



Buffalo Public Schools

ADULT EDUCATION
DIVISION

All WNY residents welcome

**Go Back &
Move Forward.**



2011 COURSE CATALOG

Official NYS GED Testing Center
Free GED, ESL and Computer Classes
Earn College Credit • Career Training

716-888-7088 Ext 100

www.upskill.org

Find Yourself Locked Out of A Good Paying Job? Education Can Be the Key!

- Hands on vocational training
- Technology training
- Certified instructors
- Skills for a new job or career path
- Skills to improve your lifestyle



Learning by doing works for our students!

Need Your GED? We can help!



Dedication helps our teachers relate to adult students!

- Math, reading, writing classes to help you succeed
- Classes with continuous open enrollment
- Employment/job training classes
- Many convenient sites
- Equipped with the latest technology
- Quality instruction from NYS Certified Teachers

Register Now! Call 888-7088 ext 100

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Computers

Introduction to MS Office

Never used a computer before? This 10 week course is geared toward you. Experienced instructors help you learn about computer basics, Microsoft Windows, basic Word processing, Spreadsheets, databases slide show presentations and the internet.

M - F	8:30 - 11:30 AM,	12:30 - 3:30 PM,
M/W or T/TH	5:30 - 8:30 PM,	
Sat.	9:00 AM - 12:00 PM	

ALC - 389 Virginia St.

Ask about other locations

- * **Free with participation in orientation.**
- * **For those not wishing to participate in orientation a \$90 fee will apply.**

Intermediate Microsoft Office Suite

Build upon the skills taught in the Introduction to MS Office class in this intermediate level class. This course focuses on intermediate training in word processing, spreadsheets, applications to gain knowledge and understanding of projects that will be encountered in the business office environment. Participants will learn to utilize Microsoft Word, Excel, Access and PowerPoint in 4 -10 week sessions. Upon completion of this program, students will have enough skills to take the Microsoft Office Specialist exam.

Prerequisite: Must have basic computer knowledge

M - F	8:30 - 11:30 AM,	12:00 - 3:00 PM,
M/W or T/TH	5:30 - 8:30 PM	(600 hours)

ALC - 389 Virginia St.

\$510.00

Intermediate Microsoft Word

Expand your word processing skills to help you create more complex, professional-looking documents. You will work with bulleted, numbered and outlined lists, create and modify custom tabs and indents, discover the versatility of tables and perform a mail merge. You will work with styles and learn how they provide shortcuts and consistency in formatting documents.

Prerequisite: Must have basic computer knowledge

M - F	8:30 - 11:30 AM,	12:00 - 3:00 PM,
M/W or T/TH	5:30 - 8:30 PM	(150 hours)

ALC - 389 Virginia St.

\$90.00



Computer skills put students on the path to a job.

Intermediate Microsoft Excel

Discover more efficient ways to use Excel spreadsheets and improve your formula writing skills. This class will provide you with the tools you need to produce accurate, complex worksheets. You will learn to audit worksheets, protect and unprotect worksheet cells, use IF & PMT formulas and create charts. You will also use an Excel list or database to manage large lists. You will learn how to sort and filter a large amount of data so you can quickly display or print the data needed.

Prerequisite: Must have basic computer knowledge.

M - F	8:30 - 11:30 AM,	12:00 - 3:00 PM,
M/W or T/TH	5:30 - 8:30 PM	(150 hours)

ALC - 389 Virginia St.

\$90.00

Intermediate Microsoft PowerPoint and Publisher

Master the key to PowerPoint's advanced techniques using slide masters and templates in this intermediate PowerPoint class. Explore working with color schemes, animation schemes, slide layouts and backgrounds that allow a user to create exciting and professional presentations.

This class makes it easy to build charts, work with graphs and WordArts. Included as well will be tips and tricks for importing data from other applications. To keep pace with the changing business environment, you will learn to add special effects such as custom animation or picture/sound.

Publisher allows you to create dynamic publications including flyers, brochures, post cards and business cards. Students will create cost-efficient, professional marketing materials without a graphics background or production expertise.

Prerequisite: Must have basic computer knowledge.

M - F	8:30 - 11:30 AM,	12:00 - 3:00 PM,
M/W or T/TH	5:30 - 8:30 PM	(150 hours)

ALC - 389 Virginia St.

\$90.00

Intermediate Microsoft Access

Enhance your skills and learn to locate and extract data stored in a Microsoft Office Access database. You will learn how to do a query, a request for specific information and how to master forms and reports. The course covers creating and working with a database, finding, filtering and formatting data, working with tables and fields, and creating relational databases.

Prerequisite: Must have basic computer knowledge

M - F	8:30 - 11:30 AM,	12:00 - 3:00 PM,
M/W or T/TH	5:30 - 8:30 PM	(150 hours)

ALC - 389 Virginia St

\$90.00

Computers

Microsoft Office Specialist Certification Preparation course for Office 2007/2010 *

Nationally certified instructors will help prepare students and professionals for the Microsoft Office Specialist exam. This certification will assist in the work force and college. The MOS certification program helps individuals gain mastery of all Microsoft Office applications including Microsoft Word, PowerPoint, and Access. Testing is conducted by Certiport (through our partnership with EOC) at our Martha Mitchell location.

Tuesdays 6 weeks 5:30 – 8:30 pm

ALC Rm 106

Start Date: Open Enrollment

\$150 per certification

Six-week classes begin Sept. through June.

Call for information.

Includes classes and Exam with 1 retake. \$75 Exam only, with one retake, no classes.

** Office 2010 - pending installation*

Web Design with Dreamweaver

Create and post your very own web site on the Internet in this intensive, hands-on workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the contents, structure, and layout of your Web site, create pages full of neatly formatted text, build links between pages and "the outside world." Add color, backgrounds, graphics, tables, hot buttons, and animation. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Prerequisite: Must have basic computer knowledge

Saturday 13 weeks 9:00 – 12:00pm

WLC - 160 Edward St. Rm. 205

Start Date: 10/01/11 End Date: 12/17/11

\$195

Basic In-Design

Unleash your skills as a graphic designer in this 13-week course intended for new and beginning users of In-Design. This course, taught by an experienced graphic designer and design/art teacher, will focus on the creation of various graphics such as posters, brochures, stationery, business cards, multiple-page documents and special effects. Make the shift to the industry standard and learn In-Design from the perspective of a designer.

Prerequisite: Must have basic computer knowledge

Wednesday 13 weeks 6:30 – 9:30 pm

WLC - 160 Edward St. Rm. 205

Start Date: 09/28/11 End Date: 01/04/12

\$195



Hands-on instruction helps students to "move forward."

A+ Certification (Nationally Recognized)

If you're looking for a new career in IT (Information Technology), this is a great place to start! This course will teach you all the necessary skills to take apart and rebuild a computer, set up and troubleshoot operating systems and understand basic networking properties for printers, scanners, Internet connections, etc. Upon completion of the course, students will be prepared to take two National A+ Certification exams. Text books and both National Certification exams are included in cost. A 12-week course (180 hours) includes exam preparation. **Prerequisites: a 10th grade reading/math level, previous computer coursework or demonstrated computer literacy.**

Monday – Thursday 5:30 – 9:15 pm

WLC - 160 Edward Rm. 209

Start Date: To be determined - Call for info.

Must attend orientation.

\$1,450

Digital Photography & Adobe Photoshop

Learn the basics of digital photography and the digital darkroom. You will focus on the technology that drives the digital camera in this 11-week course, including information on exposure, lighting, composition, and digital formats. Adobe Photoshop CS will introduce you to the digital darkroom. Topics for this industry-standard software include selections, tools, layers, text, color, paint, masking, channels, and much more. This hands-on course will provide you with the skills to use your camera effectively and the know-how to improve and manipulate images. This is a useful course for anyone in almost any field who wants to learn the basics of creating, improving, and manipulating images.

Prerequisite: Must have basic computer knowledge

Monday 11 weeks 6:30 – 9:30 pm

WLC - 160 Edward St. Rm. 205

Start Date: 09/26/11 End Date: 01/09/12

\$175

Vocational Education & Job Training

Career Assessment

Are you unsure of your job skills and/or interests? This 6 hour course will provide you with a vocational profile that will give you a better understanding of your aptitudes, skills, temperament, learning styles and interests as they relate to the world of work. Completion of this assessment will lead to informed decisions regarding occupational choices. Ability to use a computer mouse is a requirement for this course.

Call for appointment and fees, 888-7088 ext. 130

Auto - British Car Repair

Have you dreamed of restoring your British-built car? Learn all phases of restoration of mechanical components on all makes of British-built automobiles. Includes electrical troubleshooting, SU and Stromberg carburetor rebuilding & updating, engine overhaul and performance tuning, brake and suspension upgrades and drive line maintenance. Course covers classic car restoration, maintenance, upgrades and show preparation.

Wednesday 26 weeks 6:30 – 9:30 pm

Burgard - 400 Kensington Ave. Rm 115

Start Date: 09/28/11 End Date: 05/5/12

\$300

AutoCad & Blueprint Reading

Blueprints are like a game plan for the construction team, and being able to read them is a skill everyone needs to know, from the architect to the contractor, to the engineer, to the people who physically build the structure. They all make important decisions based on blueprints. You'll learn how to recognize common elevation symbols, some basic math skills, drawing instruments, tolerances and sectioning. This course covers both mechanical and architectural blueprints and will introduce computer-aided drafting using Auto-CAD software. You'll be able to perform basic editing, storage, and retrieval tasks and operate CAD Output Hardware devices.



Thursday 13 weeks 6:30 – 9:30 pm

WLC - 160 Edward St. Rm. 205

Start Date: 09/29/11 End Date: 01/05/12

\$195

Auto Mechanics-Basic

Familiarize yourself with brakes, oil, and tires. The studies, both practical and theoretical, include the PVC system, primary and secondary ignition circuits and valves. This course includes all aspects of automotive repair.

Monday 13 weeks 6:30 – 9:30 pm

Burgard - 400 Kensington Ave. Rm 122

Start Date: 09/26/11 End Date: 01/09/12

\$175

Basic Auto Knowledge & Maintenance

Become consumer savvy and save yourself money by doing light auto maintenance items yourself. Learn how your car really works and how to keep it in top condition. This is not a technical course but will



help you learn about cars using easy explanations and demonstrations. Course will cover automotive terms, using the right tools for the job and how to talk with your mechanic or deal with a collision shop. With the completion of this course you will understand your car and will be able to do those maintenance jobs. Classes are casual and fun and will be split between classroom discussions and actual hands-on shop time. Anyone who drives an automobile should take this course.

Monday 13 weeks 6:30 – 9:30 pm

Burgard - 400 Kensington Ave. Rm 115

Start Date: 09/26/11 End Date: 01/09/12

\$175

Automotive Employment Training

Participate in this automotive training program endorsed by the Niagara Frontier Automobile Dealers Association (NFADA). Learn skills to obtain employment for a position as lubrication technician or new car preparation person. Employment assistance will be provided for these high need jobs in local dealerships after course completion.

Wednesday 13 weeks 6:30 – 9:30 pm

Burgard - 400 Kensington Ave. Rm 122

Start Date: 09/28/11 End Date: 12/21/11

\$175

Vocational Education & Job Training

Aviation - Airframe & Powerplant

This course is structured primarily to assist those with some prior experience to obtain the A&P license. The main areas of instruction will be covered over an extended period of time and will include powerplant, airframe, ground operations and electrical. Provision is made to provide some hands-on experience in these areas as well as the theoretical aspects necessary in preparation for the FAA tests. Call for more info.

Tuesday	13 weeks	6:30 – 9:30 pm
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Buffalo/Lancaster Airport -

6100 Walden Ave.

Start Date: 09/27/11 End Date: 01/03/12

\$150

Carpentry

Learn how to use the various hand and machine tools used by carpenters and how



modern building materials and practices are utilized. The work of carpenters will be reviewed and opportunities will

be provided for students to construct small sections of buildings. Emphasis on the skills, techniques and methods of construction in the areas of rafter framing, roofing materials and application, cornice work, types of siding and application, setting door frames and jambs, hanging doors, and other phases of interior work. This course will develop proficiency leading to employment in the residential and remodeling field.

Monday	13 weeks	6:30 – 9:30 pm
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McKinley - 1500 Elmwood Ave. Rm.155

Start Date: 09/26/11 End Date: 01/09/12

\$175

Civil Service Test Preparation

Get ready for that next entry-level or promotional exam. Test sections to be covered are Understanding and Interpreting Written Material, Understanding and Interpreting Tabular Material, Arithmetic Reasoning, Supervision, and other topics found on most of the exams given for state, county, and city jobs. Test-taking strategies will also be discussed.

Call for Dates

ALC - 389 Virginia St.

\$30

Environmental & Industrial Safety

This course meets NYS apprentice requirements and is required for all New York State Apprentices and any other individuals that would be interested in learning more about such topics as Asbestos Awareness, Hazard Communications, Fire Extinguishers and their proper use, Lockouts and Tagouts and Accident Prevention in the work place.

Monday	5 weeks	6:30 – 9:30 pm
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WLC - 160 Edward St.

Start Date: Call for info@ 888-7088 ext. 111

\$95

Heart Saver CPR

This course provides instruction in one and two-rescuer CPR for adults, children and infants. This program also instructs in the use of barrier devices and management of foreign body airway obstruction and also includes AED use. The course is designed for those individuals who have duty to respond to a cardiac emergency due to work or regulatory requirements and where a provider card is necessary.

Classroom space limited to 15 students.

Tuesday	5 weeks	6:00 – 9:00pm
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ALC/Rural Metro

\$95+\$20 certification fee (fee due on test day)

Start Date: Call for info @ 888-7088 ext. 111

Heart Saver First Aid

This course provides instruction on how to manage illness and injuries in an adult or child during the first moments of an incident while awaiting the arrival of professional rescuers. Course content includes general patient management principles, medical emergencies, and injury emergencies. Optional topics include CPR and AED, as well as environmental emergencies.



The course is designed for those individuals who have duty to respond to an emergency due to work or regulatory requirements and where a provider card is necessary.

Tuesday	5 weeks	6:00 – 9:00pm
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ALC/Rural Metro

\$95+\$20 certification fee (due on test day)

Start Date: Call for info @ 888-7088 ext. 111

Vocational Education & Job Training

Heating, Ventilation, Air Conditioning (HVAC)

Learn the principles and applications of HVAC and EPA section 608 refrigerant practices. Participation in this class will give you practical, hands on experience with newer hi-efficiency heating and cooling equipment and practice in recovery and troubleshooting. You will learn industry standards and safety practices presently in place for this changing field.



Monday **13 weeks** **6:30 – 9:30 pm**

McKinley - 1500 Elmwood Ave. Rm. 139

Start Date: 09/26/11 End Date: 01/09/12

\$195

Hands-On Home Improvement



This smorgasbord of three-week course presentations will allow you to “pick and choose” courses of your interest or attend all five sessions. Courses are designed for homeowner and weekend warriors as well as introductory courses for pre-apprentice field exploration.

Tools, Tools, Tools

Start with an explanation and demonstration on basic hand tools, hand held power tools and bench mounted tools. Tool use will be hands-on and you will have the chance to use any and all of the tools you see in Home Depot or Lowes. Starts on 9/26/11.

Basic Kitchen And Bath Plumbing Repair

Learn how to route and install pipes including iron pipe, copper and PEP water lines, PVC drains. Install and repair faucets, sinks, toilets. Change all types of washers and faucet seats. Fix that leaky faucet and running toilet. Starts on 10/24/11.

Home Electrical Techniques

This session will include basic wiring including the addition of a new circuit, running new wire, installing electrical boxes and outlets. Plugs, one way, 3 way and 4 way switches will be covered. Rewire a lamp. Solder a connection. Learn how to fish wires in walls. Starts on 11/14/11.

Basic Carpentry Techniques

Learn how to measure and cut framing materials. Learn how to build using modern frame construction techniques. Learn how to select and install sheet goods and how to cut and install molding. Starts on 12/05/11.

Drywall And Tile

These sessions will cover everything needed to install and finish wallboard, hanging wallboard, finishing seams, inside and outside corners, tapered butt seams, patching holes, use of premix and powdered setting compounds and use of all tools related to drywall and tile installation. Starts on 01/09/12.

Monday **3 Weeks (each)** **6:30 – 9:30pm**

WLC - 160 Edward St. Rm H1

Start Date: 09/26/11 End Date: 01/30/12

\$45 for each session or \$195 for all sessions

Home Inspector - New York State Approved Home Inspector Training Course

This is one of the fastest growing professions in the country, with unlimited income potential. Put your knowledge to use and be your own boss. This 140-hour New York State approved home inspector training course will prepare the student for the NYS home inspector exam and ultimately for licensure. Individuals will learn how to perform home inspections and report writing. Basic business start up and marketing tools are also covered. New York State mandates 140 hours of training to include 100 classroom hours (Modules 1-4) and 40 field-based hours (Module 5). Individuals successfully completing this course and passing the NYS home inspector exam will be able to apply for a home inspector license. Tuition includes all books and materials. A High School Diploma or GED is required. All applicants will be interviewed prior to being accepted into this course. 140 hours includes all of the following times and days:

Wednesday: 3:30 – 8:30 pm

Saturday: 8:00 am – 12:00 pm

Field Based Training

- 40 hours - Times to be determined

WLC - 160 Edward Rm 206

Start Date: 09/21/11

\$1925



Horticulture - Basic

Love gardening and plants? Learn about soils, plant propagation, landscaping, floral design, lawn care, pests, and more in the beginner course that will utilize the latest in equipment and techniques. Students will have their garden questions answered and can expect to get their hands dirty.

Monday **13 weeks** **6:30 – 9:30 pm**

Botanical Gardens - New Administration Building

2655 South Park Ave., Buffalo 14218

Start Date: 09/26/11 End Date: 01/09/12

\$155

Horticulture - Advanced

Expand your horticulture skills in this advanced class designed for those who have taken the basic horticulture class or who have industry experience. Instructor utilizes the knowledge, interests and background of the students to design the class. Content of class is more in depth than the basic class and requires a basic understanding of soils, plant propagation and plant culture.

Monday **13 weeks** **6:30 – 9:30 pm**

Botanical Gardens - New Administration Building

2655 South Park Ave., Buffalo 14218

Start Date: 09/26/11 End Date: 01/09/12

\$155

Corporate Training Services

Are Your Employees . . .

- Not using your computer systems to their full potential?
- Lacking in reading, writing and math skills that are affecting quality at your work place?
- In need of specific skill building to increase your operational efficiencies?

We Can . . .

- Assess and test your employees' critical basic work skills
- Assist in developing your corporate training plans
- Deliver efficient learning at your business, online, or at one of our convenient sites on such topics as OSHA 10, Conversational Spanish, Microsoft Office, Adobe InDesign, Adobe Photoshop.

888-7088 ext. 111



Employment Screening Services

Do you want to reduce the amount of time spent interviewing, hiring, and training applicants who are not qualified for the job?

Our vocational assessment allows employers to objectively compare worker traits of prospective candidates to the requirements of the job.

Call us today for a free consultation.

See page 10 for more information.

888-7088 ext. 111

Vocational Education & Job Training

Labor Relations & Sexual Harrasment in the Workplace

This course meets NYS apprentice requirements and is required for all New York State Apprentices and any other individuals that are interested in learning more about the human and technical aspects of labor management.

Thursday **5 weeks** **6:30 – 9:30 pm**

ALC - 389 Virginia St. Rm. 101

Start Date: Call for info @ 888-7088 ext. 111

\$95

OSHA 30 - General Industry

This course will fulfill the requirement for the 10-hour Occupational Safety & Health Standards in General Industry, as determined by the US Department of Labor. Intended as an overview, topics covered in the course are Occupational Safety & Health Administration's creation, function, and basic requirements for safe working conditions, as applied to general industry. Time is spent on specific topics such as work surfaces, egress, electricity safety, lockout-tagout, combustible materials, personal protective equipment, and confined space. Optional topics will be determined by class needs. Upon successful completion of the course, participants will receive an OSHA general industry safety and health 30-hour course completion card from the Department of Labor.

Start Date: Call for info @ 888-7088 ext. 111

\$95

OSHA 30 - Construction

This 30-hour construction safety course was developed by the U.S. Department of Labor to provide construction workers, supervisors, and other personnel responsible for construction activities with an awareness of construction safety and health concerns in the construction industry. All attendees will become familiar with reading and using the OSHA Standards for Construction 29 CFR 1926. Other construction safety and health standards are also discussed. Attendees receive an update and review of standard construction safety and health principles, and information that prepares them to recognize and control a variety of hazardous conditions. An OSHA card and certificate of completion will be issued.

Start Date: Call for info

\$95



Residential Electric - Entry Level Employment Training

This 120-hour course covers the practical and essential aspects of residential wiring to prepare students for entry-level employment opportunities as an electrician.

Students will participate with a "hands-on" approach and learn installation techniques, tools,



electrical boxes, switches, cables and receptacles used in the construction industry today under the auspices of the National Electrical Code Standards. Introduction to Solar Panel Technology will be included in this class. Placement assistance will be available for successful completers. Financial assistance may be available.

Mon-Thurs. **8:30 am – 12:15 pm** **120 Hours**

WLC - 160 Edward St. H2

Start Date: Call for info @ 888-7088 ext. 111

\$475

Residential Electric

This course covers the basic residential wiring installation techniques, tools, electrical boxes, cables, switches and receptacles. Students will use materials and tools to setup and test typical circuits and apply theory and provisions of the National Electrical Code. This course also covers residential wiring installation of circuit breaker panels for 220 volts, electric dryers, stoves, service entrance installation, etc. using proper safety methods.

Monday **13 weeks** **6:30 – 9:30 pm**

WLC - 160 Edward St. H2

Start Date: 09/26/11 End Date: 01/09/12

\$175

Plumbing

The principles of plumbing will be studied through a series of job experiences. Become acquainted with the common hand tools and materials used in the trade. The student may reach a point of proficiency to enter employment in the trade. This course is designed to provide technical knowledge needed for the design, layout and installation of plumbing and piping. The instruction will include isometric piping diagrams, the sizing and selection of hot water heaters, the setup and use of the builder's level, as well as designing sewage systems for use in a small house. A short course in plumbing estimating will be given as well as a short study of the plumbing code.

Monday **13 weeks** **6:30 – 9:30 pm**

McKinley - 1500 Elmwood Ave. Rm. 144

Start Date: 09/26/11 End Date: 01/09/12

\$175

Vocational Education Certificate Program

Facilities Management Engineering Program

Building Engineer Licensing Program

This program has been developed to enable a person to earn a certificate in the operation and maintenance of building facilities. The program is designed to prepare individuals for the 2nd Class and 1st Class Stationary Engineering License as well as the Facilities Management Engineering Diploma which demonstrates preparation for the Chief Stationary Engineer's licensure. Steam Tech 1-4 are required.

COURSES	HRS. OF STUDY	WEEKS
Steam Engineering Tech 1	39	13 wks
Steam Engineering Tech 2	39	13 wks
Steam Engineering Tech 3	39	13 wks
Steam Engineering Tech 4	39	13 wks
Facilities Management Engin.1	39	13 wks
Facilities Management Engin.2	39	13 wks
HVAC Air Cond. & Refrig.	39	13 wks
Refrigeration Recovery E.P.A.	12	4 wks
Plumbing	39	13 wks
Carpentry	39	13 wks
Hydraulics & Pneumatics	39	13 wks
Auto CAD & Blueprint Reading	39	13wks
Residential Wiring	39	13 wks
Understanding the National Electrical Code(NEC)	39	13wks
Labor Mngment/Sexual Harrasment	15	5 wks
Heartsaver/First Aid/CPR	15	5wks
OSHA 10 Safety	15	5 wks
Welding	39	1 wk

Certificates of Special Recognition

Students who successfully complete a minimum of 120 hours of vocational/employment training through the Adult Education program will receive a special recognition certificate. Certificate courses of special recognition include:

Facilities Management

COURSES	HRS. OF STUDY
Steam Engineering 1&2	78 Hours
Steam Engineering 3&4	78 Hours
Steam Engineering 5&6	78 Hours
O.S.H.A. 10	15 Hours
Sexual Harassment	39 Hours
Total 288 Hours	

Advanced Facilities Management

COURSES	HRS. OF STUDY
Steam Engineering 1&2	78 Hours
Refrigeration Recovery	9 Hours
Air Conditioning & Refrigeration	39 Hours
Basic Plumbing	39 Hours
Industrial Electricity	39 Hours
National Electrical Code	39Hours
Blueprint Reading & Auto CAD	39 Hours
Basic Carpentry	39 Hours
Hydraulics & Pneumatics	39 Hours
Intro to Microsoft Office	39 Hours
Labor Management/ Sexual Harassment	39 Hours
First Aid/CPR	15 Hours
O.S.H.A. 10	15 Hours
Total 366 Hours	

Computer Technology

COURSES	HRS. OF STUDY
Introduction to Computers	120 Hours
Intermediate Computers	480 Hours
Computer repair A+	120 Hours
Total 720 Hours	

Automotive Technology

COURSES	HRS. OF STUDY
Basic Automotive Tech	39 Hours
Advanced Automotive Tech	39 Hours
British Car Care	39 Hours
Automotive Employment Training	39 Hours
O.S.H.A. 10	15 Hours
Total 171 Hours	

Apprentice Training/Indentured Apprentices

Related instruction for indentured apprentices will be organized in the various crafts whenever registration warrants. Attendance in these classes will meet the requirements of the State Education Department for Related Instruction. Apprentices in any year of their apprenticeship are urged to contact us to discuss their program so complete records for their Related Instruction can be maintained. Persons interested can obtain a brochure describing the apprentice program by calling 888-7088 ext. 111.

Allied Health Programs

Buffalo Public Schools Adult Education Division offers Allied Health training programs for Nurse Aide / Nursing Assistant and Medical Office Assistant.

These Employment Preparation Courses Are Some Of Our Most Popular Programs!

Are you new to Buffalo Public Schools Adult Education division?

Yes?

Call (716) 888-7088, ext. 100 to schedule an Allied Health Orientation.

No?

Current students should meet with their Career Advisor to see if they qualify for a referral.

Qualified Candidates will be scheduled for further evaluation by the Allied Health Department staff.

What does “Qualified Candidate” mean?

Students must score at least a 9.0 READING and at least a 9.0 TOTAL MATH on a D LEVEL TABE assessment in order to be placed on the waiting list. Academic assistance is available for candidates who do not meet this requirement.

CANDIDATES WITHOUT A GED OR HIGH SCHOOL DIPLOMA WILL BE REQUIRED TO ENROLL IN A GED PROGRAM.

I am on the waiting list. What happens next?

Students on the waiting list and will be scheduled for additional assessment, drug test and interview one to two weeks prior to the start date of class they are interested in taking – Nurse Aide or Medical Office.

- All candidates are subject to drug testing at interview and any time during the program if accepted.
- Nurse Aide Candidates will be required to provide proof of immunization, submit to a tuberculosis screening and a obtain physical from their health care provider.

PLEASE NOTE: PLACEMENT ON THE WAITING LIST AND AN INTERVIEW DOES NOT GUARANTEE ACCEPTANCE INTO THE NURSE AIDE / NURSING ASSISTANT OR MEDICAL OFFICE ASSISTANT PROGRAM.

For information regarding New York State Nurse Aide Certification including:

- **Recertification**
- **Regional Testing & Exam Information**
- **Retesting for Lapsed License**
- **Registry Services**

CALL PROMETRIC at (800) 805-9128

New York State Nursing Home Nurse Aide Certification Handbook is available online at:

<http://www.prometric.com/NurseAide/NY.htm>

**Buffalo Public Schools Adult Education Division is not a regional test site and we do not handle recertification, retesting or employment placement for non-students.
We are not responsible for the information provided by Prometric.**

NURSE AIDE TRAINING PROGRAM

Our program provides students with the required education and clinical training to achieve New York State Certification as a Nurse Aide or Nursing Assistant. New York State requires that each Nurse Aide trainee receive a minimum of 100 clock hours of instruction including 30 hours of supervised clinical training. Upon completion of the program, students will take the New York State Nursing Home Nurse Aide Competency Examination. The exam evaluates student’s knowledge of Nurse Aide skills and duties and requires demonstration of safe and competent care.

Day and classes are offered at least four (4) times a year depending on interest. Evening classes are offered at least twice a year depending on interest.

TENTATIVE 2011 – 2012 NURSE AIDE TRAINING SCHEDULE

(Dates Are Subject Change Or Cancellation):

Day classes:

October 2011, January 2012
April 2012, July 2012

Evening Classes:

October 2011 & February 2012

Day Classes: (8 weeks – 150+ Hours)

Monday, Wednesday & Friday 9:00 a.m. – 4:30 p.m.

(Five consecutive days will be required for clinical rotation.

Clinical hours are 7:30 a.m. – 1:30 p.m.)

Evening & Saturday classes: (14 weeks – 150+ Hours)

Monday – Thursday 5:30 p.m. – 9:00 p.m.

plus 1-2 Saturdays per month 9:00 a.m. – 4:30 p.m.

(Two consecutive Saturdays will be required for clinical rotation.

Saturday clinical hours are 7:30 a.m. – 3:30 p.m.)

Tuition: \$1400* + \$40 book fee - Students may be eligible for financial assistance.

**Cost includes one set of scrubs, uniform shoes, a watch with second hand and New York State Nurse Aide Competency Exam fee.*

MEDICAL OFFICE ASSISTANT PROGRAM

Our Medical Office Assistant program is a comprehensive training program for candidates interested in entering the field of Medical Office Assistant with Front Office skills: Receptionist and Billing Clerk. The program focuses on basic computer skills, keyboarding, medical software/data entry, patients' rights and confidentiality, insurance claims, medical terminology and medical coding and billing. Our program provides basic instruction of MEDENT®, the industry's foremost electronic medical records and practice management software.

Candidates will learn the basic skills of a Medical Office Assistant and the various industries in which they may seek employment: front desk reception, patient representative, insurance claims, coding, billing medical collections, hospital unit clerk, medical secretary, data entry and other administrative non-clinical positions.

Basic computer competency and typing skills are required.

TENTATIVE 2011 – 2012 MEDICAL OFFICE SCHEDULE

(Dates Are Subject Change Or Cancellation):

Day classes:

October 2011, January 2012
April 2012, July 2012 (Summer Hours)

Evening classes:

October 2011 & February 2012

Day Classes: (10 weeks)

Monday – Thursday 12:00 p.m. – 3:30 p.m.

(Summer Hours: Monday – Thursday 8:30 a.m. – 12:00 Noon.)

Evening Classes: (15 weeks)

Tuesday, Wednesday & Thursday 4:30 – 8:00 p.m.

Tuition: \$675 + \$20 book fee. Students may be eligible for financial assistance.

OPPORTUNITIES IN CONTINUING EDUCATION

Upon completion of our Medical Office Assistant Program, candidates may qualify for advanced credit towards an Associate's Degree at Erie Community College. See a Transitional Counselor at the Adult Learning Center for more information.

Construction Skills and Employment Skills Training Program

This program will provide training in the building and construction skilled trades areas with the goal of a union apprenticeship with the Buffalo Building and Construction Members or a private sector employment.

These hands-on classes will give the student experience and practice identifying and using basic tools and equipment in chosen trade area(s) which include:

Blueprint Reading, HVAC, Electrical, Plumbing, Drywall, Masonry, Wall Framing, Painting, Concrete, Finish Carpentry, and Hand Power Tools.

Work experience, basic reading and math, and Job Readiness will also be available.

PREREQUISITES:

Minimum 18 years old.

No Cost to qualified individuals. Call 888-7088 ext. 111 for further information

***\$\$ Earn While You Learn \$\$
...to be an Emergency
Medical Technician***

Rural Metro Medical Services

WNY has a unique opportunity for full-time employment while we train you for a rewarding career in pre-hospital emergency medical service. Eligible candidates will be hired as full-time employees and compensated at a training wage while in attendance at our NYS EMT-Basic certification course. Upon successful completion and obtaining their NYS certification, the employee is promoted to that of EMT-B with the commensurate pay rate.

To successfully complete the course, students must achieve and maintain a passing score on practical and written certification exams. They must have the ability to communicate verbally and have the ability to lift, carry and balance up to 125 pounds. Students must possess a high school diploma or GED and must be at least 18 years of age and possess a valid NYS motor vehicle operator's license, accompanied by an acceptable driving record.

The EMT-Basic course will teach you to manage medical emergencies to include care for injuries, CPR, patient assessment and emergency childbirth. The next open enrollment sessions are being formed. Please call in December 2011 for more information.

**www.ruralmetrowny.com
or call 882-8400 ext. 468**



Orientation

Designed for all new incoming students, this mandatory 1 or 2-day seminar helps students "gear up" for the adult learning lifestyle. Energetic facilitators motivate students to succeed, while reviewing healthy study and learning habits. Students complete paperwork, review school policies and procedures, and undergo an initial assessment designed to place students within their own peer group of learners.

An appointment is required.

Ages 17-21

Call for info and registration - 888-7088 ext. 100

8:30AM-3:00PM & 8:30AM-11:00AM M & T OR Th & F

Ages 22+ Adult Learning Center,

389 Virginia Street

5:30PM-8:30PM (M & T)

8:30AM-3:00PM (M or T)

GED Test Preparation

Getting your GED can open doors for you. Your diploma can qualify you for jobs, training or college. If the lack of a GED is holding you back, allow our certified adult education instructors to prepare you to take - and pass - the GED exam. Classes are available mornings, afternoons, evenings, and Saturdays to accommodate your schedule. Topics covered include reading, mathematics, and writing, as well as critical thinking and study skills for all five subject areas on the GED. Start your future today.

AM, PM, Evening, OR Saturday classes available.

Pressed for time and ready to work for your GED?

Learn at Home

Requirements of Study At Home Students

- Must be 21 years or older
- Commitment to complete assignments
- 6 hours each week
- Complete an assessment and orientation at ALC
- Connect with a teacher
- Cannot be simultaneously enrolled in GED classes

Programs:

GED Study at Home – requires a commitment to study. A teacher will prepare lessons to your individual needs. Students pick up materials and return them every two weeks. Also, lessons available through a drop-in tutoring sessions at Adult Learning Center on Saturday mornings.

GED Online – requires access to a computer with high speed Internet access and email or phone contact with your teacher each week. 3000 lessons are available to tailor the program to your specific needs.

CALL 887-3912 EXT. 202

Amazing Results!



University of the State of New York
State Education Department

**All programs approved by New York State Education Department
Official NYS GED Testing Center**

Americans with Disabilities Act

Adult Education Division, Buffalo Public Schools Public Policy

If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug or alcohol addiction, depression, mobility impairment, or hearing or vision impairment. You can let us know if you have a disability.

Free GED, Math, Reading & Writing

GED Reading and Math Basics for Adults

If you have been out of school for an extended period of time, or aren't quite ready for a rigorous GED Test, this basic introductory course is for you. Students may start anytime during the year. Based upon scores obtained during orientation assessment, students will be placed in this pre-GED, Adult Basic Education course. Classes are free.

AM, PM, Evening OR Saturday classes are available.

Math Lab

Designed especially for students needing individualized help with math skills, this intensive, hands-on learning lab is for students needing a "boost" in addition, subtraction, multiplication, division, algebra or geometry.

Call for information at 888-7088 ext. 100.

New York State Registered Testing Center for GED 2011 Test Dates

September 21 & 22 (Wed. & Thurs.)

October 8 (Saturday)

October 19 & 20 (Wed. & Thurs.)

November 16 & 17 (Wed. & Thurs.)

December 14 & 15 (Wed. & Thurs.)

Times

Wed. & Thurs. @ 5:00 - 9:00 PM

Saturday @ 8:00 AM - 4:00 PM

If you are late you must reschedule.

Important Information About Taking the GED Exam

The New York State GED exam is offered at least once a month at the Workforce Literacy Center (WLC), located at 160 Edward Street at Elmwood Avenue in Buffalo. The test is given on Wednesdays from 5:00 pm to 9:00 pm (2 parts- Language Arts, Reading & Writing), and Thursday from 5:00 pm to 9:30 pm (3 parts - Math, Science & Social Studies.) On Saturday, the exam begins at 8:00 am and all parts will be completed in one day.

All candidates must have government issued picture I.D. Candidates under the age of 19 must qualify for one of the following Attachments, which are available at the Adult Learning Center office, before they can sit for the GED exam.

Attachment B -

Verifying that one year has passed since the candidate left school - OR -the candidate was a member of a class that has already graduated.

-or-

Attachment C -

Verifying the candidate is a student enrolled in an approved alternative education program.

- or -

Attachment D -

Verifying the candidate's acceptance into armed forces, job corps or college.

Candidates may pick up or drop off applications at the Adult Learning Center, located at 389 Virginia Street (corner of S. Elmwood) from Monday - Friday 8:30 am - 3:00 pm.

For more information, call 888-7088 Ext. 100 or visit us online at www.UpSkill.org

**For further information call:
888-7088 ext. 100.**

Learn to Speak English - FREE

ESL - English as a Second Language

Learn to speak English - for FREE! This course focuses on the four main skill areas of the English Language: speaking, listening, writing and reading. New students may start any time during the year. Students from all countries and at all skill levels – from beginning to advanced - are welcome to attend!

AM, PM, Eve.

ESL classes available at the following sites:

- **International Institute**
864 Delaware Ave.
- **Howard Lewis Parent University**
179 Albany St.
- **Father Belle Center**
104 Maryland St. at Busti
- **Hispanics United**
254 Virginia Street
- **Workplace Literacy Center**
160 Edward St. at Elmwood
- **Vive La Casa**
40 Wyoming St.
- **Northwest Community Center**
155 Lawn Ave.

Call 888-7088 to register!

TOEFL Test Preparation

Interested in the American college experience? This course is designed to help higher-level English speakers prepare for the Test of English as a Foreign Language (TOEFL) for college admission. New students may start any time during the year.

12:00 PM-3:00 PM M-F September - February

International Institute, 864 Delaware Ave.

Citizenship Test Preparation

Your journey to the American Dream starts here! This class is designed to help you prepare for - and pass - the U.S. Citizenship Test, including both the English and Civics portions of the exam. Learn about the U.S. Citizenship and Naturalization Process, our government, and the history of the "Land of the Free" and the "Home of the Brave!" Students must be able to read and write in English to enter this class.

12:00 PM-3:00 PM M-F March - June

International Institute, 864 Delaware Ave.



Students improve their English skills at the International Institute.



Foreign students from many different countries around the world learn English and make new friends in our ESL program.



Buffalo Public Schools

ADULT EDUCATION
DIVISION

Go back. And move forward.

Don't Have Your High School Diploma? College Can Be in Your Future Plans.

The Pathways to Success program provides developmental and college-entry services at no cost to those students who wish to enter college but need preparatory coursework to meet entry requirements. Jointly sponsored by Erie Community College and the Buffalo Public Schools, Pathways to Success combines the resources of both institutions to create value for our learning community.

The program is for:

- People who need to get a GED before applying to college.
- People who would like to attend college but need academic review to improve and refresh their skills.
- People enrolled in BPS Continuing Education classes whose course work can be used for academic class credit at ECC.
(For example: Completion of Intermediate Computer classes can earn your first credits at the college in several different majors. You can earn credit with the ALC class in Medical Terminology.)

What are the courses?

- GED
- Preparation courses for those that need to complete a High School diploma
- Pre-Collegiate
- Math and Reading & Writing courses to prepare students for college level coursework
- English as a Second Language courses for those who need to improve their command of the English language suitable for college level work

How much will the program cost?

These services are free, allowing grants and student loans to be used for college courses. It may be necessary to purchase textbooks.

Where and when are courses offered?

GED courses are offered at over 20 sites in Buffalo. Day and evening courses are offered year round. Pre-Collegiate classes are offered at Erie Community College.

What are the classes like?

Instruction is designed to prepare you for entrance to college. Teachers are all NY State Department of Education-certified.

ECC Pathways Program

Thinking about changing career fields...
or returning to school to acquire

A College Degree or Certification in a new skill?

**Find the best answer for you today by calling
The Pathways Pre-Collegiate Program at 851-1109**

Need Help With The ECC Entrance Exam?

Pre-Collegiate Studies classes are being offered at our
ECC City Campus site.

Whether you have been out of school for years or have just graduated from high school, these courses can provide the preparation needed to score well on the ECC college entrance exam (ACT/ASSET).

Courses are offered year round in ten week cycles around the ACT/ASSET testing schedule.

For more information call 851-1109

Bryant & Stratton College Pathways Program

If you are interested in business, technology, design or legal field and want to pursue a GED or pre-college studies, Bryant & Stratton College and the Adult Education Division offer classes at their downtown campus in:

GED Preparation & Pre-Collegiate Studies

The Program is for students:
21 years of age or older
TABE scores of 6.0(D) in both reading and math

All students attending the Bryant & Stratton College Pathways Program will have access to Transportation, Email Account, Student Assistance Center (individual tutoring) & Library use.

To Enroll, Call 884-9120 ext. 248



Conversational Spanish

Spanish is spoken by almost 400 million people worldwide and about half of the population in the Western Hemisphere speak Spanish. It is the primary language for as many people as English in this region of the world. Whether you are in health care, law enforcement, social work or just want to travel to a Spanish-speaking country, this lively and entertaining class will teach you active listening skills as well as correct Spanish pronunciation. You'll learn common phrases and vocabulary, sentence structure, and conversational techniques.

Monday **11 Weeks** **5:30 PM – 8:30 PM**

ALC - 389 Virginia St. B1

Start Date: 09/26/11 End Date: 012/12/11

\$95

Basic Drawing & Painting:

This course is intended to be therapeutic and enjoyable for beginners as well as more experienced artists. You do not have to know how to draw or paint to enjoy this course. Have fun while exploring the use of several media: pencil, watercolor pencil, watercolor painting and oil painting. The students' interests and ability level will determine the focus. Taught by an experienced illustrator and designer.

Wednesday **13 weeks** **6:30 – 9:30 pm**

ALC - 389 Virginia St. Rm. 200

Start Date: 09/28/11 End Date: 01/04/12

\$175+supplies

Entrepreneurship - Owning Your Own Business

Have you dreamed of owning our own business but have been fearful of taking the first step? Explore the benefits and the challenges of small business ownership, the opportunities and pitfalls. You'll gain a better understanding of what you need to know before you move out of your comfort zone and head in the direction of your dreams.

Learn how to write a business plan, create business cards, and where to obtain financing. You will discuss the different types of businesses that might suit you. Learn about marketing and financial statements while gaining broader understanding of the role of the Internet in business development. If you have the courage to begin and the persistence to endure, nothing should hold you back from achieving your goals.

Wednesday **13 weeks** **6:00pm – 9:00pm**

WLC - 160 Edward St. Rm. 205

Start Date: 09/28/11 End Date: 01/04/12

\$195

Introduction to Digital Photography

Learn the basics of digital photography and the digital darkroom. This course will focus on the technology that drives the digital camera including information on exposure, lighting, composition, and digital formats. Adobe Photoshop CS will introduce you to the digital darkroom. Topics for this industry-standard software include selections, tools, layers, text, color, paint, masking, channels, and much more. This hands-on course will provide you with the skills to use your camera effectively and the know-how to improve and manipulate images. This is a useful course for anyone in almost any field who wants to learn the basics of creating, improving, and manipulating images. Prerequisite: Must have basic computer

Thursday **8 weeks** **6:30 – 9:30 pm**

South Park High School - 150 Southside Pkwy.

Start Date: 09/29/11 End Date: 11/17/12

\$95 + Lab Fee



Introduction to Financial Management

Explore today's most common money management topics presented with "real life" examples and activities. This course will maximize your understanding of money management and introductory financial theory concepts through participation in individual and cooperative learning activities. Each lesson contains a culminating activity ensuring

students have grasped the class content. Some of the topics introduced will include: basics of investing/asset allocation, buying a home/home insurance, buying a car/auto insurance, controlling debt, identity theft.

Wednesday **8 Weeks** **6:30 – 8:30 PM**

WLC - 160 Edward St. H3

Start Date: 09/28/11 End Date: 11/16/11

\$95





Basic Floral Design

With little or no floral experience, you will be able to create your own floral arrangements. You will be introduced to some of the basics of floral design including the following topics: bow making, creating bud vase and vase arrangements, centerpieces, wreaths, and holiday decorations using fresh and silk flowers.

Thursday **8 weeks** **6:30 – 9:30 pm**

South Park High School - 150 Southside Pkwy.

Start Date: 09/29/11 End Date: 11/17/12

\$85 + supplies



Introduction to Interior Design

Love to decorate? Want a new look for your home? Get some great ideas from Lil E. Designs to include the following topics: Color Effects Me, Basic Design, The Practice of Measuring, Floor Planning, Period Furniture, and End Results. "Measure Mate," a handbook for decorating, will be available for a cost of \$10, payable to the instructor. Please bring a 11/2 inch three ring binder.

Wednesday **6 Weeks** **6:30 – 8:30 PM**

WLC - 160 Edward St.

Start Date: 10/05/11 End Date: 11/09/11

\$85

Mosaics

Learn to create beautiful mosaic designs using stained glass, ceramic tile or broken dishes. Craft your own masterpiece, each with its own unique texture and color. Highly skilled instructor employs both the direct and indirect method, and teaches with a variety of materials applications. Come with your own ideas or become inspired with new ones.

Monday **8 Weeks** **6:30 – 8:30 PM**

WLC - 160 Edward St. H3

Start Date: 09/26/11 End Date: 11/21/11

\$75 + Materials

Earn College Credit While Attending Our Classes

Erie Community College and the Buffalo Public Schools Adult Education Division have developed an articulation agreement to allow certain courses to be transferred for college credit towards an Associates Degree.

Please contact John W. Suchy, Vocational Program Coordinator for details at 888-7088 ext. 210

5-hour Pre-licensing Course

The 5-hour course is a NY State-mandated classroom style course that allows new drivers



to receive their M V - 2 7 8 certificate. This certificate is needed in order to register and take your road

test. The course is regulated by the Department of Motor Vehicles and is a requirement for all drivers before they register for their road test. All students will need to have a learner's permit prior to taking this course.

Saturday **5 hours** **8:00 am – 1:00 pm**

WLC - 160 Edward St.

Dates: 09/17/11

10/15/11

11/12/11

12/10/11

\$30.00 - Payable by money order or check to:

JB's Safety School, Inc.

Commercial Driver's License (CDL) Permit Training

This course covers and details the requirements to take the CDL core permit test and the passenger endorsement written tests. The course is designed for all levels of



driving experience. The course includes the Department of Motor Vehicles Commercial Drivers Manual, practice tests and review of necessary material. The instructor will detail the process that is required to obtain your CDL permit and recommendations for behind the wheel training and CDL road testing. This course is a 6-hour classroom style and can be taught in 1 6-hour training class or divided into 2 3-hour classes. DMV Fees for tests are not included with this course. All tests are administered at the DMV. Students are responsible for their own testing. This course is designed to prepare students to take the test only.

Saturday **8:00 am – 2:00 pm**

Dates: 10/29/11 OR 02/18/12

\$30.00 Payable by money order or check to

JB's Safety School, Inc.

Online Courses



Convenient, Affordable, and Effective.

Take online courses anywhere and when it's most convenient for you.

We offer you hundreds of engaging online courses for adults, covering every topic from SAT Test Preparation to Web Design. Each online course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

**For a listing of all online courses and their requirements go to www.UpSkill.org.
For more information on registering for online courses call 888-7088 Ext 111**

Accounting Fundamentals



Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. **\$89**

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. **\$89**

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. **\$89**

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. **\$89**

Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies. **\$89**

Learn to Buy and Sell on eBay



Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Introduction to Microsoft Excel 2007

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons. **\$89**

Explore a Career in Medical Coding



In this course, you'll learn how to find medical codes for any disease, condition, treatment, or surgical procedure. We'll discuss how medical coding works in the real world, and then we'll go over the different types of codes you'll need to understand to describe every aspect of a patient's visit and report that information to an insurance company. **\$89**

Effective Business Writing

You may be a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents-including e-mail-that immediately draw readers in and motivate them to do what you want. **\$89**



Online Courses

Paralegal Certification Program

Prepare for a career as a paralegal by learning: Legal Terminology Legal Documents and Analysis Evidence, Interviewing & Investigation Legal Authority and Research Legal Writing and Appellate Procedure Administration, Advocacy and Job Hunting (6 course series) **\$190**

Veterinary Assistant

Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. You will also get a taste of how a veterinary hospital ticks as a small business by focusing on billing, workplace safety, and marketing through client education programs. **\$89**

Debt Elimination Techniques that Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. **\$89**

Fundamentals of Supervision and Management

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. Also available: Fundamentals of Supervision and Management II. **\$89**

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well paying field of technical writing. **\$89**

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. **\$89**

Introduction to Microsoft Word

Learn to create and modify documents with the world's most popular word processor. Also available: Intermediate Microsoft Word and Advanced Word. **\$89**

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. Also available: Intermediate Microsoft Excel. **\$89**

Explore a Career as a Pharmacy Technician

Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT). **\$89**

Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles. **\$89**

Introduction to Quickbooks

Learn how to quickly and efficiently gain control over the financial aspects of your business. **\$89**

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC. **\$89**

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. **\$89**

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. Also available: Intermediate Networking. **\$89**

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. **\$89**

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. **\$89**



Online Courses

C++ for the Absolute Beginner

Learn to create fully functional Windows programs, even if you have no programming experience! **\$89**

Introduction to Visual Basic 6.0

Begin your programming career by mastering one of the most popular development tools in the world. **\$89**

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2). **\$89**

GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2). **\$89**

SAT/ACT - Part 1

Prepare for the verbal and science reasoning sections of the SAT and ACT tests using proven test-taking techniques (course 1 of 2). **\$89**

SAT/ACT - Part 2

Prepare for the quantitative sections of the SAT and ACT tests using proven test-taking techniques (course 2 of 2). **\$89**

Introduction to MS Frontpage 2003



No time to learn HTML? Find out how FrontPage 2003 makes it easy to create and upload professional web sites without programming. Also

available: Introduction to Microsoft Front Page 2000. **\$89**

Introduction to XML

Gain valuable and marketable experience with one of the most popular and important of all emerging Web technologies. **\$89**

Introduction to the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more. **\$89**

Introduction to Flash MX

Learn how to develop rich and interactive Web media from a pair of top Flash developers. Also available: Flash MX for the Absolute Beginner and Flash 5 for the Absolute Beginners. **\$89**

Java for the Absolute Beginner

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Also available: Introduction to Java 2 Programming and Intermediate Java 2 Programming. **\$89**

CGI Programming for the Web

Learn how to make your Web site fun, interactive, and informative with cookies, forms, autoresponders, and more. **\$89**

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing. **\$89**

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. **\$89**

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more. **\$89**

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. **\$89**

Certificate in Gerontology

(26 contract hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population. **\$189**

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. **\$89**

Certificate in Spirituality, Health, and Healing

(27 contract hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing. **\$149**



Adult Interactive Career Exploration Fair

Thursday, October 6, 2011

6:00 p.m – 8:00 p.m.
Workplace Literacy Center
160 Edward St.
Buffalo, New York 14201

- * Explore a variety of career paths
- * Fun, relaxed, and hands-on activities
- * **FREE**
- * Offered in cooperation with Buffalo State College Technical Education Program and BPS Adult Education Division

Some of the careers represented include:

Agriculture	Art Therapy
Auto Service Occupations	Broadcasting
Business & Marketing	Computer Technology
Cosmetology	Culinary Arts
Electrical	Hospitality
Dental Tech	Fashion & Textiles
Graphic Communications	New & Emerging Careers
Precision Metal	Nursing Careers
Private and Public Security	Technology Education

For more info call 888-7088



*Refreshments are provided.
Mark your calendar and plan
to attend with friends and family.*



GEAR UP FOR SUCCESS...

FREE LITERACY CLASSES!

GED Classes High School Equivalency

- *Free Classes*
- *Must be at least 17*
- *Various Times and Locations including Saturdays*
- *Individualized Lessons*
- *Learn at your pace, on your time*
- *Home Study available*
- *Certified Instructors*
- *Special needs services available*
- ∇ *Join Anytime*

English as a Second Language

- *Free Classes*
- *Must be at least 18*
- *Various Times and Locations*
- *Learn to speak, read, write, and listen better*
- *Learn at your pace, on your time*
- *Certified Instructors*
- *Fun, friendly classes*
- *Join Anytime*
- *Handicapped accessible facility available*

**Call for Registration and Orientation
888-7088 Ext 100**

Board of Education

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(Park District) - President

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(North District)

John Licata
(At Large)

Rosalyn Taylor
(East District)

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(At Large) - Vice President

Florence Johnson
(At Large)

Sharon Belton Cottman
(Ferry District)

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(West District)

James A. Williams, Ed.D.
Superintendent

General Information

ADMISSION REQUIREMENTS

Any person seventeen years of age or over who does not attend elementary, high or private day school may enroll in adult classes. If you are 18 or younger, you will be asked for working papers when registering for GED classes.

STUDENT CONDUCT

Students are expected to conduct themselves in a proper manner regarding class conduct, safety, and cooperation with classmates and instructors.

COMPUTER POLICY

Students will be required to comply with the District policy for computer and software usage.

FEES

A tuition fee for each course is included with the course description, where applicable. Students in classes requiring special materials and supplies will be charged a LABORATORY FEE. This will vary according to the needs of the class. A TEXTBOOK FEE may be required for certain courses.

COURSE CANCELLATION

If a minimum enrollment is not reached for a course, the Adult Learning Center reserves the right to cancel and refund the tuition fee.

REFUNDS

Tuition fee refunds will be made only under the following circumstances with proof of payment receipt:

- Cancellation of the course.
- A full refund will be made when a course is cancelled due to insufficient registrants.
- A full refund will be made for withdrawal of those not satisfied only prior to or during the second week of classes. Notification of intention to withdraw from a course must be made to the school office prior to or during the second week of classes either in person or in writing.

NO REFUNDS WILL BE GIVEN SECOND WEEK OF CLASSES.

Refunds take approximately three weeks to process. (No refunds will be made without a valid receipt.)

CLASSES MAY BE CANCELLED DUE TO LOW REGISTRATION

WE LOVE EARLY REGISTRANTS

Classes are cancelled sometimes when individuals wait too long to register. If a class doesn't have the minimum number of students, we are forced to cancel the class. That leaves a lot of people disappointed. ***So, don't forget to register early.***

Look for new programs coming soon:

- **Cosmetology**
- **Barbering**
- **Esthetician**

* Students in these programs must meet entrance requirements.

General Information

Registration is Easy! Sign-up Today!



BY MAIL

1. Fill out one (1) registration form for each individual.
2. Enclose check or money order. If you wish to use MasterCard or Visa, fill in the card # on your registration. **Forms received without payment will not be processed.**
3. MAKE Checks payable to:
Buffalo Public Schools
4. MAIL TO:
**Buffalo Adult Learning Center
Attn: Business Office
389 Virginia Street
Buffalo, New York 14201**
5. Registrations will be processed in the order they are received.
6. Receipts will be issued first night of class.
7. **CASH NOT ACCEPTED** for course payment. Please pay with check, money order or credit card.

WALK IN



Buffalo Adult Learning Center
389 Virginia Street at Elmwood
Buffalo, New York 14201

Monday - Friday

9:00-11:30 am & 1:30-3:30 pm

Monday - Thursday

4:00-6:30 pm

Saturday

9:00-11:30 am

Evening Registration also taken
the first night of class.

BY PHONE

Call **716-888-7088**

ext. 100 or 111



Download Registration Forms Online at
www.UpSkill.org



ONLINE



You can register online at **www.UpSkill.org**
Mastercard and Visa accepted for payment.

James A. Williams, Ed.D
Superintendent of Schools

Will Keresztes, Ed.D
Associate Superintendent for Educational Services

Lester Leopold,
Director of Adult and Continuing Education



The following agencies are available:

OFFICE FOR VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES (VESID)

This State-run agency can assist people with training referrals and other services. An individual who has a documented disability that keeps them from current full or part-time employment may apply for assistance.

848-8001

NYS DEPT. OF LABOR

284 Main Street
Buffalo, NY 14202

851-2600

NYS DEPT. OF LABOR

4175 Transit Road
Transitown Plaza
Williamsville, NY 14221

634-9081

BUFFALO AND ERIE COUNTY WORKFORCE DEVELOPMENT CONSORTIUM

City and County residents who are in need of job skills training should call the following offices:

Buffalo Employment and Training Center

77 Goodell Street
Buffalo, NY 14203

856-JOBS (5627)

ECC Employment and Training Center

3176 Abbott Road
Orchard Park, NY 14127

825-2525

COMPANY-SPONSORED TUITION PAYMENT

Many companies have payment programs for employees who take courses to upgrade skills. They have in the past paid tuition costs for training.

Award Winning Programs

The Adult Learning Center has been honored recently with the following awards:



Will Keresztes, Ed.D. & Les Leopold

Associate Superintendent for Educational Services, **Will Keresztes**, was awarded the **New York Association for Continuing/Community Education (NYACCE) Service Award 2011**. The distinguished honor is a single statewide award for an individual who makes outstanding contributions to Adult Education. The award was presented at the 60th annual NYACCE conference on May 2, 2011.

2011 - Community Partnership Award for Support and Commitment to our "New Americans" in the Jewish Family Services Refugee Resettlement Program
~ Jewish Family Services

2011 - Partner in Self-Sufficiency Award in Recognition of the Contributions & Commitment of Buffalo Public Schools Adult Education Division
~ Everywoman Opportunity Center

2011 - LERN International Award for Excellence in Marketing
~ LERN

2010 - LERN International Award for Best Marketing
~ LERN

Our Convenient Learning Centers

Buffalo Public Schools • Adult Education Division

ADULT EDUCATION SITES

Adult Learning Center (ALC)	389 Virginia St. at Elmwood 14201	888-7088
Belle Center (CCI)	104 Maryland Ave. 14201	843-4023
Bryant & Stratton	465 Main St. 14203	884-9120
Buffalo & EC Library - Central	1 Lafayette Sq. 14203	858-2028
Buffalo Emp. & Training Ctr.	77 Goodell St. 14203	856-5627
CAO Harvard	70 Harvard Pl. 14209	881-5150
Computers for Children	596 Hertel Ave. 14216	783-9018
East Delavan Library	1187 E. Delavan Ave. 14215	896-4433
ECC One Stop	3176 Abbott Rd. 14127	825-2525
Edward Saunders Community Center	2777 Bailey Ave. 14215	332-4380
Erie Community College	45 Oak St. 14203	851-1109
Frederick Douglas Tower C.C.	234 Jefferson Ave. 14204	854-1748
Gateway Longview Family Resource	347 E. Ferry St. 14208	783-3100
Goodwill Industries	1119 William St. 14206	845-6413
Heart Foundation	75 Hickory St. 14211	842-6213
Hispanics United	254 Virginia St. 14201	856-7110
Howard Lewis Parent University	179 Albany St. 14213	816-3170
International Institute	864 Delaware Ave. 14209	884-9672
Jewish Family Service	70 Barker St. 14209	883-1914
LDA of WNY	628 Washington St. 14203	852-1011
Lancaster/Buffalo Airport	6100 Walden Ave.. 14086	888-7088
Matt Urban Center	1081 Broadway St. 14212	893-7222
Native Amer. Community Svcs.	1005 Grant St. 14207	874-4460
New Hope Education Center	175 Jefferson Ave. 14210	855-0654
NYS Dept. of Labor	284 Main Street 14203	851-2634
Northwest Community Center	155 Lawn Ave. 14207	816-4042
South Buffalo Education Center		
@ South Park High School	150 Southside Parkway 14220	888-7088
@ Cazenovia Resource Center	155 Cazenovia Parkway 14220	888-7088
Response to Love Center	130 Kosciuszko St. 14212	894-7030
Vive La Casa	40 Wyoming St. 14215	892-4354
Workplace Literacy Center (WLC)	160 Edward at Elmwood 14201	887-3912
YMCA	585 William St. 14206	845-5440

VOCATIONAL SITES

Adult Learning Center (ALC)	389 Virginia St. at Elmwood 14201	888-7088
Burgard Vocational H.S.	400 Kensington Ave. 14214	816-4450
Lancaster/Buffalo Airport	6100 Walden Ave. 14086	888-7088
McKinley High School	1500 Elmwood Ave. 14207	816-4480
Millard Fillmore Gates Circle Hospital		
Kaleida Health	3 Gates Circle 14209	888-7088
Rural Metro	60 Clyde St. 14215	882-8400
South Park High School	150 Southside Parkway 14220	888-7088
Workplace Literacy Center (WLC)	160 Edward at Elmwood 14201	887-3912

School Closings

When the **Buffalo Schools** are closed for inclement weather or for a holiday, there will be no day or evening classes. Listen to radio and television announcements for unexpected closings.

HOLIDAYS

October 10	Columbus Day (observed)
November 8	Election Day
November 11	Veterans' Day
November 24-25	Thanksgiving Break
December 26-30	Winter Break

Vocational/Online Registration Form

Please Print Clearly

Last Name _____ First Name _____

Address _____

City _____ State _____

Home Phone _____ Cell/Work Phone _____

Email _____

Please Enroll Me in The Following Course(s)

COURSE TITLE	LOCATION	TIME/DAY	FEE(S)
TOTAL			

Method of Payment (Do Not Send Cash)



Money Order Check Credit Card: (circle one)

Card No. _____

Exp. Date _____

Signature _____

Vocational/Online Registration Form

Please Print Clearly

Last Name _____ First Name _____

Address _____

City _____ State _____

Home Phone _____ Cell/Work Phone _____

Email _____

Please Enroll Me in The Following Course(s)

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TOTAL			

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Adult Learning Center
389 Virginia Street
Buffalo, New York 14201

Non Profit Org
US Postage
PAID
Buffalo, NY
Permit No 3646



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Official NYS Testing Center for GED

***If you live in WNY, you are
welcome to join our classes***

Please call if you need additional catalogs at 888-7088