

Course Offerings Catalog



2024-25



Educational Services That Transform Lives

“I am CTE ... ask me why I do this.”



Carl Gabrielsen
Owner, Gabrielsen Farms LLC



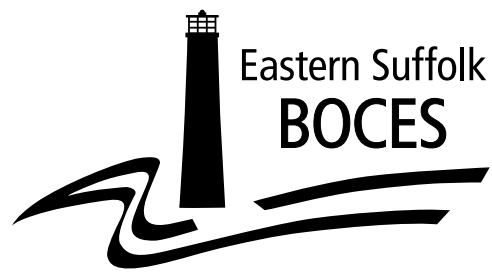
John Vaughan
Owner, Bayport Auto Body of L.I. Inc.



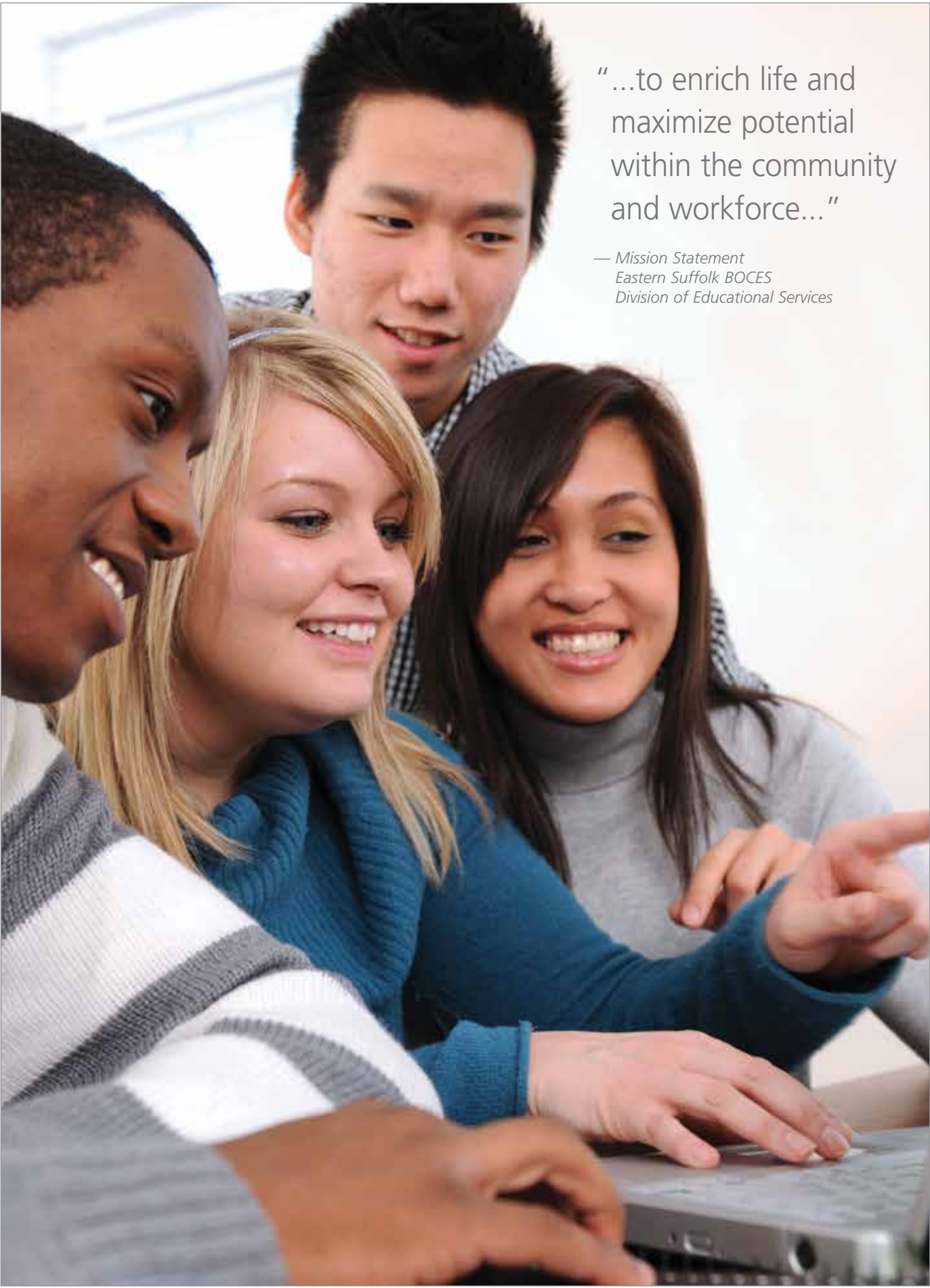
Brian Kiefer
Owner, Pro Printing & Graphics



Dawn Berntsen
Co-owner, Pizza Network



2024-25
Special Career Education Course Offerings

A photograph of four diverse students (three young women and one young man) looking at a laptop screen. They are all smiling and appear to be engaged in a collaborative learning activity. The student on the far left is a Black man, the woman next to him has blonde hair, the woman next to her has dark hair, and the man at the top is of Asian descent. They are all wearing casual clothing like sweaters.

"...to enrich life and
maximize potential
within the community
and workforce..."

— *Mission Statement*
Eastern Suffolk BOCES
Division of Educational Services

Eastern Suffolk BOCES Career and Technical Education

2024-25 Special Career Education Course Offerings

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SECTION I
EASTERN SUFFOLK BOCES VISION STATEMENT

Educational Services that Transform Lives

—Adopted by the Board 10/23/01

EASTERN SUFFOLK BOCES MISSION STATEMENT

Eastern Suffolk BOCES, an educational cooperative of 51 Long Island school districts, provides educational leadership, direct instruction, management and support through quality, cost effective instructional programs and shared services. These programs and services maximize educational and career opportunities for Long Island's diverse community of life-long learners, both children and adults, and enhance the operational effectiveness of its schools.

—Adopted by the Board 11/30/99

**EASTERN SUFFOLK BOCES DIVISION OF EDUCATIONAL SERVICES
MISSION STATEMENT**

Eastern Suffolk BOCES Educational Services Division, in partnership with the community, is dedicated to meeting the needs of diverse life-long learners by providing a full spectrum of cost-effective educational and career learning programs and services. These services include those that empower school districts and other educational providers to build capacity for teaching and learning, ensure equitable access to the best education for all students and achieve excellence. The programs enrich life and maximize potential within the community and work force. We are committed to quality, communication, research, respect, safety and attention to our continually changing world.

PHILOSOPHY STATEMENT: CAREER AND TECHNICAL EDUCATION

The Constitution of the State of New York, the Laws of New York State and Regulations of the Commissioner of Education in New York State require that Career and Technical Education programs be made available to residents of New York State. The Boards of Cooperative Educational Services of New York State provide quality Career and Technical Education for secondary students and adults.

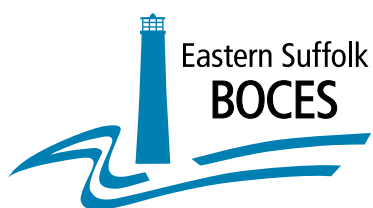
The primary goals of Career and Technical Education are to:

- Assist students in developing marketable career and technical skills
- Educate students in programs which incorporate with current NY State standards
- Provide well-qualified graduates to meet the challenging needs of business and industry

NON-DISCRIMINATION STATEMENT

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.





Special Career Education (SCE) Program Completer

The purpose of Special Career Education is to provide quality career education programs that will transition each student from secondary education to competitive employment.

Students who complete a program of study in any of the Eastern Suffolk BOCES SCE programs will be able to demonstrate:

- Competency in specific technical skills and knowledge through participation in the Special Career Education program of his/her choosing. Achievement will be reflected in each student's Employability Profile Report and quarterly grade.
- Successful completion in a paid or unpaid work-based learning experience leading to well-developed employability skills/work ethics and permanent employment.
- Increased confidence, awareness of self-worth and maturity, as well as knowledge of, and competency in, interacting with people from diverse backgrounds.
- Participation in appropriate transition planning.

A program of study may lead to the following outcomes:

- Obtaining an entry-level position in the workforce as the first step in his/her career path.
- Articulation into our Academy program, Eastern Suffolk BOCES Adult and Health Sciences programs, a college or a trade school as a result of his/her course of study with our program.
- Acceptance into other career training programs such as Supported Employment and other community-based agency programs.
- Referrals to various state agencies for continued support, such as ACCES/Vocational Rehabilitation and the Office for People With Developmental Disabilities/Office of Mental Health.
- Successful completion of New York State requirements to be eligible to receive a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies (CDOS) Credential.



GENERAL STATEMENT ON ADMISSIONS

Eastern Suffolk BOCES courses are offered as part of Career and Technical Education for secondary level students. These courses can lead to entry-level employment or post-secondary education.

All students have the right of accessibility to programs of instruction available at the Technical Centers and Special Career Education Centers within the Supervisory District. Eleventh and twelfth grade students may be eligible for admission in the Secondary Career and Technical Education Program. Any student 15.5 (15 years and 6 months) to twenty-one (21) years of age recommended by the District Committee on Special Education is eligible for placement in the Special Career Education Program. It is the responsibility of the professional staff to inform students of these opportunities for employment training and assist them in wise and meaningful program selection.

CAREER AND TECHNICAL EDUCATION/SPECIAL CAREER EDUCATION STUDENT REGISTRATION PROCEDURES

1. The registration process begins with the completion and submission of an Intake/Commitment Information form to the Admissions Office (see # 6 below). The Intake/Commitment Information form must be completed, signed appropriately and received before a student will be enrolled into an **Eastern Suffolk BOCES** program. **Students should not be sent to an Eastern Suffolk BOCES program until the sending district has received confirmation of admission.** All Intake/Commitment Information forms should be printed neatly in ink.

2. A new Intake/Commitment Information form needs to be filed **each year** the student is enrolled. The Intake/Commitment Information form must be accompanied by the following supportive documentation: high school transcript, current IEP, Level II Assessment, and current Psychological (strongly suggested). A new Intake/Commitment Information form is required for students each year.

Students transferring between the Eastern Long Island Academy of Applied Technology and Special Career Education programs need to submit a new Intake/Commitment Information form as per procedures above.

3. Students attending parochial or private schools need to have their home school district approval. A student attaining post-graduate status that the district agrees to continue in a Secondary Career Education enrollment is required to have an Intake/Commitment Information form submitted. The signature of the authorizing school district official must appear on the **Eastern Suffolk BOCES** form on the line entitled "Signature of District Superintendent or Designee." If it is the policy of your school board to require tuition payments of post-graduates, the payment arrangements must be contracted between the individual student and your local board. Upon receipt of an approved Intake/Commitment Information form, **Eastern Suffolk BOCES** will assume local arrangements have been completed. The student will be officially enrolled and regular billing procedures will be implemented between the Cooperative Education Board and your district.

4. A student classified by his/her district CSE must have supportive information concerning the disability submitted along with the Special Career Education Intake/Commitment Information form and the appropriate box on the form must be checked. Supportive data is defined as a current IEP, Psychological or summary report, medical report, school grade reports or transcript and a Level II vocational assessment report. Please be sure to check the space on the Intake/Commitment Information form to indicate the program in which a student is to be enrolled.

5. The grade level in which the student is **enrolled at the time or date that the application is completed** should be used on the application.

6. Intake/Commitment Information forms for enrollment to all Special Career Education Programs are to be forwarded to the Admissions Office, Instructional Support Center @ Sequoya, 750 Waverly Avenue, Holtsville, NY 11742. Admissions Office: (631) 419-1629 / Fax: (631) 240-8974.

7. For further information please contact the Guidance Office at the following numbers:

Gary D. Bixhorn Technical Center286-6516
Harry B. Ward Technical Center208-2038
Islip Career Center244-5903

CAREER AND TECHNICAL EDUCATION ADMINISTRATIVE PERSONNEL

David Wicks, District Superintendent

Vacant, Chief Operating Officer

Claudy Damus-Makelele, Associate Superintendent for Educational Services

Leah Arnold, Director for Career, Technical and Adult Education

Barbara Egloff, Divisional Administrator for Career, Technical and Adult Education

Robert Van Brunt, Program Administrator for Career, Technical and Adult Education

Emily Puccio, Program Administrator for Career, Technical and Adult Education

Michael Viviano, Administrative Coordinator for In-District Career and Technical Education

GARY D. BIXHORN TECHNICAL CENTER / 350 Martha Avenue, Bellport, NY 11713

Nicole Zergebel, Principal, Chris D'Ambrosio, Assistant Principal

HARRY B. WARD TECHNICAL CENTER / 970 North Griffing Avenue, Riverhead, NY 11901

Marie Davis, Principal, Kevin Bernier, Assistant Principal

ISLIP CAREER CENTER / 379 Locust Avenue, Oakdale, NY 11769

Peter J. Lepore, Principal, Dawn Scicolone, Assistant Principal



SPECIAL CAREER EDUCATION ADMISSIONS

For Admissions information, see Section I.

PROGRAM DESCRIPTION

The BOCES Special Career Education Program serves students with disabilities from the component school districts within the supervisory district. This program provides a self-contained learning environment with numerous class size options as determined by the Committees on Special Education (i.e., 12-1-1 and 8-1-1). The Gary D. Bixhorn Technical Center, the Harry B. Ward Technical Center and the Islip Career Center serve high school students who are 15.5 (15 years and 6 months) of age by September 1st until the age of 21.

CALENDAR

The District Superintendent's recommended school calendar will be followed. The Special Career Education schedules for the three centers are as follows:

Gary D. Bixhorn Technical Center and Harry B. Ward Technical Center:

The morning session will begin at 7:45 a.m. and end at 10:15 a.m. The afternoon session will begin at 12:00 noon and end at 2:30 p.m.

Islip Career Center:

The morning session will begin at 7:45 a.m. and end at 10:15 a.m. The afternoon session will begin at 11:15 a.m. and end at 1:45 p.m.

GARY D. BIXHORN TECHNICAL CENTER, HARRY B. WARD TECHNICAL CENTER AND ISLIP CAREER CENTER

Course curricula incorporate NY State Standards and integrate the CDOS and Career Plan into all curricula areas. Students may enter the program in an exploratory or career concentration phase. During the exploratory phase, students are provided with an opportunity to experience the various Special Career Education areas within a particular cluster. During the career concentration phase, students are trained in a particular module, based on a recommendation obtained from the instructor, student interest, counselor, CSE reviews, and Transitional Review Committee (TRC).

Career and Financial Management is a requirement for all New York State Education Department approved Career and Technical Education programs and has also been integrated into all Eastern Suffolk BOCES Special Career Education courses.

The goal of Special Career Education programs is to develop a transitional plan which will assist to develop job entry-level skills and/or life skills in accordance with the student's transition plan. This could include or lead to:

- Mainstreaming at the Technical Center
- An Entry-Level Job
- Post-Secondary Education/Training
- Other Type of Employment
- Diversified Cooperative Career Education, School-to-Work Instruction, Supported Employment, and referrals to the Office of Adult Career and Continuing Education Services/Vocational Rehabilitation (ACCES/VR) are available to assist in the transition to the work environment.

The Special Career Education program also provides the following support services:

- a. Counselors provide students with supportive individual and group counseling which includes conflict resolution, peer mediation, career decision making, employability skills and personal adjustment. Communication with parents and district contact personnel is also maintained.
- b. Placement personnel act as liaisons with community employers and industry to develop and assist in securing positions for students.

SPECIAL CAREER EDUCATION GRADE REPORTING SYSTEM

The regular reporting of Special Career Education student achievement to component school districts will be accomplished by submission of individual report cards on a quarterly basis and individualized Career Education Reports. These reports will be furnished to each high school at the conclusion of each ten-week period of student attendance in accordance with a schedule to be published in the annual Eastern Suffolk BOCES Career and Technical Education and Staff Activity Calendar.

Grades will be based on an achievement grade (written and practical tests, quizzes, homework, notebook and skill performance) and a class participation grade. The grades will represent the overall achievement and understanding of the work completed in the classroom. The final grade provided will indicate the overall achievement for completing the school year's course(s). A numerical grading scale, with a passing grade of 65, will be used. The grading scale is as follows:

<u>Numeric Grade</u>	<u>Alpha Equivalent</u>
90-99	A
80-89	B
70-79	C
65-69	D
Below 65	F
(Other Grades: LE = Late Entry; I = Incomplete; NG = No Grade)	

Late Entry (LE) is given when a student enters the program late in a quarter and cannot be evaluated. No Grade (NG) is given when students have not been in class for an extended period of time. An Incomplete (I) may be issued, at the discretion of the teacher, in any of the first three quarters, to give a student 10 school days to make up unfinished work. Each student will also be evaluated on the basis of career-related behavioral performances as identified in the student's Career Education Report.

EMPLOYABILITY PROFILE

An Employability Profile is issued at the end of each course. The Employability Profile assesses specific career-related skills and appropriate workplace behaviors as well as employability characteristics.



Guidelines for Special Career Education Student Placement

This chart and the pages that follow reflect BOCES student placement policy guidelines. These guidelines provide the framework in determining an appropriate career/technical education course placement where a student has the best chance of a successful educational outcome.

Student Criteria	Exploratory Phase	Teacher and Guidance Recommendation	Career Concentration Phase	Teacher and Guidance Recommendation Transition Review Committee (TRC) and District Review	"Transitional" Phase
Student Profile	Student needs to explore career options or is new to the program		Student demonstrates ability and may be employable in the chosen field		Student excels after at least one full year and demonstrates skills, behaviors, and other qualities necessary for Technical Education placement
Job Specific Skills	75% are performed with close supervision		75% are performed with minimal supervision		80% are performed independently
Student Management Needs	Moderate		Moderate to Minimal		Minimal
Employability Characteristics	A minimum of 6 of the 10 behaviors are rated satisfactory		A minimum of 8 of the 10 behaviors are rated satisfactory		A minimum of 7 of the 10 behaviors are rated excellent including the attendance category*

* In order to be considered to have excellent attendance, a student must have no more than eight (8) days absent over a period of one (1) year.

Upon the Special Career Education Teacher recommendation, a Transition Review Committee (TRC) convenes for each student being considered for the Technical Education program. The committee may include but not be limited to the following individuals: the SCE teacher, SCE administrator, guidance counselor, nurse, work-study coordinator.

Transition to the Eastern Long Island Academy of Applied Technology program must include demonstrated evidence that the student has the academic Career and Technical Education (CTE) ability to succeed based on the industry standards for the recommended occupational program.

Student Management Needs

Preparedness	Acts Appropriately
Daily Assignments	Peer Relationships
Class Participation	Tolerates Frustration
Courteous in Class	Productive in Class
Shows Enthusiasm for Subject Area	

Employability Characteristics

Attitude	Punctuality
Attire	Cooperation
Communication	Initiative
Responsibility	Safety
Attendance	Self-Directed



ACADEMIC CREDIT OPPORTUNITIES

All Special Career Education (SCE) program curricula have been cross-walked to New York State's content-area standards to confirm the academic learning that is integrated into each program. Please contact the Guidance Department for more information on opportunities to meet academic standards through successful completion of a SCE program.



**Eastern Suffolk BOCES Special Career Education
2024-25 Course Listing by Location**

Program	Gary D. Bixhorn Technical Center	Harry B. Ward Technical Center	Islip Career Center
Auto Body Repair and Refinishing			•
Auto Front End and Brakes			•
Canine Careers		•	•
Carpentry			•
Computer Graphic Arts Technology			•
Cosmetology		•	•
Digital Media Production			•
Early Childhood Education			•
Facilities Maintenance			•
Food Preparation/Service	•	•	•
Health Related Occupations			•
Horticulture			•
Introduction to Appearance Enhancement			•
Introduction to Baking			•
Introduction to Cooking			•
Introduction to Heating, Ventilation and Air Conditioning (HVAC)			•
Introduction to Personal Training			•
Introduction to Welding/Metal Fabrication			•
Modern Automotive Technology			•
Project SEARCH®			•
Retail Store Services			•
Transportation Service		•	
Vehicle Maintenance and Light Repair			•

Center	Counselor	Contact Information
Gary D. Bixhorn Technical Center	Albana Esposito	(631) 286-6516..... email: aesposit@esboces.org
	Nicole Feldman	(631) 286-6574 email: nfeldman@esboces.org
Harry B. Ward Technical Center.....	Brittney Denninger	(631) 208-2038 email: bdenning@esboces.org
Islip Career Center.....	Jennifer MacDevitt.....	(631) 244-5907 email: jmacdevi@esboces.org

TRANSPORTATION

Eastern Suffolk BOCES will provide transportation for all districts that request or require it.



WORK-BASED LEARNING



Co-op, Internship, Job Shadow

Through dynamic school/business partnerships, carefully designed and supervised work-based learning experiences assist students in honing technical proficiencies and professional skills giving them the essential edge to successfully compete in today's global and local workplace market.

WORK-BASED LEARNING EXPERIENCES

Eastern Suffolk BOCES students can select from a wide array of school-to-career activities. Approved internships, job shadowing, apprenticeship preparation, clinical work experience and cooperative work experience provide students the opportunity to excel in their field of study.

WORKSITE TOURS: structured group visits to a worksite where students can observe the workplace and workplace skills in action. (NYSED)

SCHOOL YEAR/SUMMER INTERNSHIPS: situations where students work for an employer for a specific period of time to learn about a particular industry or occupation. Workplace activities may include special projects and sample tasks (different jobs or single occupation). Internships are closely integrated with classroom learning. (NYSED)

COMMUNITY SERVICE/LEARNING: instructional method combining community service with school-based reflection, emphasizing the connections between the service and academic learning. Though activities vary, most programs balance student's need to learn with recipient's need for service. Students and recipients each benefit.

ON-SITE PROJECTS/CUSTOMER SERVICE: customer service activities in the classroom, supervised by an instructor/teacher.

JOB SHADOWING: student follows an employee at a firm (one or more days) to learn about a particular occupation/industry.

SUPERVISED CLINICAL EXPERIENCE: clinical experience under direct supervision of the clinical instructor. The student practices skills taught in class/lab, including communication and assessment, total patient care, vital signs, bed-making, aseptic technique and documentation.

COOPERATIVE WORK EXPERIENCE: cooperative education is a method of instruction whereby students coordinate their academic studies with a job in a field related to their academic/occupational objectives, receiving course credit for both; students and businesses develop written training & evaluation plans to guide instruction; hours/intensity vary.

WORKPLACE MENTOR: a professional employed at a school who is designated as the advocate for a particular student and who works in consultation with classroom teachers, counselors, related service personnel and the employer of the student to design and monitor the progress of the school-to-work activities of the student.

In addition, up to 20 hours can be awarded for the following activities:

- Career Fairs/Career Showcase
- Career Interest Assessments
- Industry-Related Guest Speakers
- Industry-Related Credentials
- Industry Tours





AUTO BODY REPAIR AND REFINISHING



It pays to keep up **appearances.**

The demand for collision repair professionals exceeds the number of experienced technicians, making auto body repair one of the service industry's fastest growing sectors. This course offers students practical hands-on experience in auto body repair, including priming, patching and painting techniques. Cooperative work study, internships, industry-sponsored contests and post-secondary opportunities are some of the reasons to explore a career in auto body repair and refinishing. So polish up your skills now... it's your chance to shine!



COURSE TITLE: **AUTO BODY REPAIR AND REFINISHING**

COURSE DESCRIPTION

Students will dismantle damaged automobile components, straighten metal parts and automotive frames, hammer out dents, use body filler, grind, sand, and prepare the car for the paint. In addition, students will learn skills in paint selection. Paint mixing and spray painting will be covered. Students will also learn how to select materials according to the latest EPA guidelines, as well as proper repair techniques currently being used in the industry. Students will be introduced to career and financial management topics. Selected students may be involved in a work-experience program at an industry site.

COURSE CONTENT

Shop Safety
Basic Automotive Construction
Metal Working Fundamentals
MIG Welding
Body Fillers
Sanding/Grinding
Masking
Painting
Electric/Hydraulic/Pneumatic Tool Usage
Frame Straightening
Fiberglass Repair
Stereo Installation
Headlight/Tail Light Restoration

Fasteners
Interior Trim/Upholstery
Glass Removal/Installation
Panel Replacement
Fixed Panel Replacement
Compound/Wax
Mobile Electronics
Estimating
Airbag Safety
Powder Coating
Hand Tool Usage
Detailing
Metal Bumping

CAREER OPPORTUNITIES

Auto Body Technician
Assistant Estimator
Assembly/Disassembly Technician
Refinisher
Plastic Person
Material/Supply Person

Painter's Helper
Automotive Detailer
Auto Parts Person
Metal Fabricator
Frame Technician
New Car Preparation Person

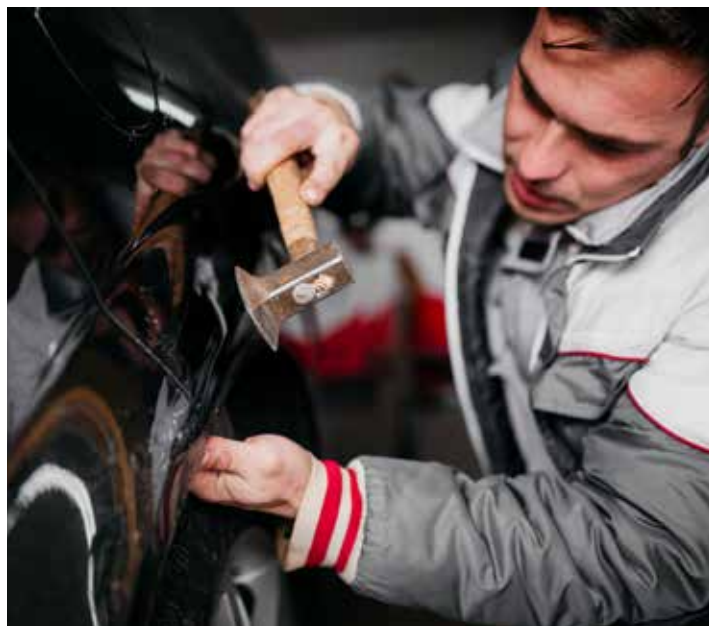
LOCATION

Islip Career Center

Quote from program graduate –
"Exciting and best hands-on experience."

Transportation, Distribution and Logistics/SCE

- Auto Body Repair and Refinishing (ICC)
- Auto Front End and Brakes (ICC)
- Modern Automotive Technology (ICC)
- Transportation Service (WTC)
- Vehicle Maintenance and Light Repair (ICC)





AUTO FRONT END AND BRAKES



Find your opportunity **up front!**

Part of a four-course Transportation cluster, this module focuses on the diagnosis, repair and servicing of the hydraulic system, disk and drum brakes, power assist units and ABS brakes. Wheel and tire alignment and New York State Inspection skills are also covered in this module. So get ahead of the crowd now with up-front skills you can take with you on the road to a new job!

COURSE TITLE: **AUTO FRONT END AND BRAKES**

COURSE DESCRIPTION

Auto Front End and Brakes is part of the transportation cluster at the Islip Career Center and is designed to instruct students in the use of hand and power equipment for the diagnosis, repair and service of vehicle suspension and brakes. Selected students may be involved in a work-experience program at an industry site.

COURSE CONTENT

Introductory Skills and Safety	Wheels and Tires
Suspension and Steering Systems	Wheel Alignment
Lubrication and Service	New York State Inspection
Introduction to Automatic Brake Systems	Industry Sponsored Training and Competitions
Brake Systems, Disc, Drum and Anti-Lock	

CAREER OPPORTUNITIES

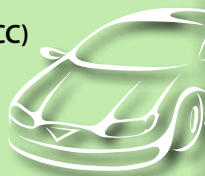
Service Station Attendant	Auto Lube Technician
Auto Prep Person	Automotive Machinist
General Mechanic	Technician's Helper
Front End and Alignment	Brake Specialist
Tire Specialist	

LOCATION

Islip Career Center

Transportation, Distribution and Logistics/SCE

- Auto Body Repair and Refinishing (ICC)
- Auto Front End and Brakes (ICC)
- Modern Automotive Technology (ICC)
- Transportation Service (WTC)
- Vehicle Maintenance and Light Repair (ICC)





CANINE CAREERS



Get a
leash on life...
explore a
career with
canines!

Interested in a career that allows you to express yourself and your love of animals? This course introduces you to the identification, care, and handling of dogs while allowing you to explore your career interests in this rewarding and expanding field. You'll learn the basics of grooming, handling, breed identification, training agility and more. In addition, you'll become familiar with pet store operations, learn about job opportunities and explore the possibility of further study in Canine Careers.



COURSE TITLE: **CANINE CAREERS**

COURSE DESCRIPTION

This course is designed to prepare students who are pursuing a career with dogs. The classroom environment simulates the skills performed in grooming salons and kennel facilities. Students will acquire basic skills in the following areas: grooming, massage techniques, kennel maintenance, handling, nutrition, obedience and agility training. Simulating a real work setting will assist students by increasing self-esteem and confidence as well as enhancing leadership, communication, organization and management skills.

COURSE CONTENT

Orientation	Dog Grooming
Safety	Kennel Maintenance Skills
Career and Financial Management	General Canine Care
Domestic Breed Identification	Dog Bite Prevention
Handling and Restraint	Behavior and Training
T-Touch Massage Techniques	Preventative Health
Pet Shop Skills	Customer Service
Careers with Animals	

CAREER OPPORTUNITIES

Humane Society	Veterinary Hospitals
Animal Shelters	Dog Shows
Boarding Kennels	Canine Masseuse
Grooming Shops	

LOCATIONS

Harry B. Ward Technical Center
Islip Career Center

ADDITIONAL INFORMATION

COSTS: Uniforms – \$25; Tools \$20 - \$30; All fees are approximate

Quote from program graduate –

"It is fun and it's cool that I can learn a trade that I want to learn and do. You'll have experience in what you want to do."



Agriculture, Food and Natural Resources

- Animal Science (BTC, WTC)
- Canine Careers (ICC, WTC)
- Horticulture (ICC)

May include courses in both SCE and the Academy. Please speak to your school guidance counselor for details.





CARPENTRY



The **shape** of **success**.

Are you a hands-on person with a desire to create and build? Explore a wide range of experiences in the world of woodworking. This course will equip you with the skills needed to build a career in carpentry. You will learn to use hand and power tools while becoming familiar with all stages of residential home building. If you enjoy the satisfaction of being able to see what you have created after a day of work, then a career in carpentry may be for you!



EASTERN SUFFOLK BOCES **SPECIAL CAREER EDUCATION**

COURSE TITLE: **CARPENTRY**

COURSE DESCRIPTION

In this course, you will explore a career in carpentry by working alongside industry professionals to develop a variety of skills that can lead to a future in anything from construction to art. You will learn to operate both hand and power tools that are used in state-of-the-art building today. In the Carpentry program, you will be exposed to all phases of residential construction such as framing, sheetrocking, cabinet-making as well as exterior and interior finishing. You will also learn to diagnose and repair common problems in the home. Students collaborate to fill customer orders and craft unique handmade projects. The classroom environment simulates an actual work-site where you will learn the skills of the trade.

Students will learn to build confidence, teamwork, time management, communication, and other skills essential to becoming gainfully employed and successful.

COURSE CONTENT

Cabinet Making
Hardware Installation
Framing and Sheathing
Drywall
Insulation
Windows and Doors
Roofing
Exterior Finish
Interior Finish

CAREER OPPORTUNITIES

Apprentice Carpenter	Roofer
Sheetrock Installer	Painter
Cabinet Maker	Furniture Maker's Assistant
Cabinet Installer	General Laborer
Insulation Installer	Lumber Yard Worker
Framer	

LOCATION

Islip Career Center

Quote from program graduate –

"I learned a lot in the trade and made friends. My teacher helped me and gave me support that I never had before and helped me become more confident."

Architecture and Construction

- Carpentry (ICC)
- Carpentry Exploration (IAC)
- Carpentry, Residential Construction and Home Improvement (BTC, WTC, Southampton HS, Mattituck Jr./Sr. HS)
- Electrical Trade and Alternative Energy (BTC, MTC, WTC)
- Facilities Maintenance (ICC)
- Heating, Ventilation and Air Conditioning (HVAC) (BTC, MTC, WTC)
- Introduction to HVAC (ICC)
- Plumbing (BTC)

May include courses in both SCE and the Academy.

Please speak to your school guidance counselor for details.





COMPUTER **GRAPHIC ARTS** TECHNOLOGY



Think **creatively.**

Graphic Design is all around us in movies, television, social media, advertising and countless other areas. Communication relies on digital technology to create visual presentations that grab your attention. Explore your creativity while learning the basics of graphic design, photo retouching and promotional advertising.

COURSE TITLE: **COMPUTER GRAPHIC ARTS TECHNOLOGY**

COURSE DESCRIPTION

The primary goal of the Computer Graphic Arts program is to provide students with the skills, knowledge and behaviors necessary to prepare them for post-secondary education or to obtain entry-level employment in the graphic design or digital print industry. The student will develop skills in communication, team collaboration, concept development, the principles and elements of design, current industry design software programs, Macintosh operating system and a variety of traditional art and design tools. This course is also designed to help students increase self-esteem, self-confidence and enhance leadership, interpersonal and management skills.

COURSE CONTENT

Graphic Design
Concept Development
Layout and Design
Typography
Illustration
Color Theory
Principles and Elements of Design
Art/Design History
Photography Basics
Real-World Job Experience

iMac Computers with Industry Standard Software
Wacom Digital Drawing Tablets
Digital SLR Cameras
Vector Illustration
Photo Editing and Retouching
Pre-Press Graphic Preparation
Color Printing Technology
Vinyl Cutting Process
Heat Press and Vinyl Application Techniques
Client Interaction

CAREER OPPORTUNITIES

Printing Companies
T-Shirt/Promotional Product Design
Advertising Agencies
In-House Art Departments
Freelance Design/Illustration

Sign Fabricators
Advertising Agencies
Publishing Companies
Design/Animation Studios
Graphics for Web

LOCATION

Islip Career Center

Quote from program graduate –

"It was a great experience and would suggest it to anyone."



Arts, A/V Technology and Communications

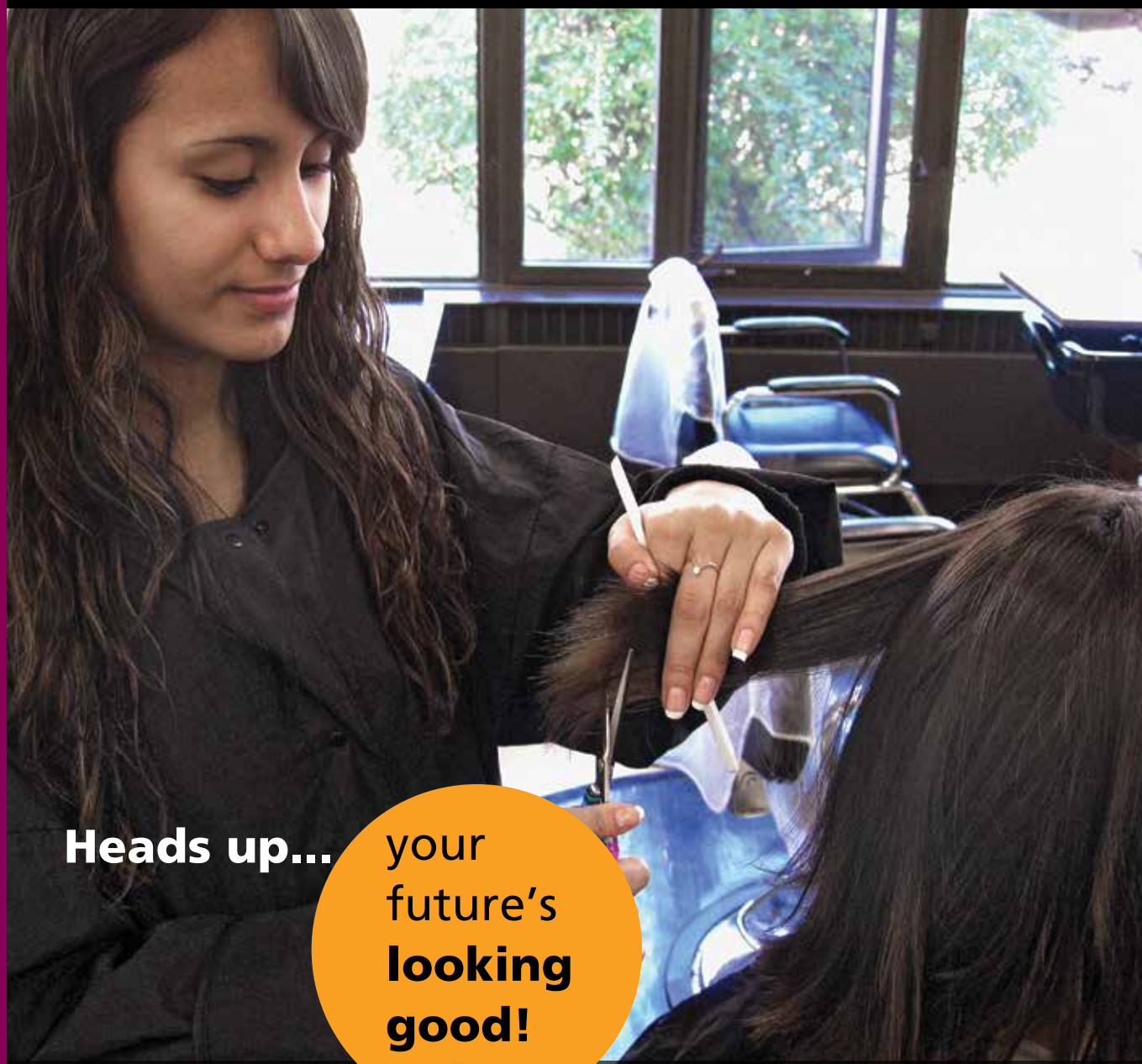
- Art, Design and Visual Communications (BTC)
- Audio Production (MTC, WTC)
- Computer Graphic Arts Technology (ICC)
- Digital Media Production (ICC)
- Fashion Merchandising and Design (BTC)
- Professional Photography (BTC)
- Television, Video, and Digital Film Production (BTC)



*May include courses in both SCE and the Academy.
Please speak to your school guidance counselor for details.*



COSMETOLOGY



Heads up... your future's looking good!



Cosmetologists perform a range of beauty services including cutting, styling, coloring and shampooing. They may provide manicures and pedicures as well as scalp and facial treatments. As the service industry continues to grow on Long Island, so do the opportunities in this exciting and glamorous field.

COURSE TITLE: **COSMETOLOGY**

COURSE DESCRIPTION

This course is designed to teach students introductory skills and related science in the areas of Cosmetology. These skills include salon management, personal and professional development, manicures, shampooing/rinses, hair designing and haircutting. For students who meet all course criteria, a mainstream plan will be developed.

COURSE CONTENT

Personal and Professional Development	Salon Management
Nail Art	Manicures/Pedicures
Shampooing/Rinses	Artificial Nails
Haircutting	Hair Design (Up-do, Braiding, Styling)
Permanent Waving	Skin Care
Hair Coloring	Eyebrow Arching/Waxing
Facials	Make-Up Application

CAREER OPPORTUNITIES

Industry Related Product Sales and Management

LOCATION

Harry B. Ward Technical Center
Islip Career Center

Quote from program graduate –

"It was great and my teacher really worked hard with me one-on-one to help me understand my subject."

Human Services/ Appearance Enhancement

- Appearance Enhancement Exploration (IAC)
- Barbering (BTC)
- Cosmetology (MTC, WTC, ICC, Brentwood HS)
- Introduction to Appearance Enhancement (ICC)

*May include courses in both SCE and the Academy.
Please speak to your school guidance counselor for details.*





DIGITAL MEDIA PRODUCTION



Design YOUR FUTURE....

Learn how to design your future by utilizing different types of media. State-of-the-art computers and the most current applications and programs will direct students to different career opportunities never considered.

COURSE TITLE: **DIGITAL MEDIA PRODUCTION**

COURSE DESCRIPTION

This course is designed for students to explore different areas in the graphic arts and printing industry. Students will learn to create professionally prepared products in preparation for the world of work. They also will explore various types of media offering them a wide range of prospective job opportunities in the digital world. Students will learn on state-of-the-art equipment such as the iMac computer with creative cloud software, wide format printer, scanner, heat press and silk screening for t-shirt design, power paper cutter, embroidery for monogram and logo design, vinyl cutter for poster and signage, and digital copying operation. Students will have the opportunity to learn desktop publishing and graphic design that provides pre-press and mass production skills. Major employability skills that impact students' ability to perform successfully in the work environment that are focused on in this course are: a desire to continue learning; computer skills; creativity; interpersonal skills; organization; problem solving; presentation; self-motivation; time management; confidence; teamwork; collaboration; and character building.

COURSE CONTENT

Graphic Design
 Concept Development
 Layout and Design Illustration
 Principles and Elements of Design
 Digital Photography Basics
 Real-World Job Experience
 Advertising/Package Design
 Bindery Processes
 iMac Computers with Industry Standard Software
 Wacom Digital Drawing
 Pre-Press Preparation
 Vinyl Cutting Process
 Heat Press and Vinyl Application Techniques
 Digital Copier Customer Service

CAREER OPPORTUNITIES

Advertising Agencies
 Computer Graphics Departments
 Copy Centers
 Design Studios
 Freelance Design/Illustration
 Print Shops
 Publishing Companies
 Sign Shops
 Silk Screening

LOCATION

Islip Career Center

Quote from program graduate –
"You can learn a lot and it has programs you can try."

Arts, A/V Technology and Communications

- Art, Design and Visual Communications (BTC)
- Audio Production (MTC, WTC)
- Computer Graphic Arts Technology (ICC)
- Digital Media Production (ICC)
- Fashion Merchandising and Design (BTC)
- Professional Photography (BTC)
- Television, Video, and Digital Film Production (BTC)



*May include courses in both SCE and the Academy.
 Please speak to your school guidance counselor for details.*





EARLY CHILDHOOD EDUCATION



Join a **small** world full of **big** rewards.

O_{ur}

children are the
future and you can take
a vital part in shaping their lives.

Practice creative ways to help children
grow. Explore ways to guide their development while experiencing the
joy of working directly with inquisitive young minds. You will learn about yourself and
how to be an effective classroom leader.

EASTERN SUFFOLK BOCES **SPECIAL CAREER EDUCATION**

COURSE TITLE: **EARLY CHILDHOOD EDUCATION**

COURSE DESCRIPTION

Early Childhood Education is designed to prepare students for careers working with children. Direct work experience with children will include the pre-school laboratory. This course is for students who are serious about the responsibility and knowledge required to work with and safely supervise children.

COURSE CONTENT

Child Development and Growth
 Toddler/Pre-School/School-Age Children
 Special Needs Children
 Curriculum Planning
 Lesson Development
 Types of Early Childhood Programs
 Observation and Assessment
 Internship and Pre-School Program
 Early Childhood Techniques: (Art, Music, Food, Sciences, Math, Language Arts, Social Studies, Sensory, Play Types)
 Health and Safety
 Guidance and Discipline

Early Childhood Programs:

Head Start Centers
 Family Care
 Corporate Day Care
 Franchise Day Care Centers

Job Search:

Interview
 Resume Writing
 Application Process/Internet Job Search
 References

CAREER OPPORTUNITIES

Nursery Schools
 Family Services
 Social Services
 Camp Counselor
 Elementary Schools

Child Care Provider
 Child Photographer Assistant
 Storyteller (Library)
 Children's Store

LOCATION

Islip Career Center

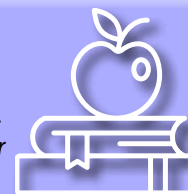
Quote from program graduate –

"I love it. It really helped me reach my goal and made my dream come true."



Education and Training

- Early Childhood Education (ICC, MTC, WTC)
 May include courses in both SCE and the Academy.
 Please speak to your school guidance counselor for details.





FACILITIES MAINTENANCE



At your **service...**
in **demand!**

The need for qualified and dependable building workers is growing rapidly. Facilities maintenance workers may perform inside work such as janitorial and housekeeping duties, or outdoor duties such as grounds maintenance and upkeep. Students will learn to maintain pleasant outdoor surroundings through the installation and maintenance of landscaping, flower beds, and sprinkler systems. Light carpentry, plumbing, and electrical work are also a part of this course. This field offers a variety of work environments including commercial buildings, stores, hotels and private residences.

COURSE TITLE: **FACILITIES MAINTENANCE**

COURSE DESCRIPTION

This course will provide practical experience leading to entry-level skills in maintenance occupations. Students will learn how they are "key" to maintaining a safe, clean and comfortable environment. They will learn how to perform custodial tasks that include: using custodial tools, equipment and cleaning aids, as well as floor care, carpet and rug maintenance, cleaning glass, basic housekeeping, and other cleaning skills. During the course, the students will become familiar with various tools and skills that are used in the industry.

COURSE CONTENT

Personal Protective Equipment
Custodial Tools/Equipment
Cleaning Aids
Proper Cleaning Techniques
Principles of Sanitation

CAREER OPPORTUNITIES

Custodian Assistant
Grounds Assistant
Facilities Assistant

LOCATION

Islip Career Center

Quote from program graduate –

"I experienced a lot of knowledge in custodian and groundskeeping."

Quote from program graduate –

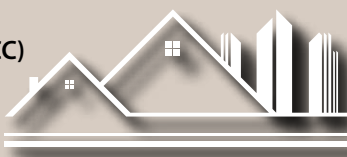
"A time to take advantage and learn everything they teach you."

Architecture and Construction

- Carpentry (ICC)
- Carpentry Exploration (IAC)
- Carpentry, Residential Construction and Home Improvement (BTC, WTC, Southampton HS, Mattituck Jr./Sr. HS)
- Electrical Trade and Alternative Energy (BTC, MTC, WTC)
- Facilities Maintenance (ICC)
- Heating, Ventilation and Air Conditioning (HVAC) (BTC, MTC, WTC)
- Introduction to HVAC (ICC)
- Plumbing (BTC)

May include courses in both SCE and the Academy.

Please speak to your school guidance counselor for details.

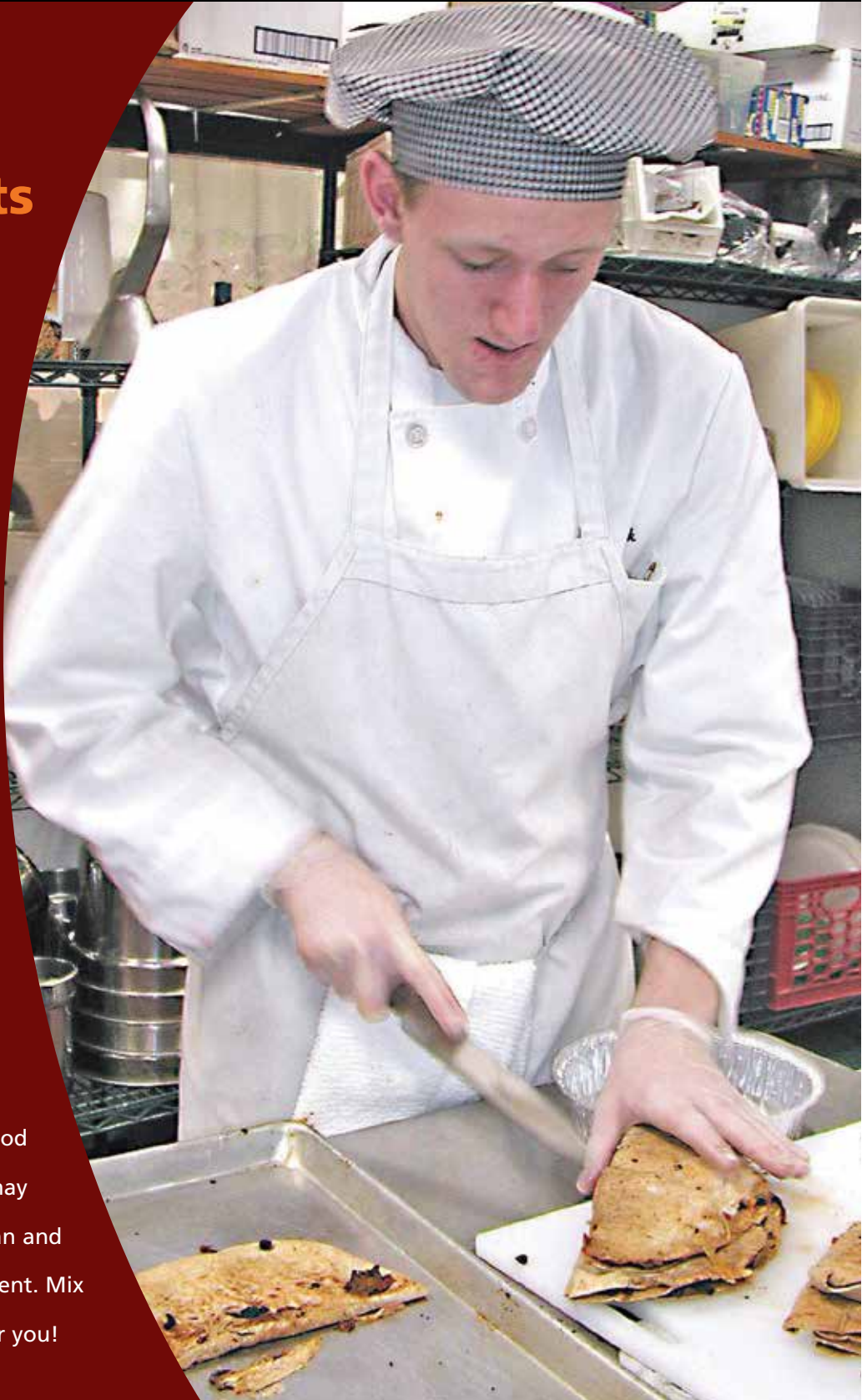




FOOD PREPARATION/SERVICE

Mix the **ingredients** for a **successful** future!

Food preparation workers perform a variety of culinary tasks in hotels, restaurants, catering establishments, hospitals and schools. As a kitchen support person, you will assist in the preparation of meats and vegetables, soups, sauces, salads and desserts. In addition to food preparation, your work may include maintaining a clean and sanitary kitchen environment. Mix it up and make it work for you!



COURSE TITLE: **FOOD PREPARATION/SERVICE**

COURSE DESCRIPTION

This course prepares students for careers in the food service industry. Basic food preparation and baking principles are covered with an emphasis on sanitation and health codes. Students of all ability levels develop skills through realistic activities and work situations. Academic skills are integrated throughout the course content. American Heart Association CPR Certification and ServSafe® will be offered to qualified students.

COURSE CONTENT

Communication Skills
Customer Service Skills
Teamwork
Employability Skills
Front and Back of the House Operations
State and Local Health Codes
Professional Skills and Conduct

Use and Care of Tools and Equipment
Catering
Trade Related Math
A la Carte Operations
Time Management
Inventory and Food Storage
Food and Nutrition

CAREER OPPORTUNITIES

Fast Food Restaurants
Full Service Restaurants
Supermarkets and Delicatessens
Schools
Hospitals

Catering Establishments
Corporate Catering
Institutional Food Service
Hotels
Bakeries and Specialty Shops

LOCATIONS

Gary D. Bixhorn Technical Center
Harry B. Ward Technical Center
Islip Career Center

Quote from program graduate –

"You will do all kinds of stuff like field trips and cooking breakfast for the school and catering events. You'll learn about the cooking business and how much hard work you have to put in."



Hospitality and Tourism

- Culinary Arts/Restaurant Operations Management (MTC, WTC)
- Culinary Exploration (IAC)
- Food Preparation Service (ICC, WTC, BTC)
- Introduction to Baking (ICC)
- Introduction to Cooking (ICC)
- Middle School Career Exploration (JAC)



*May include courses in both SCE and the Academy.
Please speak to your school guidance counselor for details.*



HEALTH RELATED OCCUPATIONS



When **caring** is your **calling...**

Take the first step toward an exciting career in Health Related Occupations. Employment opportunities are booming in long-term care facilities, sub-acute rehabilitation facilities, assisted living facilities, and hospitals. Prepare for your health career by learning how to care for people with various medical needs as well as those who require special services.

COURSE TITLE: **HEALTH RELATED OCCUPATIONS**

COURSE DESCRIPTION

This course will provide the students with the skills and knowledge necessary for entry-level employment in health related occupations. Through class instruction and supervised field experiences, the students will explore numerous health occupations. Students are introduced to the roles and responsibilities of nurse assistants, dietary aides, clerical, housekeeping aides and environmental services providers.

COURSE CONTENT

Orientation of Health Care Facilities
Vital Signs
Anatomy and Physiology
Maintaining a Safe Environment
Infection Control
Employability Characteristics
Medical Ethics
Medical Terminology
Computer Applications

Preparing for the World of Work
Careers in Health
Nutrition
Basic Nursing
Bedside Skills
Career and Financial Management Procedures
Communication/Leadership
Personal Health and Wellness
Emergency Care/First Aid

CAREER OPPORTUNITIES

Daily Living Associate
Wellness Coordinator
Home Health Aide
Dietary Aide

Transport Aide
Environmental Services Person
Recreational Therapy Aide
Ward Clerk

LOCATION

Islip Career Center



Quote from program graduate –

*"You know what you want to do when you start
in the real world by yourself."*

Human Services/Retail and Operations

- Health Related Occupations (ICC)
- Project SEARCH® (ICC)
- Retail Store Services (ICC)





HORTICULTURE



Cultivate your
creative talents!



Explore horticulture with down-to-earth careers working alongside nature. Showcase your creative and artistic talents by designing, arranging, and maintaining plants, flowers, topiaries, and water features. Employment opportunities are plentiful in our local area, and graduates are in demand by landscaping contractors, garden centers and greenhouses, tree care companies, florists, and lawn irrigation installers. Starting salaries are above average since there is a high demand for qualified applicants.

COURSE TITLE: **HORTICULTURE**

COURSE DESCRIPTION

Basic horticultural theories provide the framework for the practical application of specific skills working outdoors and indoors with soil, seeds, plants, floral arrangements, greenhouse production, agricultural machinery and landscaping.

COURSE CONTENT

Floriculture	Cut Flower Care
Grounds Maintenance and Installation	Principles of Design
Landscape Maintenance and Installation	Holiday Arrangements
Greenhouse Maintenance	Wedding Designs
Plant Propagation	Sympathy Designs
Nursery Production	Pricing Strategies
Greenhouse Plant Production	Water Features
House Plants, Indoor Landscaping	Bonsai
Floral Design	

CAREER OPPORTUNITIES

Landscaper	Stock Person
Gardener's Helper	Sales Person
Golf Course Groundskeeper	Greenhouse Worker
Floral Designer	Nursery Worker
Floral Salesperson	Equipment Operator
Garden Center Worker	Wholesale Salesperson

LOCATION

Islip Career Center



Agriculture, Food and Natural Resources

- Animal Science (BTC, WTC)
- Canine Careers (ICC, WTC)
- Horticulture (ICC)

May include courses in both SCE and the Academy. Please speak to your school guidance counselor for details.





INTRODUCTION TO APPEARANCE ENHANCEMENT

**Cut
to a
great
career!**



In this introductory program, you will learn basic styling, scissor and clipper cutting, rolling and texturing of hair, facial grooming, and shaving techniques. In addition, you will learn the business and communication skills you need to own and operate your own business. Bring your excitement and enthusiasm to this program and cut your way to a great career.

EASTERN SUFFOLK BOCES **SPECIAL CAREER EDUCATION**

COURSE TITLE: **INTRODUCTION TO APPEARANCE ENHANCEMENT**

COURSE DESCRIPTION

This course is a combination of classroom instruction and practical opportunities that will develop professional knowledge, as well as skills required for competitive job opportunities and advancement. This program emphasizes specialized training in safety, sanitation, shaving reception, precision shear and clipper cutting, customer service, retail and creates opportunities for small business ownership. Skills learned will include management, personal and professional development, shampooing, hair designing and haircutting. For students who meet all course criteria, a mainstream plan will be developed.

The curriculum is designed to give an overview of the barbering industry, licensing and the opportunities for professional growth. Some of the hours completed in this program will transfer to the CTE Barbering or Cosmetology programs.

COURSE CONTENT

Theory of the practice of barbering services and business practices

Shampooing/scalp and hair analysis, including draping, brushing, scalp manipulation, conditioning and rinsing

Haircutting and trimming, including use of scissors, razors, thinning shears and clippers

Hair styling, including wet, dry and thermal styling, braiding and the use of styling aids

Cutting and trimming of facial hair including shaving, beard and mustache design, and eyebrows

Sanitizing and disinfecting of individual work stations, individual equipment and tools, and proper use and storage of linens and supplies

Diseases and disorders of the skin, scalp and hair

Safety, including proper use and storage of chemicals, implements and electrical appliances

First aid as it relates to barbering and cosmetology

Business management and communication skills necessary to own or work in shops, salons, retail sales, client relations and advertising

CAREER OPPORTUNITIES

Barber Shop Assistant

Male Beauty Product Sales

Potential Master Barber

LOCATION

Islip Career Center

Quote from program graduate –

"It helped me further my career."



Human Services/ Appearance Enhancement

- Appearance Enhancement Exploration (IAC)
- Barbering (BTC)
- Cosmetology (MTC, WTC, ICC, Brentwood HS)
- Introduction to Appearance Enhancement (ICC)

*May include courses in both SCE and the Academy.
Please speak to your school guidance counselor for details.*





INTRODUCTION TO **BAKING**



Let them eat **cake**—and bread and pie too!



Learn the secrets of preparing taste-tempting, eye-catching cakes, pies, breads and desserts. This course will familiarize you with the products, ingredients, recipes and equipment used by professional bakers. You'll learn how to finish your baked products so that each is a creation that reflects your own special touch.

Your experience will prepare you for work as a trainee or apprentice in a bakery, supermarket, restaurant or specialty shop. Once there, you'll have the opportunity to perfect your skills and develop your style. Check it out and find out how sweet it is!

COURSE TITLE: **INTRODUCTION TO BAKING**

COURSE DESCRIPTION:

In this course, students will learn how to prepare an assortment of baked goods. Students will learn to use the appropriate tools and techniques to prepare quick breads, yeast breads, sweet pastries, pies, tarts, cookies and cakes. Students will also learn how to decorate and attractively display their finished products for purchase.

COURSE CONTENT

Safety and Sanitation
 Reading and Following Recipes
 Storage and Display of Baked Goods
 Life Skills
 Use of Tools and Equipment
 Mixing and Measuring Techniques
 Decorating Techniques
 Nutrition

CAREER OPPORTUNITIES

Baker
 Baker's Assistant
 Cake Decorator
 Pie Maker
 Pizza Maker

LOCATION

Islip Career Center

Hospitality and Tourism

- Culinary Arts/Restaurant Operations Management (MTC, WTC)
- Culinary Exploration (IAC)
- Food Preparation Service (ICC, WTC, BTC)
- Introduction to Baking (ICC)
- Introduction to Cooking (ICC)
- Middle School Career Exploration (JAC)



*May include courses in both SCE and the Academy.
 Please speak to your school guidance counselor for details.*

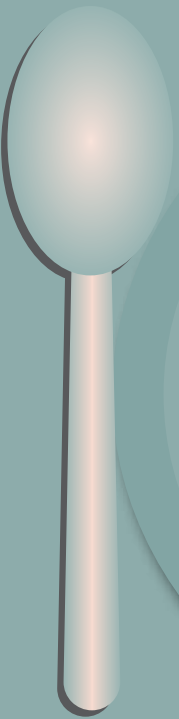




INTRODUCTION TO **COOKING**



Check out what's **cooking!**



Do you enjoy preparing basic meals that are wholesome and nutritional? The skills you acquire in this program will allow you to work in the restaurant industry in a variety of positions. You'll learn food preparation and the proper sanitation skills needed to work in a commercial kitchen as well as food service protocol and menu planning. Mix it up and make it work for you!

COURSE TITLE: **INTRODUCTION TO COOKING**

COURSE DESCRIPTION

The focus of this course is to provide students with an introduction to the basic fundamentals of cooking and baking. Laboratory experiences will reinforce classroom instruction and demonstrations. Various field trips can be offered to give students an opportunity to explore various job placements.

COURSE CONTENT

Basic Nutrition	Safety and Sanitation
Food and Baking Preparation	Serving Food
Gourmet Foods	Purchasing
Menu Planning	Equipment and Utensils
Terminology and Measurement	

EMPLOYMENT OPPORTUNITIES

Waitress/Waiter
Host/Hostess
Cashier
Baker's Assistant
Dishwasher
Cook
Cafeteria Worker

LOCATION

Islip Career Center

Quote from program graduate –

"I liked the program very much."

Hospitality and Tourism

- Culinary Arts/Restaurant Operations Management (MTC, WTC)
- Culinary Exploration (IAC)
- Food Preparation Service (ICC, WTC, BTC)
- Introduction to Baking (ICC)
- Introduction to Cooking (ICC)
- Middle School Career Exploration (JAC)

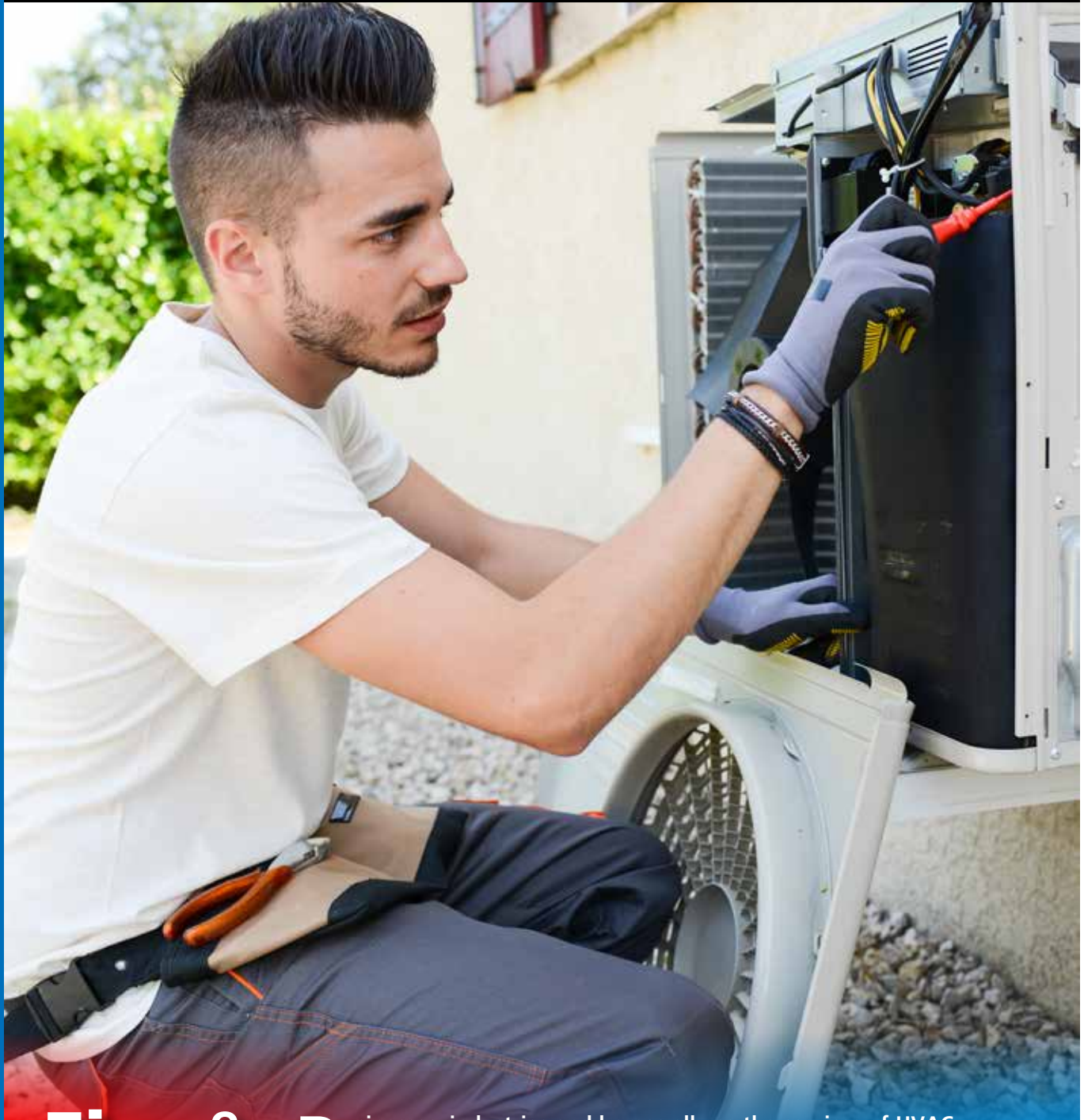


*May include courses in both SCE and the Academy.
Please speak to your school guidance counselor for details.*





INTRODUCTION TO HEATING, VENTILATION AND AIR CONDITIONING



Fire & Ice!

Businesses, industries and homes all use the services of HVAC technicians. Train for many different career paths including cooling and heating, control systems and more. If eligible, you will have an opportunity to earn national licensing and certification in refrigerant handling from the EPA as well as gas and oil heat servicing certifications from NATE and NORA.

COURSE TITLE: **INTRODUCTION TO HEATING, VENTILATION AND AIR CONDITIONING (HVAC)**

COURSE DESCRIPTION

Our program includes the installation, service and repair of air conditioning, cooling, heat pump systems and electrical theory and service. An integral part of this program involves green technologies including geothermal and hot water heating, indoor air quality and HEPA filtration, as well as air sealing techniques. Students may qualify to take the EPA Certification test for the handling of refrigerants.

COURSE CONTENT

Residential Air Conditioning	Electrical Theory
Marketing	Indoor Air Quality
Cooling and Heat Pump Systems	Freezers and Freezing Systems
Controls, Circuits and Instruments	Service Procedures and Troubleshooting
Efficiency Rating	Air and Duct Sealing
Commercial Refrigeration	Alternative Energy
Ice Machines	Energy Efficiency
Air Conditioning Systems	

CAREER OPPORTUNITIES

Service Technician	Air Quality Control Specialist
Service Manager	Heating and Air Conditioning Mechanic/Installer
Installer's Helper	Manufacturer's Representative
Parts Manager	Salesperson
Small Business Owner/Operator	Labor Union Apprentice

LOCATION

Islip Career Center

Quote from program graduate –

"It was really good and I highly recommend it."

Architecture and Construction

- Carpentry (ICC)
- Carpentry Exploration (IAC)
- Carpentry, Residential Construction and Home Improvement (BTC, WTC, Southampton HS, Mattituck Jr./Sr. HS)
- Electrical Trade and Alternative Energy (BTC, MTC, WTC)
- Facilities Maintenance (ICC)
- Heating, Ventilation and Air Conditioning (HVAC) (BTC, MTC, WTC)
- Introduction to HVAC (ICC)
- Plumbing (BTC)

May include courses in both SCE and the Academy.

Please speak to your school guidance counselor for details.





INTRODUCTION TO PERSONAL TRAINING



Get your
career **in shape!**

Welcome to today's health-conscious world! People are more interested than ever in losing weight, toning muscle, improving diet and living healthier lives. If fitness is your passion and you enjoy working with people, a career in personal training may be perfect for you. In this exciting and expanding field, you will have an opportunity to design weight-training and nutritional programs, help people gain greater self-esteem and see the results of your skills "take shape" every day.



EASTERN LONG ISLAND ACADEMY OF APPLIED TECHNOLOGY

COURSE TITLE: **INTRODUCTION TO PERSONAL TRAINING**

COURSE DESCRIPTION

Health clubs and personal fitness are a big business—a ten billion dollar industry. The number of health enrichment facilities continues to increase at a rapid rate nationally and on Long Island. It's a continually evolving industry, one that offers a range of potential career opportunities for individuals interested in becoming a fitness club training staff member. Personal Training is a flexible occupation and allows for quick entry with a high school degree and national certification. Students will learn what it takes to become a health club staff member including personal trainers by learning the interpersonal and technical skills used by professionals in the field. Additionally, they will be able to gain employment while enrolled in the course to allow them to gain experience before receiving their certification.

A personal trainer works one-on-one with a client to develop and implement a fitness training regimen that helps them lose weight, get stronger, improve physical performance or maintain their health. Trainers introduce clients to individualized exercise programs that are based upon their personal goals, skill level and needs. They must keep up with the latest trends and professional recommendations in fitness and nutrition.

COURSE CONTENT

Preparation for Possible Certifications:

- CPR/AED and First Aid
- National Retail Federation Customer Service and Sales Certificate
- Red Cross Life Guard Certification
- ISSA Certification
- Expert Rating Certification

EDUCATIONAL OPPORTUNITIES

Advanced College Standing
Associate Degree
Bachelor Degree

CAREER OPPORTUNITIES

Front Desk/Greeter at a Health Club
Health Club Sales Staff
Gym Floor Staff
Aerobics Instructor
Lifeguard

LOCATION

Islip Career Center

Health Science

- Certified Personal Trainer (BTC)
- Clinical Medical Assisting (MTC, WTC, Southampton HS)
- Dental Chairside Assisting (BTC)
- Introduction to Personal Training (ICC)
- Nurse Assisting (MTC, WTC)
- Physical Therapy Aide (BTC)
- Practical Nursing (BTC)

*May include courses in both SCE and the Academy.
Please speak to your school guidance counselor for details.*





INTRODUCTION TO **WELDING/** **METAL FABRICATION**



Forge a **bright** future!

Welders join, fabricate and repair the metal parts of automobiles, buildings, ships, railway cars and aircraft. They are employed in machine shops, construction companies and automotive dealerships. If you enjoy challenging work, have good manual skills and take pride in what you produce, a career as a welder may be for you.

COURSE TITLE: **INTRODUCTION TO WELDING/METAL FABRICATION**

COURSE DESCRIPTION

Introduction to Welding/Metal Fabrication is designed to provide the student with the basic entry-level knowledge and job skills required in the welding and machine trades. The course teaches safe welding and cutting of a wide range of metals (ferrous and non-ferrous) using the four most widely used welding practices in the industry: Shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, and oxygen acetylene cutting/welding. The course will also introduce students to all appropriate safety procedures of the trade. Students may be eligible to take the 3g and 4g qualification tests that meet AWS D1.1 standards.

COURSE CONTENT

Shielded Metal Arc Welding and Safety
Tungsten Arc Welding and Metal Arc Welding
Oxy Acetylene Cutting and Safety
Welded Joint Design and Testing
Ferrous and Non-Ferrous Metal Alloys and Properties
Basic Metal Layout and Measurement
Gas Welding Practices and Safety
Plasma Arc Cutting

CAREER OPPORTUNITIES

Welder/Fabricator
Welder's Apprentice
Welding Machine Operator
Welder-Gas, Flame Cutter
Shielded Metal Arc Welding
Gas Metal Arc Welding
Gas Tungsten Arc Welding
Boilermaker
Steamfitter
Ironworker
Railroad Welder/Machinist

LOCATION

Islip Career Center

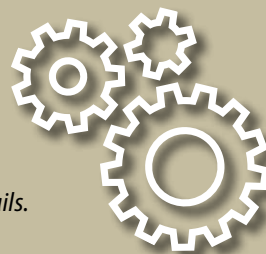
Quote from program graduate –

*"It helped me grow, not just vocationally,
but academically as well."*

Manufacturing Technology

- **Computer Repair and Networking (BTC)**
- **Computer Science and Application Development (BTC)**
- **Introduction to Welding/Metal Fabrication (ICC)**
- **Welding/Metal Fabrication (MTC)**

*May include courses in both SCE and the Academy.
Please speak to your school guidance counselor for details.*





MODERN **AUTOMOTIVE** TECHNOLOGY



Get your **future** into **high gear!**

Part of a four-course Transportation cluster, this module focuses on the theory and operation of automobile systems. Students will become familiar with diagnostic and repair equipment and may also be eligible to participate in an industry-related work program. Give your skills the lift they need to get started in auto service now.

COURSE TITLE: **MODERN AUTOMOTIVE TECHNOLOGY**

COURSE DESCRIPTION

In this course, students will gain an understanding of the principles and operation of the internal combustion engine, automotive electrical systems, and computerized engine controls. Students will be introduced to the repair of automotive electrical components, interpretation of schematic diagrams, and the use of a DMM meter and code scanner to diagnose engine control problems. Students will also explore various drive trains.

COURSE CONTENT

Auto Shop Safety
Engine Operation Theory
Drive Line Servicing
Engine Cooling
Automotive Systems

Fuel System
Ignition System
Valve System
Lubrication System
Exhaust System

CAREER OPPORTUNITIES

Service Station Attendant
Automotive Prep Person
Auto Lubrication Technician
Technician's Assistant

Brake Technician's Assistant
Entry-Level Auto Technician
Quality Control Team Member
Tire Shop Technician

LOCATION

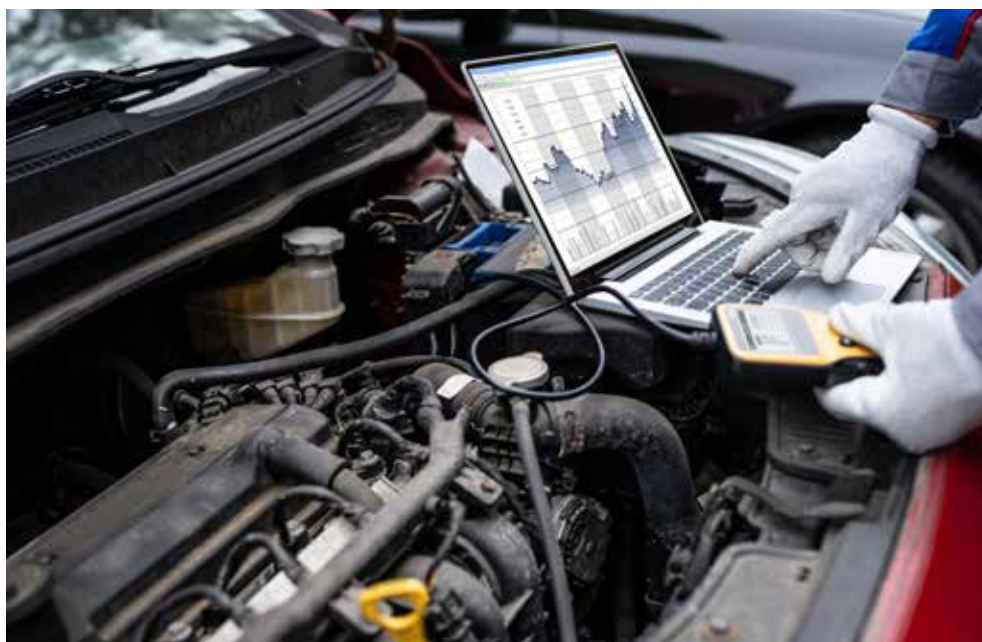
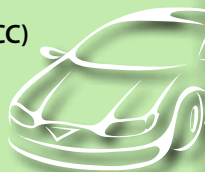
Islip Career Center

Quote from program graduate –

"I would say it is a good school. The teacher taught me so many things I never knew."

Transportation, Distribution and Logistics/SCE

- Auto Body Repair and Refinishing (ICC)
- Auto Front End and Brakes (ICC)
- Modern Automotive Technology (ICC)
- Transportation Service (WTC)
- Vehicle Maintenance and Light Repair (ICC)

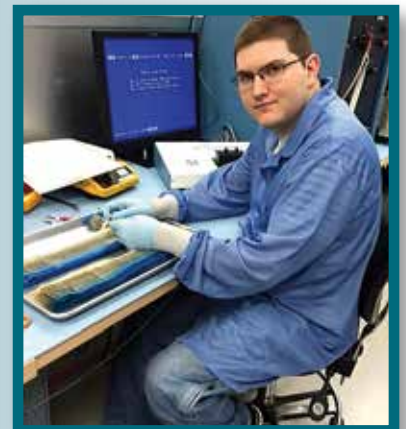




Find your **road** to **independence**.



Students enrolled in Project SEARCH® learn transferable employability skills necessary in the world of work such as, the business office, maintenance, food preparation, and environmental service. Student interns complete three ten-week internships within the facility with the goal of competitive employment upon graduation.



COURSE TITLE: **Project SEARCH®**

Learn the skills to obtain gainful employment.

COURSE DESCRIPTION

Project SEARCH® is an internationally recognized transition program for individuals with developmental disabilities who are interested in training and preparing for competitive employment. Students attend the program for one year at a business and industry approved site. The program provides real-world training, career exploration, innovative adaptations and long-term job coaching, with the goal of obtaining gainful employment upon completion of the program.

COURSE CONTENT

Team Building	Resume Writing
Getting Around Your Workplace	Technology
Workplace Safety	Keeping a Job
Social Skills	Communication Skills
Presentation Skills	Interviewing Skills
Money Management	Health and Wellness
Job Search Skills	Independent Travel Training

INTERNSHIP ROTATIONS

Through a series of three targeted internships, the students acquire competitive, marketable and transferable skills to enable them to apply for a related position. Students also build communication, teamwork and problem-solving skills which are important to their overall development as a young worker. Internship rotations begin a few weeks after the start of the program. Students are assigned a mentor who interacts with the instructor, job coaches, and the student as a consistent source of guidance and feedback. Students spend approximately five hours each day at the internships including a thirty-minute lunch. Working from a task list, they acquire the core skills necessary to be hired in an entry-level position at a business in the community. Job coaches and department staff collaborate to provide support for students. The Project SEARCH® staff delivers the training and develops job accommodations and standard work procedures. Once the students master the core skills, additional skills are layered to improve their marketability.

COLLABORATING AGENCIES/SERVICE PROVIDERS

Eastern Suffolk BOCES Business and Industry Partners
 Abilities, Inc.
 Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)
 Office of Persons with Developmental Disabilities (OPWDD)

ADDITIONAL INFORMATION

Recommend a minimum of one year of Special Career Education
 Recommendation of Special Education Teacher



Quote from program graduate –
"Awesome."

Human Services/Retail and Operations

- Health Related Occupations (ICC)
- Project SEARCH® (ICC)
- Retail Store Services (ICC)





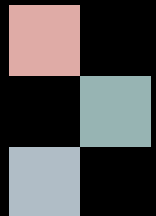
RETAIL STORE SERVICES



Good things **in store** for you!



Learn the foundational skills of the retail business including cashiering, inventory maintenance and customer service. Window display techniques and salesmanship skills are also included in this course. Step out onto the selling floor and put your new skills to work!



COURSE TITLE: **RETAIL STORE SERVICES**

COURSE DESCRIPTION

Retail Store Services exposes students to all phases of entrepreneurship. In this program, students learn how to perform operations associated with retail sales in a variety of settings. Students will operate an on-site school store and boutique. This will allow the students to become familiar with retail skills including, but not limited to, processing inventory and stock, placing and delivering orders, completing sales, ticketing merchandise, handling cash, advertising, creating window displays and customer service. Students learn the necessary communication skills needed to work in a fast-paced retail workplace. Students will also have the opportunity to explore a wide variety of workplaces through community trips, internships and work-site tours.

In addition to real-world experiences, students will learn employability skills such as: resume writing, completing job applications, seeking employment opportunities, interviewing skills and creating a personal professional portfolio.

COURSE CONTENT

Advertising/Marketing
 Budgeting
 Cash Register Fundamentals
 Communication in the Workplace
 Customer Service
 Folding, Organizing/Sizing of Clothing
 Internships/Community Experiences/Work-Site Tours
 Inventory
 Ordering Stock
 Overseeing Deliveries
 Pricing
 Safety
 Sales
 School Store Operations
 Time Management
 Visual Merchandising/Window Display

Quote from program graduate –

"I enjoyed the Retail Store Services class very much."

CAREER OPPORTUNITIES

Cashier
 Stock Clerk
 Display Assistant
 Sales Associate
 Delivery Person
 Inventory Associate
 Customer Service Associate

Human Services/Retail and Operations

- Health Related Occupations (ICC)
- Project SEARCH® (ICC)
- Retail Store Services (ICC)



LOCATION

Islip Career Center





TRANSPORTATION SERVICE



Driven to succeed

The Transportation Service program allows students to get an introduction to the automotive industry. Students can learn to work on cars, motorcycles, jets skis and quads. This exploratory program allows students to gain experience in practicing universal employability skills while gaining the technical skills necessary for entry level employment in ANY career field the student eventually chooses.



COURSE TITLE: **TRANSPORTATION SERVICE**

COURSE DESCRIPTION

This course provides students with instruction in automotive technology, auto body repair and small engine repair. An active internship program provides all students with actual on-the-job experience in a related community-based setting.

COURSE CONTENT

Shop Safety
Basic Hand and Power Tools
Engine Maintenance
Engine Theory
Electrical, Cooling, Fuel and Ignition Troubleshooting
Auto Body Repair and Refinishing

CAREER OPPORTUNITIES

Auto Body Repair and Refinishing

Auto Body Helper
Painter's Helper
Plastic Person
Metal Person
Assembler
Combination Person
Piece Worker
Heavy Collision Person
Body Person
Refinisher
Parts Counter Person
Auto Detailer

Auto Engine Overhaul

Mechanic
Mechanic's Helper
Automotive Machinist
Lawnmower Repair Person

Automotive Front End and Brakes

Service Station Attendant
Auto Lube Technician
Auto Prep Person
Automotive Machinist
General Mechanic
Mechanic's Helper
Front End and Alignment
Brake and Tire Specialist

Small Engine Repair

Parts Department Assistant
Small Engine Mechanic's Helper
Engine Parts Rebuilder

Quote from program graduate –
*"It was worth the time and I learned a lot
along the way."*

LOCATION

Harry B. Ward Technical Center

Transportation, Distribution and Logistics/SCE

- Auto Body Repair and Refinishing (ICC)
- Auto Front End and Brakes (ICC)
- Modern Automotive Technology (ICC)
- Transportation Service (WTC)
- Vehicle Maintenance and Light Repair (ICC)





VEHICLE MAINTENANCE AND LIGHT REPAIR

Get your
career
firing on
all
cylinders.

This course covers the general diagnosis, repair and servicing of ignition, fuel, exhaust, compression and lubrication systems. So, tune up your skills, cruise ahead of the traffic and navigate the road to a new career!



COURSE TITLE: **VEHICLE MAINTENANCE AND LIGHT REPAIR**

COURSE DESCRIPTION

Students enrolled in Vehicle Maintenance and Light Repair (MLR) will be introduced to the basic fundamentals, maintenance, and operation of the automobile. The curriculum will provide the students with the theory and hands-on experience in each of the following areas: New York State Inspections, engine maintenance, fluid maintenance, tire and brake services, and intro to HVAC maintenance.

COURSE CONTENT

Automotive Shop Safety	Air Conditioning and Heating
Automotive Systems	New York State Inspections
Suspension and Brakes	Engine Operation Theory
Tire Service and Repair	Engine Lubrication

CAREER OPPORTUNITIES

Automotive Prep Person	Service Station Assistant
Lube Technician	Maintenance Technician
Front End Shop Assistant	Quality Control Team Member
Brake Shop Assistant	

LOCATION

Islip Career Center

Quote from program graduate –
"It was hard but fun at the same time."

Transportation, Distribution and Logistics/SCE

- Auto Body Repair and Refinishing (ICC)
- Auto Front End and Brakes (ICC)
- Modern Automotive Technology (ICC)
- Transportation Service (WTC)
- Vehicle Maintenance and Light Repair (ICC)



"I am CTE ... ask me why I'm here."



Quote from program graduate –
"When I walked into the classroom, I just felt like I belonged here. I just felt like this is where I am supposed to be."

Kellcia Yap

Student, Chairside Dental Assisting, Patchogue-Medford UFSD

Quote from program graduate –
"To be in a classroom with other people who know what I'm actually talking about is really fulfilling."

Hunter Levine

Student, Culinary Arts, Sachem CSD



Quote from program graduate –
"The classes are really in-depth. Both of my instructors helped us with college and applying for scholarships and discussed other options as well."

Joseph Mallimo

Student, Auto Body, Connetquot CSD





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www.esboces.org

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