



# OCCUPATIONAL CATALOG





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# HEALTHCARE

## Phlebotomy Technician Course Cost: \$2,108

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

Canton

St. Lawrence IDA Building 1/5/26 – 3/28/26 Monday 5:00 PM - 8:00 PM Saturday 8:30 AM – 12:30 PM

\*NHA Exam Date: 4/6/26



## Certified Clinical Medical Assistant Course Cost: \$3,304

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

Canton St. Lawrence IDA Building 1/7/26 – 4/29/26 Tuesdays, Wednesdays, Thursdays 4:00 PM – 7:00 PM \*NHA Exam Date: 5/13/26

## **EKG Technician - Hybrid**

### **Course Cost: \$1,649**

This is a comprehensive certification program that prepares students to function as EKG technicians and enables them to sit for the national certification exam through The National Healthcareer Association. Technicians work in a variety of clinical settings, including hospitals, clinics, and physicians' offices. They prepare and educate patients prior to collecting diagnostic data used to determine heart function. EKG technicians also work for insurance companies to provide data for health and life insurance policies. Textbook and Certification Exam included in tuition. Prerequisite: Student must possess a High School diploma or High School Equivalency diploma. No Prior Experience Required. Note: The class involves live EKGs. Students and volunteers will be asked to sign consent forms.

Canton St. Lawrence IDA Building 3/03/26 – 5/07/26 Tuesdays, Thursdays 5:00 PM – 8:00 PM \*NHA Exam Date: 5/21/26

## **Healthcare Clerical**

### **Course Cost: \$3,138**

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

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

Earning the CMAA certification enhances job prospects, affirming the individual's readiness to excel in the responsibilities associated with administrative roles in medical settings. Requirements: Basic Computer Skills and Knowledge of Zoom/ Online Learning.

Northwest Tech Center Ogdensburg 3/17/26 – 6/3/26 Tuesdays, Wednesdays, Thursdays 4:00 PM – 7:00 PM No Class During Spring Break



**HANDS-ON  
TRAINING  
WITH REAL  
EQUIPMENT**

**AFFORDABLE  
LOCAL  
EDUCATION**

**JOB  
PLACEMENT  
SUPPORT**

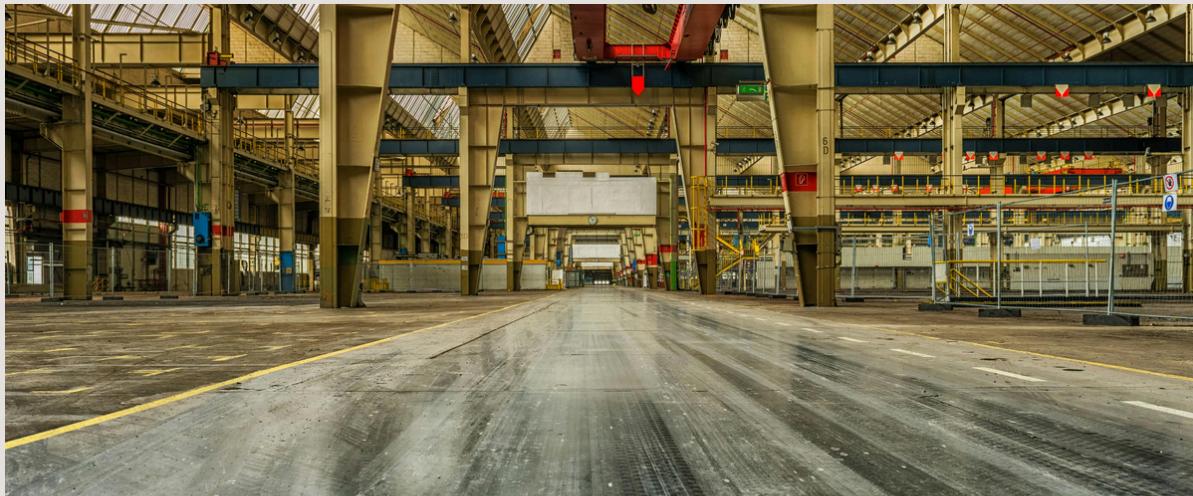
# **CCMA & PHLEBOTOMY TRAINING AT BOCES**

**NATIONALLY  
RECOGNIZED  
CERTIFICATIONS**

**HIGH  
DEMAND  
HEALTHCARE  
CAREERS**

**PATHWAY  
TO HIGHER  
EDUCATION**

# TRADE & INDUSTRY



## **Pneumatics**

### **Course Cost: \$928**

This comprehensive course provides in-depth knowledge and practical skills in pneumatic power systems, focusing on their components, operation, and application. Students will explore the fundamentals of pneumatics, including the definition and units of pneumatic pressure, and gain hands-on experience with essential pneumatic components such as cylinders, valves, pressure regulators, filters, and actuators. The course covers a wide range of topics, including circuit design, pressure and flow control, speed control, and system maintenance.

Throughout the course, students will learn how to connect and operate pneumatic circuits, work with different types of valves and cylinders, and understand the importance of system maintenance such as air filtration, water removal, and lubrication. Additionally, the course delves into the principles of pneumatic pressure and flow, emphasizing the calculation of force output, speed control, and troubleshooting techniques for maintaining system performance.

By the end of the course, students will be equipped with the knowledge and practical experience to design, troubleshoot, and maintain efficient pneumatic systems, ready to apply these skills in real-world industrial settings.

Canton St. Lawrence IDA Building 1/8/26 - 2/5/26 Tuesdays and Thursdays 4:00 – 7:00 PM



## Introduction to Mechanical Power Transmission

### Course Cost: \$928

This comprehensive course provides a fundamental understanding of mechanical power transmission systems, crucial for applications in various industrial settings. Students will explore the core principles behind mechanical power transmission, including how power is generated, transmitted, and controlled through systems such as gears, belts, pulleys, and shafts.

The course begins with an introduction to the basic concepts of mechanical energy transfer and the different types of power transmission components. Students will learn the functions of key components such as gears, couplings, bearings, and chains, as well as their role in efficient power transmission across machines and systems. Additionally, the course covers the various types of mechanical drive systems, including belt, chain, and gear drives, focusing on their specific applications and advantages.

Through hands-on activities and practical exercises, students will gain the skills to select, install, and troubleshoot different types of power transmission systems. They will also learn how to analyze speed, torque, and load relationships within mechanical systems, while understanding how to calculate gear ratios, pulley sizes, and chain lengths for optimal system performance.

By the end of the course, students will have a solid foundation in mechanical power transmission, enabling them to effectively design, maintain, and troubleshoot these systems in real-world industrial environments.

Canton St. Lawrence IDA Building 3/3/26 - 3/31/26 Tuesdays and Thursdays 4:00 – 7:00 PM



# Technical Print Reading and Dimensioning

## Cost: \$820

Introduction to Print Reading introduces the function of technical prints and methods for creating them, along with the principal dimensions of objects and third-angle projection.

Sketching focuses on developing the ability to sketch basic geometric shapes, including lines, circles, and irregular shapes.

Multiview Drawings covers how to arrange views in multi-view drawings, the use of line types (object, hidden, center), and the basics of choosing the correct views for an object.

Line Types teaches the alphabet of lines used in technical drawings and their roles, with an emphasis on line precedence.

Print Dimensioning explores linear, angular, and circular dimensioning, along with basic rules and the use of drawing scales for accuracy.

Assembly Drawings and Fasteners covers how to interpret assembly drawings, identify fasteners, and understand sectional views and cutting planes.

Geometric Dimensioning and Tolerancing (GD&T) introduces GD&T symbols, feature control frames, and datum references, helping students understand precision communication in design.

Mechanical Print Reading reinforces the principles of reading complex prints, interpreting sectional views, and identifying fasteners and threads.

Advanced Topics include precision dimensioning, tolerance limits, and advanced GD&T techniques, focusing on fitting parts and applying feature control frames.

By the course's end, students will be proficient in reading and creating technical drawings, applying industry standards for dimensioning, tolerancing, and assembly design.

Online 2/1/26 - 2/28/26 Must Finish All Work by End Date



# **Foundations of Electrical Systems: Circuits, Measurement, and Wiring**

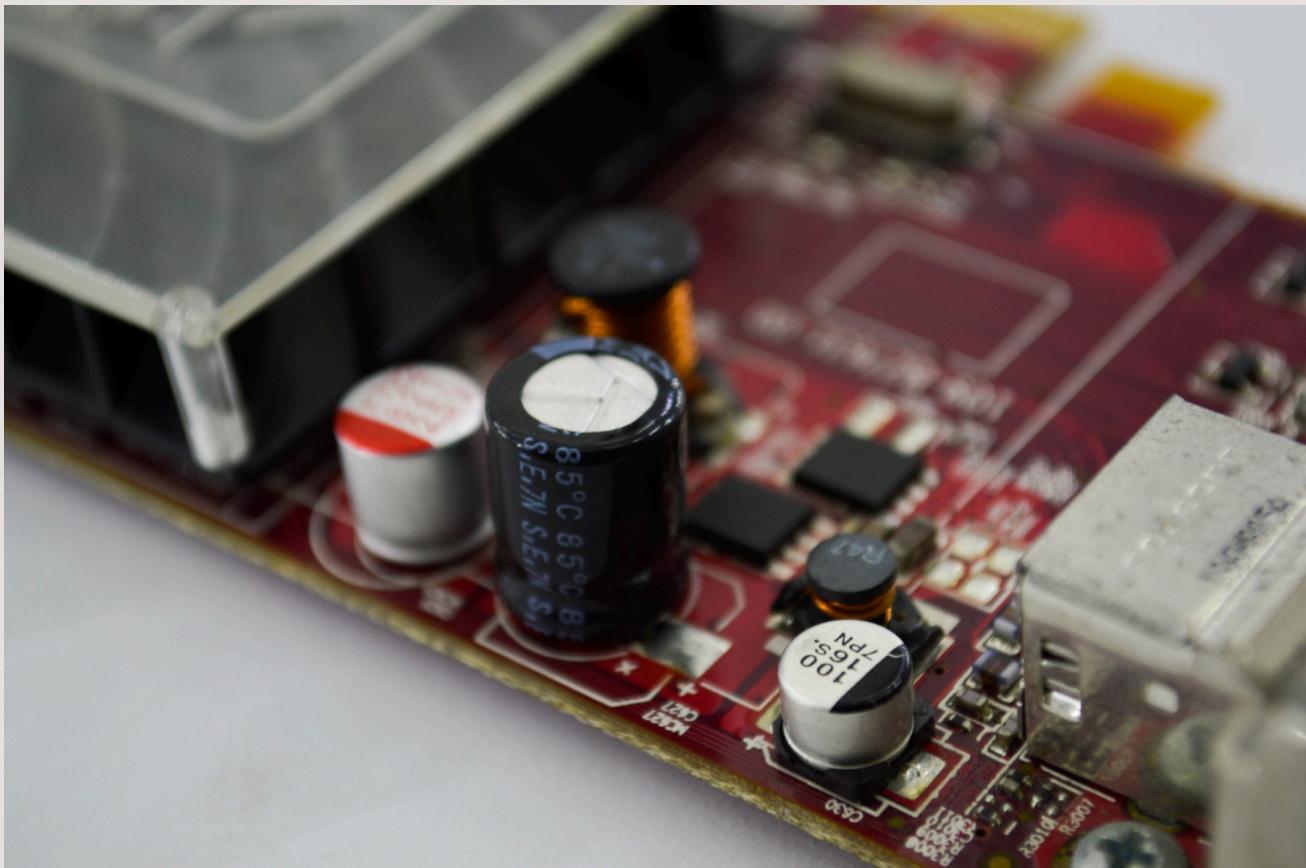
## **Cost: \$790**

This introductory course provides a comprehensive foundation in electrical theory, measurement, and basic wiring skills for residential and commercial applications. Students begin by learning core electrical concepts such as voltage, current, resistance, Ohm's Law, and circuit operation, along with the safe use of electrical measurement tools including digital multimeters.

Building on this foundation, the course transitions into hands-on electrical wiring and installation, covering proper wire stripping and termination, outlet and switch installation, lighting circuits, nonmetallic cable systems, and basic service connections. Electrical safety and NEC-aligned best practices are emphasized throughout.

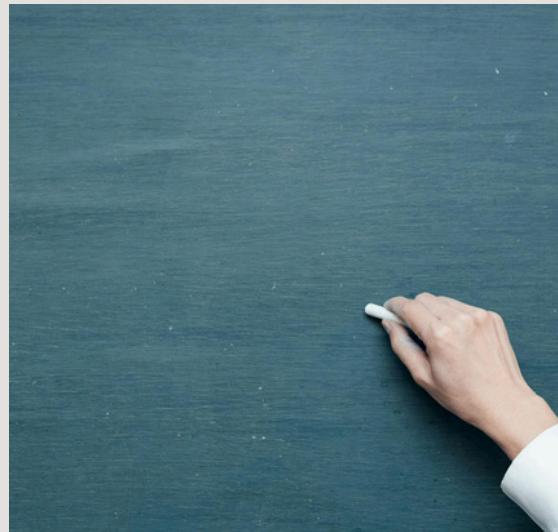
Upon completion, students will have the fundamental knowledge and practical skills needed for entry-level electrical work, pre-apprenticeship training, or further study in electrical systems and skilled trades.

Carlton St. Lawrence IDA Building 3/06/26 – 5/08/26 Friday 3:30 – 6:30 PM





# GED



## GED Prep Courses

January 13th- February 11<sup>th</sup> (AM- 8:30-12:30)

February 24- March 25<sup>th</sup> (PM 12:00-4:00)

March 24th- April 29 (AM 8:30-12:30, No class)

April 7-8)

April 28th- May 27<sup>th</sup> (PM 12:00-4:00)

May 26th- June 24<sup>th</sup> (AM 8:30-12:30)



Call us at 1-888-360-7693 to Register



# FUNDING AVAILABLE

Call 1-888-360-7693 to inquire about funding!



## Step 1

Meet with our Adult Education staff to discuss your career goals and the training program you're interested in.



## Step 2

We'll review available grants, workforce programs, and agency partnerships to find the best support for you.



## Step 3

Once funding is confirmed, we'll finalize your enrollment so you can start training with little or no out-of-pocket cost.



# CDL A&B

## **Commercial Drivers License (CDL) - Class A Training Course Course Cost: \$5,900**

**About the Course** Gain the skills and qualifications to operate commercial vehicles with CDL-A certification. This course includes behind-the-wheel training with experienced instructors and prepares you for your CDL-A road test.

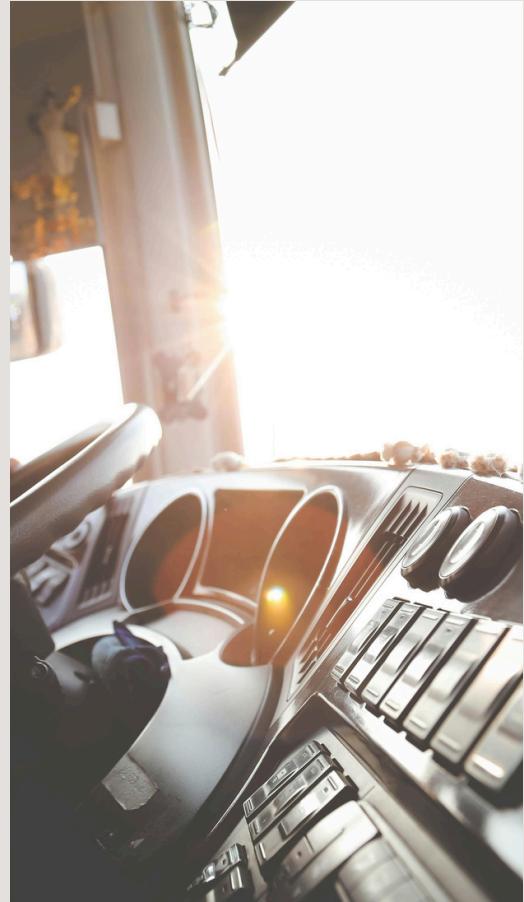
### **Course Details:**

- Theory Class: Asynchronous online course done at your own pace. 10 hours total
- 25 Hours of 1 on 1 instruction with CDL Instructor
- Student(s) show competency in all required BTW topic areas within 25 hours
- The instructor will determine if the student(s) is qualified to schedule their road test

## **Commercial Drivers License (CDL) - Class B Training Course Course Cost: \$4300**

**About the Course** Gain the skills and qualifications to operate commercial vehicles with CDL-B certification. This course includes behind-the-wheel training with experienced instructors and prepares you for your CDL-B road test. **Course Details:**

- Theory Class: Asynchronous online course done at your own pace. 10 hours total
- Behind the wheel: 1-on-1 training with instructor. 15 hours total
- To be scheduled with instructor



# Notary Public Workshop

## Course Cost: \$149

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

4/20/26 9:00 AM - 3:00 PM



Online Course Policies Ed2go \$100 Programs: St.

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

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

**How to Register Online:** Go to

<https://registration.xendirect.com/sllboces/search.cfm> Phone: Call (888) 360-7693 with the course(s) you would like to enroll into. Walk-in: Stop into the Adult Education & Workforce Development Center at 19 Commerce Ln., Canton, NY Monday-Friday 8:00 AM - 4:00 PM

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

Refunds Policy: If a course is canceled by St. Lawrence-Lewis BOCES: A full refund will be issued. If student withdraws and notification is received 72 hours prior to first class: A full refund is given. If student withdraws and notification is received less than 72 hours prior to first class: No refund is given. If student is a no show to first class or provides notification of withdraw after the start of class: No refund is given. Refunds will take approximately 2-4 weeks. Extenuating circumstances will be considered at the discretion of the Program Supervisor. Course Completion Certificate Where applicable, St. Lawrence-Lewis BOCES will award completion certificates to students who successfully complete course requirements.

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

