

BUFFALO PUBLIC SCHOOLS ADULT EDUCATION DIVISION

- High School Equivalency Diploma (HSE) Classes
- English as a Second Language (ESL) Classes
- Community & Continuing Education Courses
- Career & Technical Education Training
- Online Courses

2015–2016 COURSES

Visit www.UpSkill.org for start dates, schedule, and registration.



Official NYS TASC™ Testing & Instructional Center

The TASC™ replaces the GED® as the official no-cost exam for earning a High School Equivalency Diploma from NYSED.

716.888.7088 ext. 100/111
Register online at www.UpSkill.org



WHAT CAN WE DO FOR YOU?



The Adult Education Division's mission is to provide organized and sequential High School Equivalency Diploma classes, Adult Literacy, Community & Continuing Education, and Career & Technical Education programs that are relevant for all adult students. The Division ensures that adult education is accessible to students seeking alternative career pathways and lifelong learning opportunities.

The Adult Education Division provides:

High School Equivalency Diploma (HSE) and Adult Literacy, including English as a Second Language (ESL) Classes. Call **716.888.7088 ext. 100** for orientation appointments, class locations, and scheduling.

Community Education and Career & Technical Education courses:

Visit www.UpSkill.org or call **716.888.7088 ext. 100/111** for a complete listing, descriptions, schedules, applicable fees, and online registration.

COUNCIL ON OCCUPATIONAL EDUCATION



Buffalo Public Schools Adult Education Division is a candidate for accreditation with the Commission of the Council on Occupational Education.

Persons wishing to make comments should write to the Executive Director of the Commission, Council on Occupational Education, 7480 Roswell Road, Bldg. 300, Suite 325, Atlanta GA 30350. Persons making comments must provide their names and mailing addresses.

NOTICE OF NON - DISCRIMINATION

The Buffalo Public Schools Board of Education does not discriminate on the basis of age, creed, disability, marital status, national origin, race, color, gender or sexual orientation in its educational programs, services, and activities. Inquiries regarding this nondiscrimination policy may be directed to:

Brian T. Lorentz, Deputy Director of Human Resources,
719 City Hall, Buffalo, NY 14201

COMMUNITY AND CONTINUING EDUCATION

Visit www.UpSkill.org to see a complete listing of course descriptions, schedules, applicable fees, and online registration. Call **716.888.7088 ext. 100/111** for more information.

- Auto - Basic Mechanics
- Auto - British Car Repair
- Introduction to Automotive Repair
- AutoCAD & Blueprint Reading
- Aviation - Airframe & Powerplant
- Carpentry
- Civil Service Test Preparation
- Conversational Spanish
- Customer Service/Call Center Operations
- Entrepreneurship - Owning Your Own Business
- Exploratory Construction Skills
- Facilities Maintenance
- Floral Design
- Green Technology for the Home
- Hands-On Home Improvement
- Heating, Ventilation, Air Conditioning (HVAC) Basics
- Heart Saver CPR
- Heart Saver First Aid
- Home Inspector Training - NYS Approved
- Horticulture - Basic
- Horticulture - Advanced
- Interior Design
- Labor Relations & Sexual Harassment in Workplace
- Plumbing Basics
- Quilting By Hand
- Refrigerant Recovery - EPA Certification
- Residential Electric - Basic
- Residential Electric - Advanced
- Steam Engineering Technology 1-4 (Preparation for municipal licensing)
- General Welding

APPRENTICESHIP REQUIREMENT CLASSES
All programs meet NYS apprenticeship requirements. For more information, call 716.888.7088 ext. 100/111.

COMPUTER COURSES

- Adobe Photoshop
- Adobe InDesign
- Web Design with Adobe Dreamweaver
- Microsoft Office Specialist Certification Preparation
- Basic or Intermediate Microsoft Office Suite classes in:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Microsoft Publisher
 - Microsoft Access
- Social Media for Business



ONLINE COURSES

- Accounting Fundamentals
- A to Z Grant Writing
- Learn to Buy and Sell on eBay
- Effective Business Writing
- Paralegal Certification Program
- Veterinary Assistant
- Explore a Career as a Pharmacy Technician
- Explore a Career in a Dental Office
- Introduction to PC Troubleshooting
- Grammar Refresher
- And many more.....



Visit www.ed2go.com/BPS

Visit www.UpSkill.org to see a complete listing of **Community Education, Career & Technical Education, Online Courses, and Locations.**
Call **716.888.7088 ext. 100/111** for more information.

CAREER & TECHNICAL EDUCATION

Workforce Training Programs

COSMETOLOGY AND BARBERING



- Preparation for NYS licensing
- State-of-the-art facility in North Buffalo
- Taught by industry professionals
- On-site salon for training
- Learn classic and modern techniques
- Hours from other schools accepted
- Monthly open enrollment
- Full & part time classes



Cosmetology
1,100 hour program
\$6,500



Barbering
565 hour program
\$3,800

To learn more about enrollment requirements call: **716.871.1029 ext. 204** or **BuffaloSchoolofCosmetology.com**

ALLIED HEALTH



- Medical Office Assistant
155 hours
\$795 plus \$25 book fee. (Supplies additional)
- Certified Nursing Assistant (Nurse Aide)
145 hours
\$1,175 plus \$115/135 NYS Testing Fee,
\$65 book fee. (Scrubs additional)

To learn more about enrollment requirements call **716.888.7088 ext. 100/111** or visit **www.UpSkill.org**

HIGH SCHOOL EQUIVALENCY CLASSES & TASC™ TESTING

Pathways to Success

The Adult Education Division serves adults and out-of-school youth ages 17 and older who want to earn a NYS High School Equivalency Diploma (HSE). Classes prepare students to pass the TASC™ (Test Assessing Secondary Completion) which has replaced the GED® as the New York State Education Department's official exam. All registered Adult Education Division TASC™ students are dually enrolled in



Erie Community College's Pathways to Success program.

In addition, the program offers:

- Tuition free classes
- NYS Certified instructors
- Exam preparation at convenient locations
- Study-at-Home and online programs
- National External Diploma Program (NEDP)
- TASC™ exam offered throughout the year
Check www.UpSkill.org for dates.
- HSE Diploma Graduation Ceremony
- Morning, Afternoon, or Evening classes

Orientation required

Call **716.888.7088 ext.100** for appointment

LEARN ENGLISH

ESL English as a Second Language

- Tuition free
- Focus on speaking, listening, writing and reading
- Students at all skill levels welcome
- Dual enrollment at ECC
- Morning, Afternoon, or Evening classes



English for Academic Purposes

- For advanced-level non-native English speakers preparing for college-level reading, writing, listening, and speaking

For more information regarding ESL and English for Academic Purposes classes, call **716.887.3912 ext. 200**.

HOW TO REGISTER FOR COMMUNITY EDUCATION AND CAREER & TECHNICAL EDUCATION PROGRAMS

Register by Mail

1. Download Registration Form at www.UpSkill.org
2. Complete form and select payment method
(Cash not accepted)
3. Make checks or money orders payable to:
Buffalo Public Schools

Mail to:

Adult Learning Center
Attn: Business Office Room 202
389 Virginia Street
Buffalo, New York 14201



4. Receipts will be issued first night of class.
5. **CASH NOT ACCEPTED** for course payment.
Checks, money orders or credit cards are
accepted. Return check fee of \$25 will be
charged.

Register Online

Visit:

www.UpSkill.org



Walk In Registration

Buffalo Public Schools Adult Education Division
Adult Learning Center
389 Virginia Street at Elmwood
Buffalo, New York 14201

Monday - Friday
9:00 am - 1:30 pm and 2:30 - 3:30 pm
Monday - Thursday evenings
5:30 - 6:30 pm
Saturday
9:00 - 11:30 am



Reserve your seat today!

Call 716.888.7088 ext. 100/111

REFUND POLICY

Tuition refunds will be made only under the following
circumstances:

- Cancellation of the course.
- Under enrollment.
- Withdrawal from the course prior to the second
week of classes.

BUFFALO BOARD OF EDUCATION
BPS ADULT EDUCATION DIVISION
389 Virginia Street
Buffalo, NY 14201

2015-2016 COURSES
Continuing Education
Workforce Training
Literacy for Adults
Day and Evening Classes



www.UpSkill.org
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