1 year of high school math and science

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## Gerontology

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### **Program Description:**

This certificate program provides students with knowledge and skills for working with older adults. The growth in the older adult population will result in an increased number of employment opportunities to meet the needs of this age group. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours (11 courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Human Services

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program is designed for students who want to learn the skills and attitudes that are needed for employment and for upgrading in human service positions but who do not want to undertake the supporting academic courses required for a college degree. Fieldwork is required to complete the program. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

Certificate Program: 24 credit hours (8 courses required)  
4 semesters (courses per semester) are required to complete this program

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program include math and writing courses

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## **Professional Pet Grooming**

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Flint Finger Lakes Technical & Career Center  
3501 County Road #20  
Stanley, NY 14561

**Phone:** (585) 526-4624 or (585) 526-6449

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### **Program Description:**

With approximately 56 million cats and 52 million dogs in the United States, the professional groomer is in great demand! Instruction includes 260 hours in various grooming techniques, anatomy, nutrition, skin care, shop management, pet first aid and study tips for the Master Groomer certification exam. Professional groomers can find employment in grooming salons, kennels, veterinary offices and more—or start your own pet grooming business and enjoy the luxury of being your own employer.

### **Program length/hours:**

Monday, Tuesday and Thursday, 5:00 – 10:00 p.m.

### **Services Provided:**

Job readiness training and job placement services provided

### **Application/Admission Process:**

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$2,900

## Travel Agent

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### **Program Description:**

Travel Agents plan routes, arrange lodging and provide other travel services for customers. This program prepares students to provide these services in agencies and travel departments of large companies. Individuals receive training in computerized reservations and travel information systems, principles of domestic and international travel and professional sales. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

15 credit hours (5 courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## **Criminal Justice**

**Training Provider:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### **Program Description:**

This certificate program is designed to introduce students to the field of law enforcement. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

18 credit hours (6 courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## **Criminal Justice**

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### **Program Description:**

This certificate program is designed to prepare students for new employment opportunities in the criminal justice system. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours (10 courses); requires a minimum of 3 semesters to complete.

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## **Criminal Justice—Corrections Administration**

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### **Program Description:**

This program, for those wishing to enter the corrections field, provides a concentration of courses covering responsibilities in corrections administration. This certificate program will give you a high degree of specialization in a short program of instruction. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours consisting of 10 courses including Introduction to Criminal Justice, Introduction to Corrections, Legal Aspects of Corrections, Institutional Procedures and Treatment of Inmates, Community Based Corrections, Introductory Psychology, Behavior Modification, Social Psychology, Introductory Sociology, and Criminology.

### **Services Provided:**

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### **Application/Admission Process:**

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
  - 1 year high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies

## Animal Science

**Training Provider:** *Genesee Valley BOCES*

**Address:** 27 Lackawanna Avenue  
Mt. Morris, NY 14510  
8250 State St. Road  
Batavia, NY 14020-9704

**Phone:** (585) 658-7823  
Maryann Roby  
(585) 344-7788  
John Cima

**Web:** [www.gvboces.org](http://www.gvboces.org)

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### Program Description:

Teaches skills in dog grooming, pet shop and kennel management, animal handling, and restraints on a variety of large and small animals. Study of health, nutrition, first aid and reproduction included.

### Program length/hours:

September through June, half days for full days, continuous enrollment  
Morning sessions, Monday through Friday, 8:55-11:20 a.m.  
Afternoon sessions, Monday through Friday, 12:00-2:25p.m.

### Services Provided:

Career counseling, job search techniques, resume preparation and an internship or work experience are part of the program. On-site childcare is available during the day.

### Application/Admission Process:

An intake interview with a counselor and basic skills testing are required. Required reading and math skill level requirements vary depending on program. Visiting the class for a day is highly recommended prior to enrolling. This is a high school vocational training program in which adults are enrolled as well, if they qualify and if there is room.

**Tuition/Cost/Fees:** Varies depending on number of hours of attendance  
\$2,750 for half days and \$5,500 for full days

## **Taxidermy**

**Training Provider:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### **Program Description:**

This only higher education program of its kind in all of New York State, this one year certificate offers the student full-time job opportunities with federal and state agencies or private enterprises. A limited number of museums also employ full-time taxidermists.

### **Program length/hours:**

308 credit hours (10 courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Landscape Technician

**Training Provider:** *Rochester Landscape Technicians Program, Inc.*

**Address:** 171 Reservoir Avenue  
Rochester, NY 14620

**Phone:** (585) 242-7590

**E-mail:** mail@landscapetech.com

**Web:** www.landscapetech.com

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### Program Description:

A hands-on program that trains individuals to work in the landscape and horticulture field. Jobs include tree and lawn care, parks and grounds maintenance, landscape construction, greenhouse and nursery sales, and golf course maintenance. 16-weeks of classroom instruction includes classes and field trips incorporating plants, landscape design, installation and maintenance, and job search skills. Average starting wage of graduates is \$8.00 per hour.

### Program length/hours:

16 weeks from January through May consisting of

- 12 weeks of classroom instruction at the Rochester Landscape Technicians Office (Monday-Friday, 9:00 a.m.-2:00 p.m.)
- 4 weeks of paid work experience at local parks, businesses and project sites (Monday-Friday, 40 hours per week).

### Services Provided:

Career counseling, job search assistance, referrals to job openings, and promotional assistance in future years.

### Application/Admission Process:

Must be 18 years or older. No test required but suggested reading and writing skills at an 8<sup>th</sup> grade level. Applications accepted from July 1 through mid December. Call for an application and interest questionnaire. In interview is required. Eligibility for no-cost training will be assessed.

**Tuition/Cost/Fees:** \$1,450

## Ornamental Horticulture

**Training Provider:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### Program Description:

This one year certificate program is designed for individuals who may wish to know more about flowers and plants and how to grow, plan and manage landscapes. Students may specialize in plant protection, general ornamental horticulture or landscaping.

### Program length/hours:

Certificate Program: 30 credit hours (10 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Outdoor Recreation

**Training Provider:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### Program Description:

This one year certificate program is designed to serve students seeking employment in the environmental conservation-outdoor recreation fields.

### Program length/hours:

Certificate Program: 30 credit hours (10 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

***APPENDIX A: List of Local Vocational Training Providers***

***BOCES, Genesee Valley***

27 Lackawanna Avenue Mt. Morris, NY 15410 (585) 658-7823	8250 State St. Rd. Batavia, NY 14020 (585) 344-7788
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***BOCES, Monroe #1***

Adult and Community Education  
41 O'Connor Rd.  
Fairport, NY 14450  
(585) 383-2256

***BOCES, Monroe 2-Orleans***

Westview Commons Business Park  
3545 Buffalo Road  
Rochester, NY 14624

***BOCES, Orleans/Niagara***

Community Education  
3181 Saunders Settlement Rd.  
Sanborn, NY 14132  
(585) 731-4176

***BOCES, Wayne-Finger Lakes***

Adult & Continuing Education Career Centers 5253 & 5363 Parkside Dr. Canandaigua, NY 14424 (585) 394-9300	One Franklin Square Geneva, NY 14456 (315) 781-7820	111 Drumlin Court Newark, NY 14513 (315) 332-7374
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3501 County Rd. #20 Stanley (Flint), NY 14561 (585) 526-4624	4440 Ridge Rd., P.O. Box 19 Williamson, NY 14589 (315) 589-2608
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***Bryant & Stratton Professional Skills Center***

1225 Jefferson Rd.  
Rochester, NY 14623  
(585) 272-7200

***Continental School of Beauty Culture***

633 Jefferson Rd.  
Rochester, NY 14623  
(585) 272-8060

***Cornell Cooperative Extension***

249 Highland Ave.  
Rochester, NY 14629  
(585) 343-3040

***Finger Lake Community College***

4355 Lakeshore Drive  
Canandaigua, NY 14424-8395  
(585) 394-3500

***Genesee Community College***

One College Rd.  
Batavia, NY 14020-0055  
(585) 343-0055

***Greece Central School District***

Community Education  
P.O. Box 300  
North Greece, NY 14515  
(585) 966-2866

***Monroe Community College***

Brighton Campus  
1000 E. Henrietta Rd.  
Rochester, NY 14623  
(585) 292-2000

Damon City Campus  
228 East Main St.  
Rochester, NY 14604  
(585) 262-1600

Applied Technology Ctr.  
2485 W. Henrietta Rd.  
Rochester, NY 14623  
(585) 292-3700

***Rochester Business Institute***

1630 Portland Ave.  
Rochester, NY 14621  
(585) 266-0430

***Rochester Educational Opportunity Center***

305 Andrews St.  
Rochester, NY 14604  
(585) 232-2730 Ext. 235

***Rochester City School District***

Workforce Preparation  
Family Learning Center  
30 Hart St.  
Rochester, NY 14605  
(585) 262-8327

***Rochester Landscape Technicians***

Cornell Cooperative Extension  
171 Reservoir Avenue  
Rochester, NY 14620  
(585) 242-7590

***Shear Ego International School of Hair Design***

525 Titus Avenue, Irondequoit Plaza  
Rochester, NY 14617  
(585) 342-0070

***Via Health, Rochester General Hospital***  
School for Phlebotomy Technicians  
1425 Portland Ave.  
Rochester, NY 14621  
(585) 338-4274/4819

## *APPENDIX B: Review of Literature Regarding Vocational Education*

Today, more than ever before, students graduating from high school are pressured by parents, friends, counselors and teachers to go to college. However, research (Unger, 1992) shows that over 50% of students who start four-year degree programs quit without ever graduating. Many students are not ready for college, have no interest in going to college and/or are not suited for traditional academic schooling. So, what educational and training options are available locally, to those students who want a good job without going to college?

Carpenter, electricians, computer operators, network technicians, licensed practical nurses and nursing aides, drafter, mechanics, building superintendents and property manager—all of these jobs have something in common: they don't require a college degree. Vocational-technical training can provide a bridge from school to work that offers career opportunities leading to economic self-sufficiency and personal fulfillment comparable to many jobs requiring college degree (Cavazos, 1991). Of the 20 fastest growing occupations, according to the U.S. Department of Labor and Bureau of Labor Statistics (1998), few require a four-year degree but most require some formal training. Training for many of these jobs is available in local vocational training programs. In fact, research done for the Occupational Outlook Handbook (as cited in Cosca, 1994-95) indicates that training other than a bachelor's degree is the most appropriate preparation for some high-paying jobs.

Over the past decade, high school graduates not pursuing further education and training after graduation have had an increasingly difficult time finding good entry-level jobs—i.e., jobs that pay well and offer opportunities for advancement. This may be due, in large part, to the fact that most new jobs now require training or education beyond high school, according to the U.S. Department of Labor and Bureau of Labor Statistics (1998). In an often cited survey of 21 million employed high school graduates taken in 1991 (e.g., in Amirault, 1992-93; Cosca, 1994-95; Moskowitz, 1995), 46 percent said they needed specific training to obtain their current job. The majority of this training was received through postsecondary vocational programs, junior or community college, technical institutes, and formal or informal on-the-job training. In addition, workers who said they needed some kind of training for their jobs earned substantially more than those who said they didn't.

Occupations that are shrinking the most are held primarily by people with lower levels of education (U.S. Department of Labor and Bureau of Labor Statistics, 1998). Over the last twenty years, this has led to a dramatic change in the types of jobs available to high school graduates who do not pursue further education and training after graduation. In a study conducted by the Hudson Institute (as cited in Wegmann, Chapman, & Johnson, 1989) employment in retail trade provided over 48 percent of jobs for young male high school graduates as compared to 30 percent in 1968. In 1968, on the other hand, 57 percent of male high school graduates under 20 worked in higher paying sectors of the economy such as manufacturing. In 1986, it was only 36 percent. As a result, male high school graduates graduating from high school who do not pursue further education now earn 28 percent less than comparable males a decade ago. Thus, the

extent to which level of pay is linked to level of skills and education is greater than now than in years past.

Competition for better jobs has increased, as well. The number of college graduates has expanded even more quickly than the number of jobs requiring a college degree, escalating competition for all jobs (Shelley, 1996). The Bureau of Labor Statistics projections of the job outlook for college graduates indicate that, through the year 2005, approximately 75 percent of college graduates entering the labor force can expect to find college-level jobs as compared to 80 percent from 1983 through 1994 (as cited in Shelley, 1996). The remaining college graduate entrants will end up in jobs that traditionally do not require a college degree. As a result, a greater number of persons with college degrees are now working at jobs, which do not require advanced education, like sales, clerical, service, manufacturing, and lower level management jobs, making it harder for youth without education and experience to obtain these type of jobs and increasing the unemployment rates of the less educated.

Related to this is the fact that the educational level of many jobs has increased. This “educational upgrading” of jobs often occurs when changing technology or business practices make jobs more complex, requiring workers to have higher level skills and education than in years past (Shelley, 1996). Today, even entry-level jobs typically held by high school graduates often require good basic academic skills (e.g., reading, writing, and computation skills) as well as some experience with using computers (U.S. Department of Labor 1991). Occupations where the most rapid growth is projected require above-average math, language and reasoning skills.

One example of educational upgrading can be found in the skilled trades. The educational attainment of apprentices in the skilled trades has been climbing steadily (Fountain, 1991-92). Apprentices are employees who work closely with experienced workers, and have a formal agreement with their employer and/or a sponsor, to learn a trade in a specific period of time through a combination of on-the-job training and related classroom instruction. The number of apprentices with some college education has increased. Unable to find suitable jobs in the field of their training, college graduates have turned increasingly to the skilled trades for work. This trend has put high school graduates at a disadvantage when competing for apprenticeship openings. However, vocational schools have been found to help individuals prepare for apprenticeships and compete for limited training opportunities by making them more familiar with elements of the trade such as shop techniques, materials, and safety practices (Fountain, 1991-92). Also, advanced standing is sometimes granted to entering apprentices who have attended vocational school, resulting in a shortened apprenticeship or a higher starting wage.

Other factors, like higher rates of unemployment, corporate downsizing, automation, rapid turnover, and a large temporary workforce, have made it harder for inexperienced, uneducated youth to break into the employment sector. (Wegmann et al., 1989). Levin (1993) cites a study, which found that a one-percentage point rise in adult male unemployment is associated with a four-to six-percent increase in the proportion of 16-19 year old males who are unemployed. A 1992 study on how young men transition from school to work (as cited in Baxter,

1995), found that male youth with more education settle more quickly into jobs that last for several years, and thus, wander around less in the labor market, when compared to those with less schooling.

But, according to the U.S. Dept of Labor and Bureau of Labor Statistics (1998), as well as job experts (e.g., Farr, 1994), a four-year college degree is not essential in order to do well in the labor market. Almost two-thirds of the projected job growth to the year 2006 will be in occupations that require less than a college degree or technical training that can be obtained in less than two years at a vocational-technical school or community college. However, these jobs generally offer lower pay and benefits than jobs requiring high levels of education.

Wegmann et al. (1989) concludes from the data, that there appears to be an increasing shortage of positions offering good pay and opportunities for advancement for those without college degrees Labor market projections (U.S. Department of Labor & Bureau of Labor Statistics, 1998) substantiate Wegmann et al.'s claims with regard to some occupations. Although a college degree does not guarantee a professional, managerial or technical job, these types of positions will be more difficult to obtain, in the future, without a completed college degree. Thus, the danger that short-term, job-specific vocational training programs run is that they may lead to greater frustration on the part of participants who complete them and then discover there is still a high level of competition for jobs using their new skills at pay rates that do not meet their expectations.

However, Wegmann et al. (1989) does concede that, though short-term training programs may be too short to prepare an untrained individual for a highly skilled job, they can, at least, help a young, inexperienced individual get a foot in the door. Kleiman (1992) also agrees that technical and vocational training can provide youth with valuable jobs skills that enable them to jump-start careers.

Many students take vocational-technical training classes while in high school. Despite the common belief that vocational education in high school is an academic track for low-ability students who plan to work full-time after high school, a recent survey cited by Sadker & Sadker (1997) revealed that vocational education plays a much broader role in the high school curriculum. More than 97% of high school students take at least one vocational education course before graduation and nearly half of all vocational education classes are taken by students who plan to attend a four-year to two-year college after high school. A statewide survey of 720 students with disabilities (University of the State of New York, State Education Department, & Office of Vocational and Education Services for Individuals with Disabilities, 1996), conducted in New York nine months after the students graduated from high school, found that those who had taken occupational education while in high school, were more often employed following school, worked full-time, worked most or all of the time since finishing school, and earned more than the minimum wage, when compared with those students who had not taken vocational education courses while in high school.

More than 70% of all jobs in the United States require only vocational education and a form of on-the-job training (Unger, 1992). By the year 2000, there will be 3 million more jobs in the hospitality industry, one million more jobs in the construction trade, and 850,000 more jobs for nurse's aides and other health technicians (U.S. Department of Labor, 1998). The market for computer services and repair technicians will grow from 500,000 to 750,000 in the next five years alone. Locally, as well as across the country, industries are experiencing acute shortages of skilled production workers, electronic and electrical technicians, tool and die makers, machine tool maintenance and repair workers, and medical technicians (Unger, 1992). These shortages are a key reason why some U.S. industries are finding it difficult to effectively compete with companies in Japan, Germany, and other countries, where vocational education is better developed and respected than in the United States. However, many U.S. companies are beginning to realize this and are now beginning to offer graduates of vocational education and technical programs as much as they offer college graduates (Unger, 1992).

It appears that for high school graduates the choice is not whether or not to pursue further education and training but how much and what kind of education to get—a traditional two- or four-year academic degree, vocational-technical or occupational training, or a combination of both—and at what type of school. In addition to college programs, diverse opportunities do exist locally, for vocational and career training of which many counselors, parents, and young adults are not aware. The counselors of Greece Arcadia High School, with whom I am completing my counseling internship, had expressed a need for a resource of non-traditional vocational training programs for students who are not able to pursue or choose not to pursue a two-year or four-year college degree. By compiling this resource guide, I hope that counselors and students alike become more aware of alternative career training opportunities in the greater Rochester area. Certificate programs, like those outlined in this resource guide, can give young adults the skills they need to compete for higher paying jobs and jump start prosperous, fulfilling careers.

Connie Felder  
Graduate Student, SUNY Brockport, Counselor Education Program  
Career Counselor, Monroe #1 BOCES, Adult and Community Education  
October, 1999

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