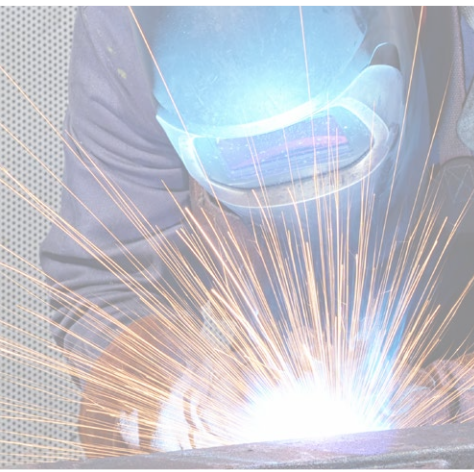


**Adult
Career Education
Programs**

Center for Workforce Development



MONROE 2-ORLEANS BOCES

CWD

Center for Workforce
Development

ENGAGE EDUCATE EMPOWER

See our
NEW culinary
classes on
pages 9-10



Your Educational Partner of Choice
Boces2
Westview Commons
3555 Buffalo Road
Rochester, NY 14624
(585)349-9100

2020-2021
www.monroe2cwd.edu



Welcome

Monroe 2-Orleans BOCES Center for Workforce Development is a premiere educational service organization focused on serving adult learners in Monroe County and the broader Finger Lakes region. We host a wide range of programs to support our population of learners. Whether you're looking to dive into a new career with one of our job training programs, earning your high school equivalency diploma, becoming conversational in English, or simply looking to participate in "weekend warrior" continuing education courses - we offer it all. Let us help you take the next step toward your goals. In addition to our educational programs, we provide career service support, and we have long established partnerships with many community organizations to help you overcome any barriers that may be preventing you from taking the next step.

Don't wait until tomorrow to take the next step toward your future. Let us help you today!

Thomas Schulte, CWD Director

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Mission

BOCES 2 Center for Workforce Development will strive to provide quality, cost-effective educational and workforce services in partnership with other higher educational agencies, the local workforce community and the adult learners we serve in a manner that supports excellence and equity for all learners.

We've Moved

The **Center for Workforce Development**, offering **Adult Career Education Programs**, has moved from 160 Wallace Way Bldg. 9 to 3555 Buffalo Road, Rochester.

Facility Locations

Both locations offer free parking.

CWD Main Office
Westview Commons
3555 Buffalo Road
Rochester, NY 14624

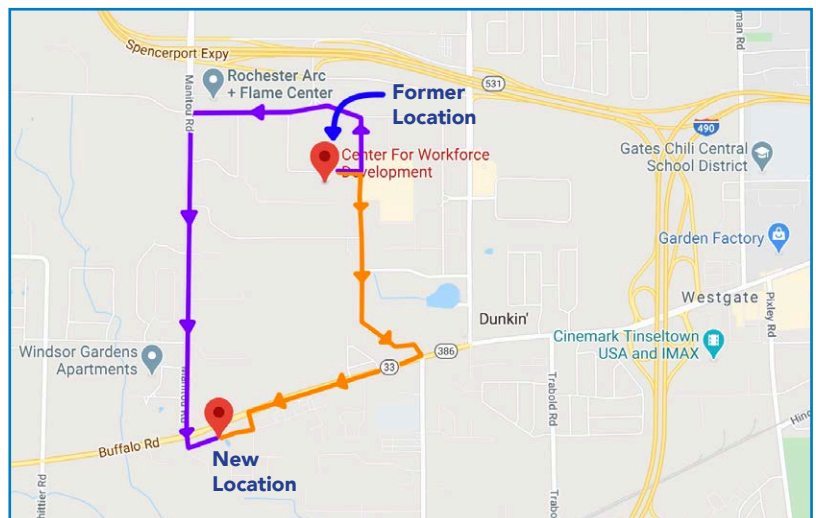
CWD Continuing Education Office
WEMOCO CTE Center
3589 Big Ridge Road
Spencerport, NY 14559

Phone: (585)349-9100

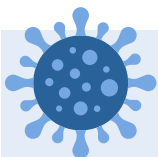
Fax: (585)349-9101

CWD Main Office Business Hours:

Mon. - Fri. 8 a.m. - 4 p.m.



Please visit us online for more information: www.monroe2cwd.edu • (585)349-9100



The Center for Workforce Development is fully committed to maintaining the health & safety of our students, staff & visitors. Guidelines on individual health assessments, physical distancing, regular disinfecting, and the wearing of masks have been established. Please refer to our website or call (585)349-9100 for more detailed information.

Adult Literacy Classes

In today's workforce, a High School diploma or a High School Equivalency diploma (HSE) is needed to qualify for many jobs. Literacy classes are available at no cost to individuals 21 years of age or older who are without a high school diploma and want to prepare for the TASC (high school equivalency diploma) exam. Literacy classes focus on essential math, reading and employment skills needed to be successful in the workplace.

Classes are:

- Specifically tailored towards each student's academic level
- Taught by NYS certified teachers
- Free, following \$25 one-time registration fee (waived for individuals with a NYS benefit card)

Classes are offered Monday-Thursday at the CWD Main Office:

- 9 a.m. - 12 p.m.
- 12 p.m. - 3 p.m.
- 5 p.m. - 8 p.m.

To enroll in Literacy Classes click [here](#) or call (585)349-9100.

Additional High School Equivalency Opportunities offered at CWD

Distance Learning

Unable to attend class on a regular basis? Join our distance learning program and prepare for the TASC exam at home. We prepare individualized packets of work and drop them at your nearest library for you to pick up. Up to three hours of in class tutoring each week is included.

Math Fast Track!

Are you struggling to pass the TASC math subtest? Join our Fast Track program! Developed by the New York State Department of Education, Fast Track is comprised of packets which help you practice TASC math topics. Study at home at your own pace, and receive up to six hours of in person tutoring at CWD.

The National External Diploma Program (NEDP)

NEDP is a task-based, Distance Learning program resulting in the award of a High School Diploma. NEDP is designed for adults with work and life experiences. Earn a NYS High School equivalency diploma through computer-based assessments completed at your own pace. NEDP Students are assigned an advisor to guide students through the program.

English for Speakers of Other Languages (ESOL)

ESOL is a program for individuals with limited English proficiency. It provides instruction in the areas of listening, speaking, reading and writing. Learn the skills necessary to be successful in the workplace, enter job training programs, or continue on to higher education! Day and Evening classes and Distance Learning options are available.

If you are interested in learning English, call (585)349-9100 or visit us online at www.monroe2cwd.edu/esl.

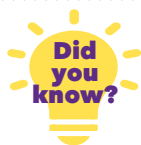
Якщо ви зацікавлені у вивченні англійської мови, телефонуйте (585)349-9100.

Nếu bạn quan tâm trong việc học tiếng Anh, hãy gọi (585)349-9100.

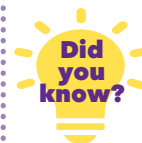
Wenn Sie in Englisch zu lernen interessiert sind, rufen Sie (585)349-9100.

Si usted está interesado en aprender Inglés, llame al (585)349-9100.

Se siete interessati a imparare l'inglese, chiamare (585)349-9100.



- We can help prepare you for the US citizenship test



- Earnings are higher for those with a high school diploma. The more you learn, the more you earn!

- The TASC exam (Test Assessing Secondary Completion) replaced the GED exam in New York state. The TASC™ is a national high school equivalency assessment.



- If you passed a NYS Regents exam it can replace up to four of the five subtests on the TASC. Call us for details!



Get Started Today! Your High School Equivalency Diploma is closer than you think!

Learn more at
www.monroe2cwd.edu/high-school-equivalency-diploma

GPS

GUIDANCE. PROGRESS. SUCCESS.

NAVIGATIONAL SERVICES TO REINVENT YOURSELF
AND REINVENT YOUR FUTURE



Are you between the ages of 16 – 24 and reside in Monroe County?

Are you not sure what your next step should be to secure your future?

Do you want to gain greater independence or financial security?

Have you been driving around but haven't found your destination yet?

Let the **Center for Workforce Development** provide you with guidance and support to help you identify and achieve your career goals.

PLOT YOUR ROUTE

GPS Services are designed to provide out-of-school youth with the necessary assistance and resources to navigate the complex course ahead of them as they strive to secure an independent and stable future. The Center for Workforce Development (CWD) at Monroe 2–Orleans BOCES can provide year-round services to eligible youth.

BENEFITS

- A mentor to help with career guidance and employment, school applications, resume development and interviewing skills
- Assistance with working with social agencies to secure housing, transportation, clothing and additional services
- Financial incentives such as gift cards and bus passes for meeting pre-determined goals

ELIGIBILITY

- Between the ages of 16 – 24
- Monroe County Resident
- Able to identify with at least one barrier to employment (such as pregnant or parenting teen, foster child, youth offender, homeless, low income, basic skills deficient)



VOCATIONAL ASSESSMENTS

ARE YOU THINKING OF A NEW CAREER, BUT JUST DON'T KNOW WHERE TO START?

Contact the **Center for Workforce Development's Transition Specialist** to learn more about how our Vocational Assessments, and analyses can point you in the right direction

Working directly with our Transition Specialist you will be led through a Vocational Assessment examining your academic and work aptitudes, abilities, interests, employment readiness, memory styles, and transferable work skills.

Vocational Assessments and Career Counseling is available through referrals from ACCES-VR and private pay clients. Services can be provided at an hourly rate, or flat rate.

For more information, contact us at (585)349-9100 or gpsinfo@monroe2boces.org

Career Job Training Programs

We provide Career & Technical Education programs that are affordable, short-term, and convenient for the adult learner. Course curriculum is industry-specific and emphasizes practical application of key concepts and skills, utilizing the latest technology. We provide a student-centered learning environment where students learn from highly knowledgeable teachers with years of industry experience. Students who successfully complete a program will have the knowledge and skills needed to secure employment in a variety of industry sectors.

How to Register:

Online

www.monroe2cwd.edu

Phone our Admissions Team

(585)349-9105 or 349-9106

In-Person

at CWD Main Office between 8 a.m. and 4 p.m., Mon. - Fri.

Tuition Assistance Available for Eligible Students!

CWD provides quality programming that is reasonably priced when compared to similar programs offered by local educational institutions and colleges. Students may be eligible to receive funding through a variety of organizations including: RochesterWorks!, Finger Lakes Works!, GLOW WDB, ACCES-VR, CSEA, HPOG-WIO, and Veterans Benefits.

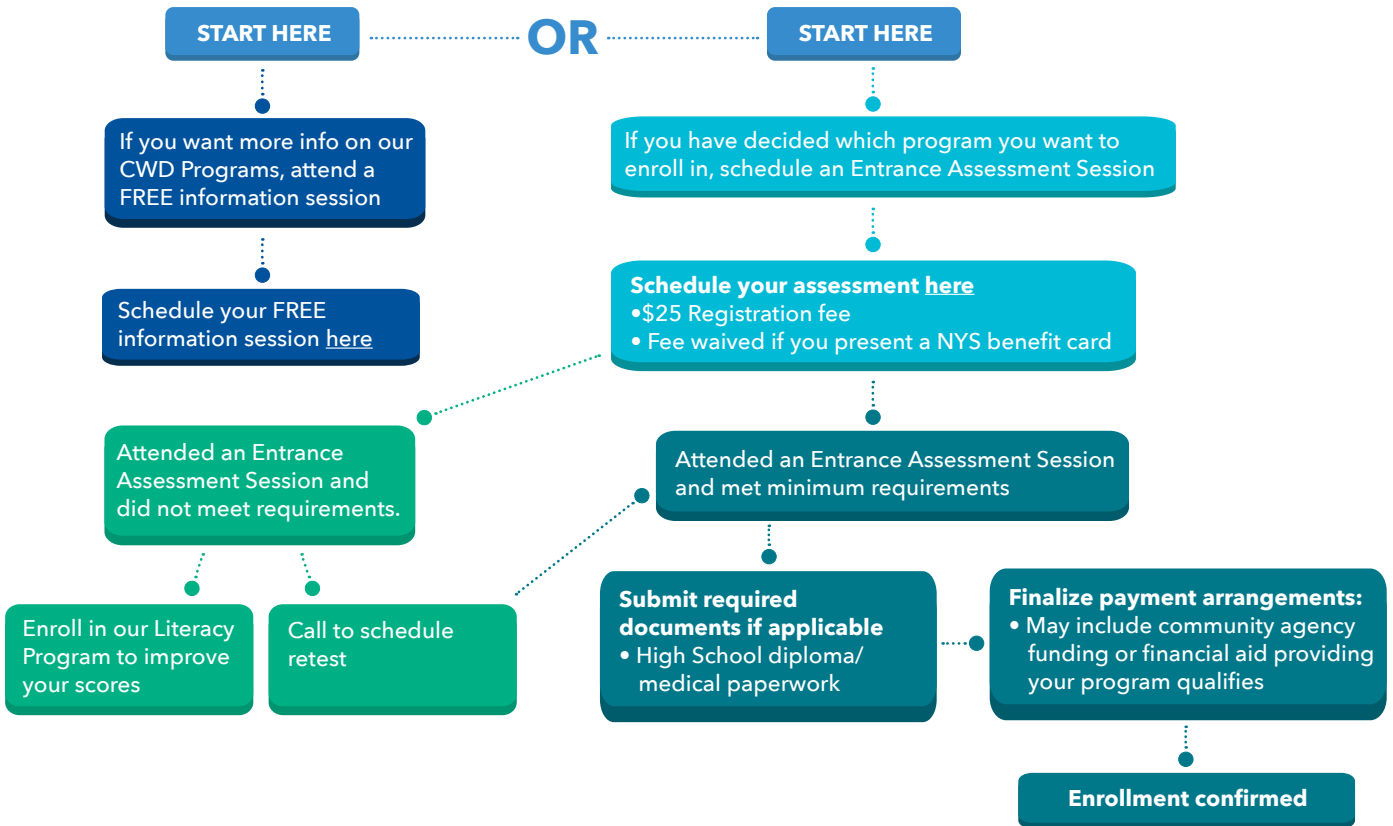
The ACED Scholarship Program is open to students who want to enroll in a career training program but do not have a high school diploma. Students attend a career training class at the same time they are preparing to earn their equivalency diploma, allowing them to be ready for a new career faster.

Various federal grants are also available as well as direct or private student loans. Please see website for Refund Policy.

For more info, contact our Financial Aid office at (585)349-9164

Please see page 15 for Career Job Training Program Policies.

Career Job Training Admissions Process



BOCES 2, Center for Workforce Development is accredited by the Commission of the Council on Occupational Education (COE) www.council.org



Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898
Fax: 770.396.3790

Health Careers

Dental Assistant

Do you enjoy making people smile? Consider a career as a dental assistant. Students will gain knowledge and hands-on experience in all dental specialties, including dental anatomy/terminology, instrument care/use and chair-side procedures in a real-life dental lab environment with anatomically correct prosthetics and appropriate office equipment.



Course details:

- 900-hour training (including 240-hour internship/Work-based Activity.)
- Supportive learning environment
- Monday-Thursday, 8:30 a.m.-3 p.m. with supplementary on-line assignments
- Fee: \$8,500 (textbooks and jacket included)
- Clinical Experience: sites may include the Eastman Dental Center, Rochester General Hospital, and various private practices. Hours Mon.-Fri., 8:30 a.m. - 5 p.m. or varied depending on site.
- High School Diploma or Equivalency and successful completion of TABE assessment required for admission
- Personal computer access required for participation in this course for on-line assignments

Course Components:

- **Clinical Skills** - dental anatomy and terminology, instrument care/use, chairside procedures
- **Professionalism Skills** - confidence, communications, dependability
- **Employment Preparation** - resumes, job search support
- **Work-based Activity/Internship** - build your resume, add to your experience and put your new skills into practice in a dental office; 240 hours with varying schedule, instructor supported
- Successful completion qualifies students to take exams and become an RDA in NY State

Outlook for Dental Assistants:

- Visit O-Net Online and the Bureau of Labor Statistics for details on how Dental Assistant and related positions fare in today's job market: www.onetonline.org (*Bright Outlook thru 2028, 7% higher than other occupations*)
- www.bls.gov/SOC Standard
Occupational Code: 31-9091

Potential Employment positions:

- Dental Assistant
- Hygiene Assistant
- Dental Sterilization Technician
- Oral Surgery Assistant
- Orthodontic Assistant

NY State License-Qualifying Program: meets NY State educational requirements towards NY State Dental Assistant License

NY State Education - Approved Program
Veteran-Approved Training*

Graduation Rate: 97%

Job Placement Rate: 100% (in training-related jobs)

Council on Occupational Education-Approved Program

NOTE: Participants are responsible for their own transportation and parking fees while at work-based activity.

Starts: January 26, 2021

Location: WEMOCO CTE Center

Medical Office Assistant

Don't let your job flatline, get a new career, STAT!

A successful Medical Office Assistant utilizes both clinical and administrative medical skills. Students will learn medical terminology, medical assisting techniques, coding/billing and documenting a patient's vital signs and medical history. In addition, this program will include introductory Microsoft Office applications, general office skills, customer service/communication techniques, phone/email etiquette, as well as Employment Skills Development.



Course details:

- 5-month training (includes 4-week internship/Work-based Activity)
- Supportive learning environment
- Monday-Friday, 8:30 a.m.-3 p.m.
- Fee: \$6,800 (textbooks included)
- 20-week program (600 total hours)
- High School Diploma or Equivalency and successful completion of TABE assessment required for admission
- Personal computer access not required for participation in this course

Course Components:

- **Clinical Skills** - medical history, vital statistics, prepare treatment rooms, interview patients
- **Administrative Skills** - coding, billing, bookkeeping, medical insurance, medical reports
- **Business Skills** - Microsoft Office Word, Excel, PPT, keyboarding, data entry
- **Professional Skills** - confidence, communications, dependability
- **Employment Preparation** - resumes, job search support
- **Work-based Activity/Internship** - build your resume, add to your experience and put your new skills into practice in a medical office; 4-weeks (included in 600 hour total), instructor supported

Outlook for Medical Office Assistants:

- Visit O-Net Online and the Bureau of Labor Statistics for details on how Medical Office Assistant and related positions fare in today's job market: www.onetonline.org (*Bright Outlook thru 2028, 11% higher than other occupations*)
- www.bls.gov/SOC Standard
Occupational Code: 31-9092

Potential Employment positions:

- Access Associate
- Clinical Medical Assistant
- Biller
- Perioperative Assistant
- Scanning Technician
- Medical Secretary

NY State Education - Approved Program

Veteran-Approved Training*

Graduation Rate: 90%

Job Placement Rate: 100% (in training-related jobs)

Council on Occupational Education-Approved Program

Starts: January, 2021

Location: CWD Main Office

Nurse Assistant - Day And Evening Programs

Support offered to English for Speakers of Other Languages participants (ESOL**)

This NY State Education-approved program prepares students to provide safety and comfort for patients/residents in Skilled Nursing Care Facilities. Instruction includes Job Roles, Patient Communication, Body Mechanics, Infection Control, Hygiene/Grooming, Nutrition/Exercise, Dementia and End of Life Care. Students will also complete a Clinical Work-based Activity within a healthcare facility. Successful students will have the opportunity to take the NY State certification exam: Prometric.

Course details:

- 150+ hour training program (includes hands-on experience in a skilled nursing facility under guidance of a Registered Nurse)
- Supportive learning environment
- Mon., Tues., Thurs. 10 a.m.-2 p.m. OR 5-9 p.m. for all participants
- Clinical hours extended to 9 a.m.-2 p.m. OR 4-9 p.m.
- **ESOL Students also attend Wed., Fri., 10 a.m.-2 p.m. OR 5-9 p.m.**
- Fee: \$2,650 (textbooks, uniform included)
- Successful completion of TABE assessment required for admission

Course Components:

- **Clinical Skills** - complete and partial bed bath, mouth/denture care, ambulation, catheter care, taking vital signs and more
- **Professionalism** - confidence, communications, dependability
- **Employment Preparation** - resumes, job search support
- **Work-based Activity/Internship Skills** - build confidence and your resume, instructor-supported, in a skilled nursing facility

**The ESOL program provides additional instructor support to English Language Learners in addition to the Nurse Assistant coursework and class schedule.

Outlook for Nurse Assistants:

- Visit O-Net Online and the Bureau of Labor Statistics for details on how Nurse Assistant and related positions fare in today's job market:
www.onetonline.org (*Bright Outlook thru 2028, 11% higher than other occupations*)
www.bls.gov/SOC Standard Occupational Code: 31-1014

Potential Employment positions:

- Nurse Assistant in Skilled Nursing Facility
- Patient Care Technician (with additional training)

NY State Education - Approved Program
 Veteran-Approved Training*
 Graduation Rate: 78%
 Job Placement Rate: 75% (in training-related jobs)
 Council on Occupational Education-Approved Program
Starts: January 11, 2021, May 10, 2021 **Location:** CWD Main Office

Phlebotomy & Lab Services

Are you ready to take 'A Positive' step toward a new career in phlebotomy? Don't 'B Negative!'

Phlebotomy is an ideal occupation for anyone interested in working in the healthcare industry. Topics such as the role of the phlebotomist, patient identification, collection and preparation of blood and body fluid specimens, and maintenance of records and collection areas will be covered.

Anatomically correct arms, prosthetics and human blood draws are used in this program.

Course details:

- 124-hour training
- Supportive learning environment
- Tuesday, Wednesday, Thursday, 5:30-8:30 p.m.
- Fee: \$2,300 (textbooks and supplies included)
- High School Diploma or Equivalency and successful completion of TABE assessment required for admission
- Personal computer access NOT required for this course

Course Components:

- **Clinical Skills** - collection and preparation of blood and bodily fluid specimens
- **Administrative Skills** - maintenance of records
- **Professional Skills** - confidence, communications, dependability
- **Employment Preparation** - resumes, job search support

Outlook for Phlebotomists:

- Visit O-Net Online and the Bureau of Labor Statistics for details on how Phlebotomists and related positions fare in today's job market:
www.onetonline.org (*Bright Outlook thru 2028, 11% higher than other occupations*)
www.bls.gov/SOC Standard Occupational Code: 31-9097

Potential Employment positions:

- Phlebotomist
- Patient Care Technician
- Specimen Processor
- Mobile Phlebotomist

NY State Education - Approved Program
 Veteran-Approved Training*
 Graduation Rate: 100%
 Job Placement Rate: 90% (in training-related jobs)
 Council on Occupational Education-Approved Program
Starts: January 12, 2021 **Location:** CWD Main Office
 April 27, 2021

Practical Nursing (LPN) Program

The Genesee Valley BOCES School of Practical Nursing is a New York State Education Department certified program designed to prepare graduates for the NCLEX-PN Examination for licensure as Licensed Practical Nurse. This program is offered at three (3) different site locations: Batavia, Rochester Tech Park (Gates), and Mount Morris. Health care facilities to complete clinical requirements are located throughout the Rochester Area, as well as, Genesee, Wyoming, and Livingston counties. Visit O-NET Online and the Bureau of Labor statistics to for details on how a career as an LPN or licensed vocational nurses are expected to grow.

To apply, or for more information, visit www.gvboces.org under the Adult Education tab or call (585) 344-7788 or (585) 344-7704
 Job Placement Rate: 100% (2018-19); after passing NCLEX examination
 12-months (1,200 total hours) Fee: \$14,900 **Starts:** Sept. 2020, Jan. 2021



Skilled Trades Careers

HVAC/R

Don't let your career go cold.

Warm up your skills and enter the field of Heating, Ventilation, Air Conditioning & Refrigeration. Learn how to safely and properly install, troubleshoot, service and repair all types of residential and light commercial HVAC systems. This program will include customer service/communication techniques, phone/email etiquette, as well as Employment Skills Development.



Course details:

- 21-week training, 600 hours (includes 3-week Work-based Activity/Internship)
- Supportive learning environment
- Monday - Friday, 8:30 a.m.-3 p.m.
- Fee: \$7,700 (textbooks and exam fees included)
- 20 weeks (600 total hrs.)
- High School Diploma or Equivalency and successful completion of TABE assessment required for admission
- Personal computer access NOT required for participation in this course

Course Components:

- **Technical Skills** - Installation, service, repair and trouble shooting
- **Industry Certifications** - training and testing included for EPA 608, R410-A, OSHA 10, Forklift, Green Awareness
- **Professionalism** - confidence, communications, dependability
- **Employment Preparation** - resumes, job search support

Work-based Activity/Internship; build your resume, add to your experience and put your new skills into practice riding along with an experienced tech. Experience real world repairs, installation, and most importantly, become familiar with the "life" of a service tech in a residential or commercial setting.

Outlook for HVAC Technicians:

Visit O-Net Online and the Bureau of Labor Statistics for details on how HVAC Technician and related positions fare in today's job market:

www.onetonline.org *Bright Outlook thru 2028, 7% higher than other occupations!*

www.bls.gov/SOC Standard Occupational Code: 31-9021

Potential Employment positions include:

- Air Conditioning Technician
- HVAC Salesperson
- HVAC Installer
- HVAC Service Technician
- HVAC Mechanic

NY State Education - Approved Program

Veteran-Approved Training*

Graduation Rate: 90%

Job Placement Rate: 91% (in training-related jobs)

Council on Occupational Education-Approved Program

Starts: January 11, 2021

Location: WEMOCO CTE Campus

CDL Commercial Driver's License Class B

Let's get you on the road to a new career with a Commercial Driver's License (CDL).

There are a wide variety of trucking jobs available today. With a Class B license, you can drive straight trucks, passenger buses, school buses, box trucks, dump trucks, and small trailers. Transport occupations have a bright outlook, according to O*NET median salary range is \$25,000-\$45,000.



Course details:

- 30-hour in class training program, 12-hour one-on-one drive time with instructor
- Supportive learning environment
- Tuesday, 5:30-8:30 p.m.
- Fee: \$1,850 (includes NYS Motor Vehicle driver test fee and use of a vehicle for test)
- Eligibility: 18 years of age or older, a clean and valid NYS Driver's License, a passing DOT physical and successful completion of TABE assessment required for admission.

Course Components:

- **Driving/Road Skills** - Basic maintenance for class B vehicles, how to drive/park class B vehicles, Safety procedures for school bus endorsement
- **Professionalism** - confidence, communications, dependability
- **Employment Preparation** - resumes, job search support

Outlook for CDL-B Drivers:

- Visit O-Net Online and the Bureau of Labor Statistics for details on how CDL-B drivers and related positions fare in today's job market:

www.onetonline.org (*Bright Outlook thru 2028, 11% higher than other occupations*)

www.bls.gov/SOC Standard Occupational Code: 31-3032

NY State Education - Approved Program

Graduation Rate: 100%

Job Placement Rate: 86% (in training-related jobs)

Starts: Fall, Winter and Spring

Location: CWD Main Office

Potential Employment positions:

- Bus Driver
- Medical Transport Drivers
- Delivery Service Drivers

*These programs are Veteran-Approved Training, Prerequisite: HS Diploma or Equivalency

All career training programs (except for Phlebotomy) include a work-based activity during the last weeks of the program. This allows students to apply newly-acquired skills in the field with one of our leading industry partners.

NOTE: Every effort is made to conduct classes as listed on our webpage or in our catalog. Circumstances may make it necessary for classes to be canceled or postponed, or for instructors and classrooms to be changed. Please contact the admissions team for further information.

Part-Time/Continuing Education Programs

Our continuing education programs are part-time courses that offer individuals a convenient and affordable way to upgrade their current skills, or pursue an interest or hobby. These courses are offered during evening and Saturday hours to accommodate the needs of the adult learner.



How to Register:

Online

www.monroe2cwd.edu/continuing-education



Phone

(585)349-9100



In-Person

at CWD Main Office between
8 a.m. - 4 p.m., Mon. - Fri.



Scholarships/Vouchers

accepted from community agencies

No Entrance
Assessment
Required-Register
Online today!

Registration

All registration closes two (2) days prior to start date. New learning opportunities are added regularly! Please see our website for details, start dates and refund policy.

Please see page 15 for Continuing Education Program Policies.

NOTE: Every effort is made to conduct classes as listed on our webpage or in our catalog. Circumstances may make it necessary for classes to be canceled or postponed, or for instructors and classrooms to be changed.

All program offerings must reach a minimum enrollment at least four business days prior to the start of the first scheduled class. If it is necessary to delay the start of a program you will be notified and have the option to enroll at another date, take a similar offering, or request a refund.

Tuition and schedules subject to change.

Auto Body

This class has been redesigned with both the beginner and returning or advanced Auto Body student in mind. Your instructor will design a training program specifically for you based on your experience and expectations. After taking this class once, you will want to come back for more!

(Students must purchase safety glasses). **Total program hours: 3**



Culinary: Kids in the Kitchen NEW

In this class, kids will gain confidence in the kitchen and learn recipes that are easy to recreate at home. We'll cook from scratch and learn about fresh ingredients, kitchen etiquette and recipes. Each class is designed for a child to be accompanied by an adult. These classes are geared for children aged 8-15

Kids in the Kitchen: Appetizers Queso Fundido with Homemade Tortillas, Mexican Caviar and Fruit Salsa, Soft Pretzels with Honey Mustard

Kids in the Kitchen: Comfort Food

Baked Chicken Tenders with Honey Mustard and Pizza Dipping Sauce, Veggie Stir Fry with Rice, Spaghetti and Meatballs with Garden Salad. **Total program hours: 3**



Culinary: Preserving WNY's Bounty NEW

Want to maximize the growing season and eat local all year long? Wondering what to do with the excess veggies in your garden? Then this hands-on course in food preservation is for you. We'll discuss water bath canning, pressure canning, fermentation, dehydration and freezing methods. A seasonal eating chart will be included, to help influence and direct the flow of your cooking throughout the year.

Total program hours: 3

September: TOMATOES: BBQ Sauce, Enchilada Sauce, Marinara Sauce

October: FALL HARVEST: Sesame Marinated Mushrooms, Pear Butter, Compound Butter



Culinary: Soups On! NEW

Both nutritious and easy to make, we will demonstrate how to create delicious, homemade bone broth from scratch. We will explore a variety of healthy soup recipes that feature bone broth as its foundation. Depending on the season, we will incorporate items found at farmer's markets and local farm stands, an excellent way to add flavor to any dish. Each person will go home with the soups that they made to share with friends and family. Menu includes; Bone Broth, Autumn Bisque, Mushroom Barley, Spicy Peanut Chicken Chili, Chipotle Pork. **Total program hours: 3**

Culinary: Freezer Meals **NEW**

This hands-on cooking class is both informative and interactive. Each recipe can be made ahead, frozen and then pulled out to use in a pinch for easy meal planning during the week. We will explore a variety of healthy recipes made with common ingredients found at home and at the grocery store. Depending on the season, we will even incorporate items found at farmer's markets and local farm stands. Everyone will go home with items that they create in class. Menu includes; Breakfast Burritos, Chicken Fajitas, Bacon and Cheddar Twice Baked Potatoes, Greek Meatballs. **Total program hours: 3**

Culinary: Cooking Basics **NEW**

In this class, learn essential cooking techniques that will take your next meals to the next level. Through learning fundamental knife skills, cooking techniques, and food safety practices you will prepare meals that you can wow your family and friends with. Sign up for one month or as many as you like. **Total program hours: 3**



September 2020:

Techniques: Mise en place; Breanding; Sauté; Shallow Pan Fry; Broiling; Vinaigrette preparation.

Menu: Crispy Chicken Philly Hoagie (topped with dressed greens)

October 2020:

Techniques: Mise en place; en papillote cooking; risotto preparation; parsley garnish; lemon caper beurre blanc sauce.

Menu: Fish en Papillote (packets) with beurre blanc; Risotto

November 2020:

Techniques: Mise en place; soup/immersion blending; sauté and roasting; grits preparation; parsley garnish.

Menu: Shrimp and Grits; Butternut Squash Bisque

December 2020:

Techniques: Mise en place; gnocchi preparation; sauté; egg poaching; pan sauce.

Menu: Gnocchi with Sausage & Mushroom Sauce and Poached Eggs

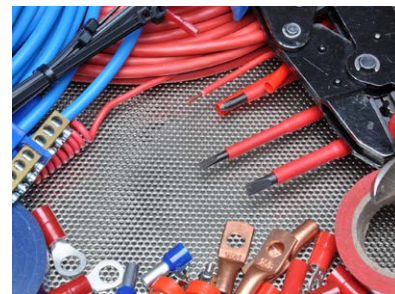
Electrical - Industrial

This course is designed to introduce you to single and three phase power distribution, basic motor controllers, starters, relays, and wiring standards. It will prepare you to continue in any skill trades programs and give you a basic understanding of industrial power distribution. **Total program hours: 54**



Electrical - Intro AC/DC

Introduce yourself to the fundamentals of electricity. Designed for anyone thinking of a career change, job enhancement or just to acquire a better understanding of electricity and electronics. Topics include - electrical components their uses and symbols, electronic circuit identification and elements, Ohms law, resistor color codes and test equipment. PLUS "hands on" experimentation with basic electrical circuits. **Total program hours: 42**

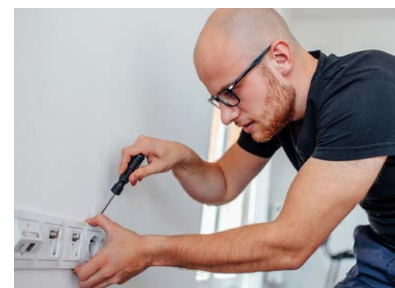


Electrical-Programmable Logic Controllers (PLC)

This is basic electrician automation and PLC (Programmable Logic Controllers) course that is an excellent refresher for maintenance electricians, as well as equipment maintenance personnel. Topics include: electrical and control hardware, electrical control circuits, and electronic control systems including PLCs, PLC basic programming & diagnostics and troubleshooting. **Total program hours: 16**

Electrical-Residential Wiring

Discover the methods of installing home wiring, circuit layout and design, component installation and code requirements based upon the latest national codes. When completed, you will be able to maintain existing electrical circuits and install basic wiring in existing and new structures. **Total program hours: 54**



Forklift Training

The forklift certification class includes classroom theory and practical evaluations. The student will review legislation relating to the OSHA (Occupational Health and Safety Act.) The instructor will list specific driving rules for the student to use and follow. The course involves review and testing both written and practical. The practical portion of the test takes about 15 minutes per student. Upon completion of the program you will be issued a wallet size certificate of completion. Classes are held outside - come dressed for the weather. No lunch provided. No driver license required. **Total program hours: 5.5**



New learning opportunities added regularly! Please see website for details and start dates!

www.monroe2cwd.edu

Geometric Dimensioning & Tolerancing (GD&T)

Students will receive lecture, visualization and worksheet instructions in Geometric Dimensioning and Tolerancing. This program will cover such topics as: dimensioning, general tolerancing, symbols and terms, datums, modifiers, geometric characteristics, true position, metrics (units, dual dimensioning, conversion, and accuracy), and applications. The student will finish this class with a greater understanding of how, why and where geometric dimensioning and tolerancing is used. **Total program hours: 24**

Home Remodeling 1: Framing & Drywall

In Home Remodeling 1 you will receive hands on instruction with tools and materials required to work with wall framing and drywall. You will learn how to frame walls, hang and install new drywall, repair/remove damaged areas and how to finish the new or repaired drywall. **Total program hours: 24**



Home Remodeling 2: Floors, Windows, Doors

This course expands on the fundamentals of Home Remodeling 1, by teaching you the fundamentals of how to prepare and install ceramic tiling for walls and flooring, hardwood flooring, doors, windows and trim. The appropriate tools and materials will be used, and the importance of site preparation will be covered. You will also learn how to repair or replace hardwood floors using the tongue and groove method. **Total program hours: 21**

Home Remodeling 3: Electrical & Plumbing

You will receive hands on instruction with the tools and materials needed to work with electrical devices. You will learn how to change a wall socket, light switch, install junction boxes, install lights and doorbells, and identify electrical problems that you will be able to repair or when to call an electrician. The plumbing portion of the program introduces the student to plumbing concerns around the home. You will be introduced to the tools and materials required. Students will be introduced to copper pipe and how to work with it, PVC and how to work with it; and how to unclog blockages and take care of small repairs. We will also cover the installation and repair of toilets and replacing supply lines and valves. Installation and repair of faucets and their supply lines and valves will also be covered. **Total program hours: 18**



Home Remodeling 4: Flipping Houses NEW

Are you interested in flipping houses? In Home Remodeling 4 we will extend the hands-on learning of home renovations focusing on painting, cabinet removal and replacement, countertop installation and other related topics. Additionally, you will hear from experts in the real estate market that will help guide you in areas like financing, legal issues, and property staging. **Total program hours: 18**

HVAC-EPA Certification (Section 608) Online

This program is an EPA approved certification program and meets the requirements set forth in SECTION 608 of the Clean Air Act, as regulated by the United States Environmental Protection Agency (EPA). We are also an approved test site. This program allows the individual to study at their own pace with materials provided by us.

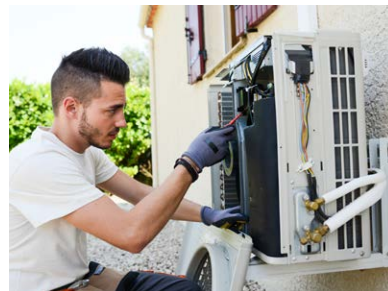
The information is the same as if you were attending class. The information covers an introduction to Basic Principals of Refrigeration for CORE, Type I, Type II and Type III Certifications. When you are ready to take your test, you will need to contact us. A test date will be set up for you with one of our Proctors. (Fee includes: Book, PowerPoint and Testing Fees.)

HVAC-EPA Certification (Section 608) Prep & Test

This 12-hour, instructor lead course covers all essential material to prepare and successfully complete the EPA certification test to meet the requirements set forth in SECTION 608 of the Clean Air Act, as regulated by the United States Environmental Protection Agency (EPA). The information covers an introduction to Basic Principals of Refrigeration for CORE, Type I, Type II and Type III Certifications. Three hours will be allowed for testing. (Fee includes: Book, PowerPoint and Testing Fees.) **Total program hours: 24**

HVAC-1: Air Conditioning Systems

In HVAC-1, you will be introduced to Air Conditioning Systems. The course emphasizes the fundamentals of air conditioning, and knowledge of the tools and materials needed to repair the electrical/mechanical portion of the A/C system. Learning Objectives include: Cycle of refrigeration, Components of refrigeration system, Heat pumps, Thermostats, Heat loss/heat loads, Residential A/C & refrigeration, and Electric meter training. **Total program hours: 36**



HVAC- 2: Refrigeration

HVAC-2 deepens your understanding of refrigeration systems and refrigerants. In addition to the learning objective below, you will leave this course with the ability to identify refrigerants according to their series number and cylinder color code. Learning Objectives include: Pressure/temperature relationship, Superheat/subcooling, Proper refrigerant charge, Latent heat/sensible heat, Refrigerant recovery/charging/evacuation, and System troubleshooting. **Total program hours: 24**



**New learning opportunities added regularly!
Please see website for details and start dates!**

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HVAC-3: Heating Systems

Learn the basics of gas furnaces, gas controls, properties of gas piping, ventilation and combustion, boilers and heat pumps. You will also explore advanced controls, design for installing systems, heat load calculations and troubleshooting. Learning Objectives include: Furnace (forced air distribution system), Boiler (Radiator distribution system), Heat Pump, Hybrid Heating, Ductless Mini-Splits, Radiant Heating, Baseboard Heaters and Furnace (forced air distribution system). **Total program hours: 36**

Machining Introduction

A beginning industrial machine shop course introducing students to the basic machines used in industry today and the techniques used in operating them. Introduction to metal cutting machines such as the lathe, vertical mill, handsaw and drill press. Also covered are precision-measuring tools, layout tools, blueprint reading and machine safety. Hands-on Labs Included: each student will produce their own project piece. **Total program hours: 42**



Machining Advanced

This course will cover more in-depth applications of modern and advanced equipment and precision machining processes. Topics include drills and drilling machines; types of cutting fluids; precision grinding; milling machine, introduction to Computer Numerical Control (CNC) machining; metal characteristics, heat treatment & metal finishing; other machining processes (plastics, chipless machining, powder metallurgy and cryogenic applications). Hands-on Labs Include: adjustments and experimentation of metals; advanced project, such as a vee-block and/or clamp. **Total program hours: 42**

Machining Blueprint Reading

Students will receive lecture, visualization and worksheet instructions in the field of Blueprint Reading Basics. Topics will include: the manufacturing cycle, drawings, dimensions and notes; reading of blueprints; discussion of the lines and views; the total blueprint (arrangement, sizes, title block, scale and change block); introduction to the dimension elements; introduction to the type of tolerances and methods of displaying tolerances. The student will have a good understanding of basic machining blueprints. **Total program hours: 42**



Math Module 1

This class is ideal for those students seeking to refresh their foundational math skills prior to exploring programs in the skilled construction trades or advanced manufacturing. This course develops student's foundational success for a number of our Adult Training Programs, by developing mathematical reasoning skills and problem solving while appropriately applying math to real world situations. The course will provide a review of basic arithmetic functions, integers, fractions, decimals, percents, ratios and proportions, and measurement using metric and standard conversions. Also, basic geometry and trigonometry will be reviewed. **Required for Electrical, HVAC, Machining & Welding certificate courses. Total program hours: 3**

PLEASE NOTE: Minimum enrollment of 4 must be met to hold this course. When minimum enrollment has been met, applicants will be contacted with the course start date. Classes are held Mondays (5:30-9:30 p.m.).



Math Module 2

This class builds upon the foundational Technical Math Skills presented in Introduction to Technical Math, by exploring the application of advanced mathematical concepts. This course will focus on the practical application of advanced mathematical concepts such as algebra, angular and spatial geometry, data analysis, right-angle trigonometry, logarithms, and functions. **Includes preparation for ASVAB, NJACT, and advanced math for Machining. Math Mod #1 is a prerequisite for Math Mod #2. Total program hours: 8**

PLEASE NOTE: Math Module 1 is a prerequisite to take this course. Minimum enrollment of 4 must be met to hold the Math Module 2 Course. When minimum enrollment has been met, applicants will be contacted with the course start date. Classes are held Mondays (5:30-9:30 p.m.).

OSHA

Earn your industry recognized credential anytime, anywhere, directly from the lower cost online provider. This is an Online OSHA 10 General Industrial and safety training program. This program will introduce OSHA policies, procedures, and standards as well as general industry safety and health principles covered in the OSHA ACT part 1910. V

- OSHA 10-Hour General Industry (Required for Electrical, HVAC, Machining & Welding Certificate)
- OSHA 10-Hour Construction Industry
- OSHA 10-Hour General Industry (Healthcare)
- OSHA 10-Hour General Industry (Agriculture)
- OSHA 10-Hour General Industry (Automotive)
- OSHA 10-Hour General Industry (Culinary)

New learning opportunities added regularly! Please see website for details and start dates!

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Small Engine Repair

Combine theory and hands-on experience to gain the skills you will need to repair your gas-powered equipment. Learn how to make adjustments, do tune-ups, repair lawn mowers, weed eaters, mini-bikes, snow blowers, tillers and other 2 and 4 cycle engines. **Total program hours: 24**



Welding Introduction

Follow a series of processes that will take you through Oxyacetylene welding and cutting, equipment set-up, shielded metal arc (stick), metal inert gas (MIG), tungsten inert gas (TIG), single and multiple pass welding in all positions. Curriculum follows the guidelines of the American Society of Welding. Auto-darkening hood will be available. Student supplies gloves and light welding jacket. **Total program hours: 30**



Welding MIG

Learn to weld sheet metal and thicker types of materials incorporating different joint designs using the gas metal arc welding process. Students will also learn to weld carbon steel material utilizing the Fluxcore Welding process. Students will learn the differences between gas and metal arc and Fluxcore Welding, the operation and settings of these power supplies. Lectures will incorporate joint designs and when to use these processes. Students are welcome to bring in their own projects. Auto-darkening hood will be available. Student supplies gloves and light welding jacket. **Total program hours: 24**

Welding STICK

Shielded metal arc welding (SMAW), flux shielded arc welding or informally known as stick welding, is a manual arc welding process that uses a consumable electrode covered with a flux to lay the weld. In this course you will expand on techniques such as vertical up and down, practice on overhead and be introduced to hard facing as used on much construction equipment. **Total program hours: 30**



Welding TIG

Learn to weld carbon steel, stainless steel and aluminum in flat, vertical and horizontal positions using gas tungsten arc welding process. Students will learn the proper operation of the power supply and torch handle. Students are encouraged to bring in their own projects. Curriculum follows the guidelines of the American Welding Society. Auto-darkening hood will be available. Student supplies gloves and light welding jacket. **Total program hours: 42**



Woodworking 1

This very popular course will help you understand, through hands-on experience, the fundamentals of woodworking. You will learn the safe operation of hand, power and stationary woodworking tools as you build a small construction project. Learn the basics and sign up early. This class fills up fast because it provides an excellent foundation for future woodworking and building trade courses. Students are encouraged to bring in projects which may be of interest to them. **Total program hours: 24**



Woodworking 2

This section is the same as section 1, for beginner or advanced students, providing an opportunity for beginner or advance students to continue to work on their project. Section 1 not a prerequisite to take Section 2. **Total program hours: 24**



CWD Certificate Programs: Electrical, HVAC, Machining and Welding

A Certificate Program is a series of continuing education classes that provide in-depth study and are taught by industry professionals. Certificate programs are ideal for busy adults who are beginning a new career path, considering a career change, honing their current skills, or pursuing a passion and are aligned to industry-recognized credentials, accreditation exams, or meet state-mandated requirements for continuing education. The classes are flexible, offered part-time, and are noncredit-bearing courses of study with no entrance requirements.

Part-Time/Continuing Education Programs

Course	Days and Times	Total Hours	Cost	Fall	Winter	Spring
Continuing Education Courses – CWD Main Office, 3555 Buffalo Road, Rochester, NY						
Math Module #1: Required for Electrical, HVAC, Machining & Welding certificate courses.	M 5:30 - 9:30 p.m.		\$149	open enrollment	open enrollment	open enrollment
Math Module #2: Includes ASVAB, NJACT, and advanced math for Machining. Math Mod #1 is a prerequisite for Math Mod #2.	M 5:30 - 9:30 p.m.		\$149	open enrollment	open enrollment	open enrollment
Continuing Education Courses – WEMOCO CTE Center, 3589 Big Ridge Road, Spencerport, NY						
Auto Body	Sat 8:30 am - 2:30 pm	42	\$499	9/26/20 - 11/7/20	1/19/21 - 2/25/21	4/24/21 - 6/5/21
Culinary: Kids in the Kitchen	Sat 9 am - 12 pm	3	\$95	Appetizers, 9/19/20, 11/14/20 Comfort Food, 10/10/20, 12/12/20	TBD	TBD
Culinary: Preserving WNY's Bounty	T 6 - 9 pm	3	\$125	9/22/20 , 10/20/20	TBD	TBD
Culinary: Soups On!	T 6 - 9 pm	3	\$125	11/17/20	TBD	TBD
Culinary: Freezer Meals	T 6 - 9 pm	3	\$125	12/15/20	TBD	TBD
Culinary: Cooking Basics	Sat 9 am - 12 pm	3	\$95	9/12/20 , 10/17/20, 11/14/20	TBD	TBD
Electrical Introduction AC/DC	M/W 6 - 9 pm	42	\$459	9/14/20 - 11/16/20	1/20/21 - 3/24/21	4/19/21 - 6/21/21
Electrical-Programmable Logic Controllers	Sat 8 am - 4:30 pm	16	\$275	open enrollment	open enrollment	open enrollment
Electrical-Residential Wiring	T/Th 6 - 9 pm	52	\$499	9/15/20 - 11/12/20	1/19/21 - 3/18/21	4/20/21 - 6/17/21
Electrical-Industrial	M/W 6 - 9 pm	54	\$579	9/14/20 - 11/16/20	1/20/21 - 3/24/21	4/1/21 - 6/21/21
EPA 608 Certification (Section 608) Online	Online		\$129	open enrollment	open enrollment	open enrollment
EPA 608 Certification (Section 608) Prep & Test	Sat 8:30 am - 12:30 pm	12	\$179	open enrollment	open enrollment	open enrollment
Forklift Training	Sat 9 am - 2:30 pm	5.5	\$139	open enrollment	open enrollment	open enrollment
Home Remodeling Section 1	M/W 6 - 9 pm	18	\$199	9/14/20 - 9/30-20	1/20/21 - 2/8/21	4/12/21 - 4/28/21
Home Remodeling Section 2	M/W 6 - 9 pm	21	\$229	10/7/20 - 11/2/20	2/17/21 - 3/10/21	5/3/21 - 5/24/21
Home Remodeling Section 3	M/W 6 - 9 pm	18	\$199	11/4/20 - 11/23/20	3/15/21 - 3/31/21	5/26/21 - 6/16/21
Home Remodeling Section 4	Sat 9 am - 3 pm	18	\$209	11/7/20 - 11/21/20	3/13/21 - 3/27/21	5/29/21 - 6/5/21
HVAC 1-Air Conditioning Systems	T/Th 6 - 9 pm	36	\$399	9/15/20 - 10/22/20	1/19/21 - 2/25/21	4/20/21 - 5/27/21
HVAC 2- Refrigeration	T/Th 6 - 9 pm	24	\$299	10/27/20 - 11/19/20	3/2/21 - 3/25/21	6/1/21 - 6/24/21
HVAC 3-Heating Systems	M/W 6 - 9 pm	36	\$399	9/21/20 - 11/2/20	2/1/21 - 3/15/21	4/27/21 / 6/7/21
Machining Advanced	M/W 6 - 9 pm	42	\$459	9/21/20 - 11/9/20	2/1/21 - 3/22/21	4/19/21 - 6/7/21
Machining Blueprint Reading	M/W 6 - 9 pm	42	\$399	9/23/20 - 11/9/20	2/1/21 - 3/15/21	4/26/21 - 6/7/21
Machining Introduction	T/Th 6 - 9 pm	42	\$459	9/22/20 - 11/5/20	1/26/21 - 3/11/21	4/20/21 - 6/3/21
OSHA	Online		\$89	Online	Online	Online
Small Engine Repair	W 6 - 9 pm	24	\$259	9/23/20 - 11/11/20	1/27/21 - 3/17/21	4/21/21 - 6/9/21
Welding Introduction	T/Th 6 - 9 pm	30	\$349	9/22/20 - 10/22/20	1/26/21 - 2/25/21	4/20/21 - 5/20/21
Welding MIG	T/Th 6 - 9 pm	24	\$299	10/27/20 - 11/19/20	3/2/21 - 3/25/21	5/25/21 - 6/17/21
Welding STICK	M/W 6 - 9 pm	30	\$299	9/14/20 - 10/19/20	1/20/21 - 2/24/21	4/19/21 - 5/19/21
Welding TIG	M/W 6 - 9 pm	42	\$459	10/21/20 - 11/23/20	3/1/21 - 3/31/21	5/24/21 - 6/28/21
Woodworking Section 1	T/Th 6 - 9 pm	24	\$259	9/22/20 - 10/15/20	1/26/21 - 2/18/21	4/20/21 - 5/13/21
Woodworking Section 2	T/Th 6 - 9 pm	24	\$259	10/22/20 - 11/17/20	2/25/21 - 3/23/21	5/18/21 - 6/10/21

Job Training Programs

Admissions:

CWD admits, as adult learners, applicants who have completed a program application and passed the entrance assessment. Applicants must submit all required documentation, secure satisfactory payment arrangements and be beyond the compulsory age of attendance as set by New York State.

Code of Conduct:

The Monroe 2-Orleans BOCES is committed to providing a safe, respectful, healthy, civil, orderly and supportive school environment where students may receive, and staff may deliver quality educational services without disruption or interference. Responsible behavior by students, staff, parents, board members, and visitors is essential to achieving this goal.

The Board has a set of expectations for conduct on all BOCES property (whether owned or leased) and at all BOCES functions (wherever the function is located) and/or including at a work-based learning site. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

Refund/Withdrawal Policy:

An adult learner wishing to withdraw should complete and submit a Student Withdrawal Form, which can be obtained from either the Admissions Advisor or the CWD main office.

Full Refund: A written request to withdraw from the course must be received by the CWD office no later than five (5) business days prior to the first scheduled day of class. A \$50 processing fee will be deducted from the full refund amount.

Partial Refund: A written request to withdraw from the course must be received by the CWD office upon withdrawal. A percentage of the program tuition will be refunded depending on the percentage of the program hours completed, less a \$50 processing fee.

- Up to 7% of the program hours completed = 75% refund
- Up to 13% of the program hours completed = 50% refund
- Up to 20% of the program hours completed = 25% refund
- Over 20% of the program hours completed = no refund
- Refunds take approximately 4 - 6 weeks for processing

Federal Title IV Refunds:

The financial aid (Pell Grant and student loans) earned by the adult learner is equal to the percentage of the period of enrollment completed. When an adult learner withdraws before completing more than 60% of the period of enrollment, the percentage of financial aid is prorated using the Federal Refund/Repayment Policy.

The returned funds must be refunded to the following sources in this specific order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grant

Outstanding Balances:

Upon termination of enrollment, any balance due to CWD (based on the school's refund policy) is payable immediately. All charges on the student's account must be paid in full prior to the completion of the training program. CWD reserves the right to withhold student transcripts and deny approval for state board examinations to any student who has an outstanding balance with the Financial Aid Office.

Academic Grievance:

We anticipate that each adult learner's educational experience will be a positive and successful one. The CWD Adult Learner Handbook details the procedures to follow when the adult learner believes they have experienced a problem that he/she believes will interfere with their academic success.

Continuing Education Programs

- Every effort is made to conduct classes as listed on our webpage or in our catalog. Circumstances may make it necessary for classes to be canceled or postponed, or for instructors and classrooms to be changed.
- All programs must reach a minimum enrollment at least four business days prior to the start of the first scheduled class. If it is necessary to delay the start of a program you will be notified and have the option to enroll at another date, take a similar offering, or request a refund.
- Any individual 17 years of age or older may register for part-time courses. High School students must be at least 17 years of age and have written permission from their Principal or Guidance Counselor.
- Participants are registered on a first come, first served basis, and registration is confirmed upon receipt of payment.
- Registration acknowledgments are emailed. Note the scheduled date of the first class meeting.
- Registration fees do not include books or supplies.
- Certificates of Completion will be issued to students who have maintained at least 80% attendance and have shown successful completion of the skills and aptitudes necessary for course completion as determined by a passing grade from the instructor.
- Credit Cards (VISA/Master Card), Check, Money Order and cash are acceptable forms of payment for registration, books and supplies.
- Corporate Billing is available. Tuition vouchers are accepted.
- Refund/Withdrawals:
 - **Full Refund:** A written request to withdraw from the course must be received by the CWD office no later than five (5) business days prior to the first scheduled day of class.
 - **Partial Refund:** A percentage of the program tuition will be refunded depending on the amount of notice received, less a \$50 processing fee.
 - Notice less than five (5) school days prior to the start of the first scheduled class = 90% refund
 - Notice after the first class and at least twenty-four (24) hours prior to the scheduled date of the second class = 75% refund
 - Notice after the second class = no refunds
 - Refunds take approximately 4 - 6 weeks for processing.

Please visit the CWD website and the Adult Learner Handbook for complete and comprehensive program policies.

Test Center

CWD administers the High School Equivalency TASC exam at both of our office locations. TASC is the Test of Adult Secondary Completion and replaces the former GED exam. To learn more about the TASC and to sign up to take this exam at no cost, click [here](#).



CWD also is an authorized computer-based testing center for:

- Career Safe/OSHA Online
- Certiport
- ESCO Institute

For more information or to register for an exam, call (585)349-9100 or email us at cwdinfo@monroe2boces.org.

Access
education
anywhere,
anytime!

Online Training

ED2Go Pro

Open a door to a new skill or subject without leaving your home!

Gain the skills you need to start or advance your career. For your convenience, CWD offers on-line, instructor facilitated courses through ED2GO.

More than 750 online continuing education classes are offered in Accounting, Alternative Medicine, Art & Design, Hospitality, Legal Studies, Programing & Coding, Computer Applications, Project Management and more.

Courses are designed to meet workforce demand and are developed by industry experts.

Call us visit our website to learn more.

(585)349-9100

www.ed2go.com/boces2-pro

Customized Business Solutions for your Employees

CWD partners with the local business community to provide customized workforce training programs for their employees. We offer a variety of programming from customer service skills to Civil Service test taking skills, from High Impact presentations to creativity in the workplace. Our collaborative approach to curriculum enables us to provide a specialized course that meets the needs of both employer and employee.

Onsite Training

Skilled Trades, Computer Technology, Basic Academics and MORE!

As a provider of Adult Career & Technical Education for over 35 years, we are experienced in creating and delivering industry-specific training programs that meet the demands of the local workforce.

We have upgraded the skills of employees in many types of work environments including: Healthcare, Telecommunications, Manufacturing, Facility Maintenance, Wholesale Supply, Banking,

Higher Education, Community Agencies, Trade Unions and Local Government. We have collaborated with some of Rochester's premier companies and organizations such as Strong Memorial Hospital, City of Rochester, Monroe County, 1199 SEIU, and Wegmans to provide training to their employees.

For more information, please contact us or e-mail.

(585)349-9100

cwdinfo@monroe2boces.org

Disclaimer Notice:

BOCES does not discriminate on the basis of age, sex, race, religion, color, national origin, disability, creed, marital status, veteran status, military status, sexual orientation, prior criminal offense, domestic violence victim status, gender identity, gender expression, or genetic status in its programs or activities and provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle complaints/inquiries regarding the BOCES' non-discrimination policies: Director of Human Resources, 3599 Big Ridge Road, Spencerport, New York 14559, 585-352-2420, and is also the Title VII and Title IX Officer. For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. Please note that those wishing to file a complaint may also do so through the Department of Education's Office for Civil Rights at <https://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>. See also New York State Executive Law 296.