

SPECIAL CAREER EDUCATION

# Course Offerings Catalog



Educational Services That Transform Lives





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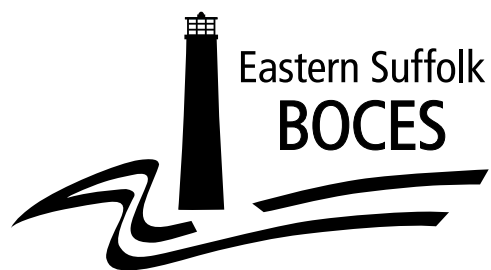
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## Special Career Education Course Offerings



“...building bridges and unique pathways by reimagining educational services to ensure success for all...”

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



# Eastern Suffolk BOCES Career and Technical Education

## 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 inclusive educational cooperative of 51 Long Island school districts, provides regional leadership and advocacy, direct instruction, management, and support through quality, cost-effective instructional programs, and shared services. These programs and services maximize inclusive educational and career opportunities and equitable access for Long Island's diverse community promoting lifelong learning for both children and adults, to achieve excellence and enhance the operational effectiveness of the region.

### **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.

**section 1**  

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*General Information*

## 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:*

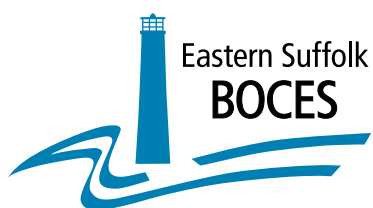
- Assist students in developing marketable career and technical skills
- Educate students in programs which incorporate with current NY State standards
- Provide well-qualified graduates to meet the challenging needs of business and industry

## 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](mailto: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](mailto:OCR.NewYork@ed.gov).







## Portrait of a 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 Center .....286-6516  
Harry B. Ward Technical Center .....208-2038  
Islip Career Center .....244-5903

## CAREER AND TECHNICAL EDUCATION ADMINISTRATIVE PERSONNEL

**Jasmin Varela, Ed.D.**, District Superintendent

**David Wicks**, 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

**Emily Puccio**, Divisional Administrator for Career, Technical and Adult Education

**Tanya A. Long, Ph.D.**, 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

Kevin Bernier, Principal, Dawn Scicolone, Assistant Principal

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

Peter J. Lepore, Principal, Kristyn Kealey, Assistant Principal



## **section 2**

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*Special Career Education*



## **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 p.m. 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: <b>LE</b> = Late Entry; <b>I</b> = Incomplete; <b>NG</b> = 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.







All Course offerings are dependent upon adequate enrollment

### EASTERN SUFFOLK BOCES SPECIAL CAREER EDUCATION COURSE LISTING BY LOCATION

PROGRAM	GARY D. BIXHORN TECHNICAL CENTER	HARRY B. WARD TECHNICAL CENTER	ISLIP CAREER CENTER
Auto Body Repair and Refinishing/SCE			•
Auto Front End and Brakes			•
Canine Careers			•
Carpentry/SCE			•
Computer Graphic Arts Technology			•
Cosmetology/SCE		•	•
Digital Media Production			•
Early Childhood Education/SCE			•
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			•

<u>Center</u>	<u>Counselor</u>	<u>Contact Information</u>
Gary D. Bixhorn Technical Center	Albana Esposito Nicole Feldman	286-6516 email: <a href="mailto:aesposit@esboces.org">aesposit@esboces.org</a> 286-6574 email: <a href="mailto:nfeldman@esboces.org">nfeldman@esboces.org</a>
Harry B. Ward Technical Center	Mai Lan Boyce-Hurst	208-2003 email: <a href="mailto:MHurst@esboces.org">MHurst@esboces.org</a>
Islip Career Center	Jennifer MacDevitt	244-5907 email: <a href="mailto:jmacdevi@esboces.org">jmacdevi@esboces.org</a>

#### 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.**

**T**he 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	Fasteners
Basic Automotive Construction	Interior Trim/Upholstery
Metal Working Fundamentals	Glass Removal/Installation
MIG Welding	Panel Replacement
Body Fillers	Fixed Panel Replacement
Sanding/Grinding	Compound/Wax
Masking	Mobile Electronics
Painting	Estimating
Electric/Hydraulic/Pneumatic Tool Usage	Airbag Safety
Frame Straightening	Powder Coating
Fiberglass Repair	Hand Tool Usage
Stereo Installation	Detailing
Headlight/Tail Light Restoration	Metal Bumping

### **CAREER OPPORTUNITIES**

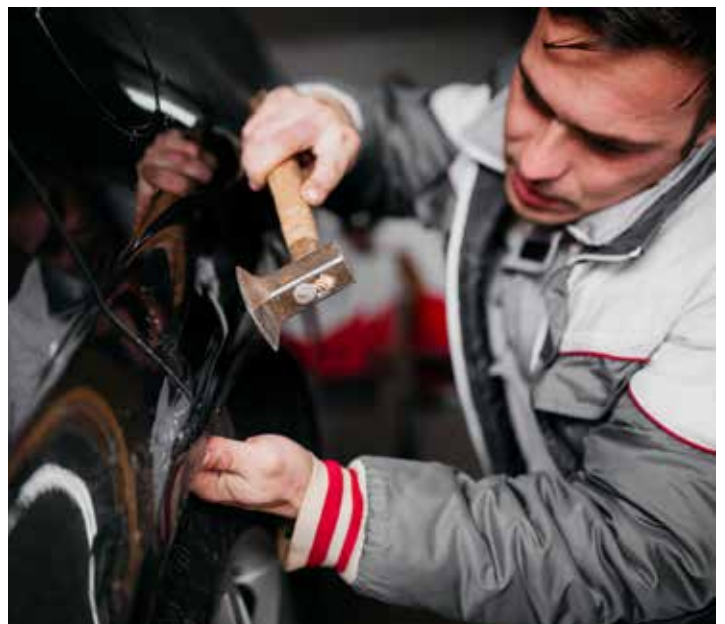
Auto Body Technician	Painter's Helper
Assistant Estimator	Automotive Detailer
Assembly/Disassembly Technician	Auto Parts Person
Refinisher	Metal Fabricator
Plastic Person	Frame Technician
Material/Supply Person	New Car Preparation Person

### **LOCATION**

Islip Career Center

#### **Quote from program graduate –**

*"Exciting and best hands-on experience."*





## AUTO FRONT END AND BRAKES



### Find your opportunity **up front!**

**P**art 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



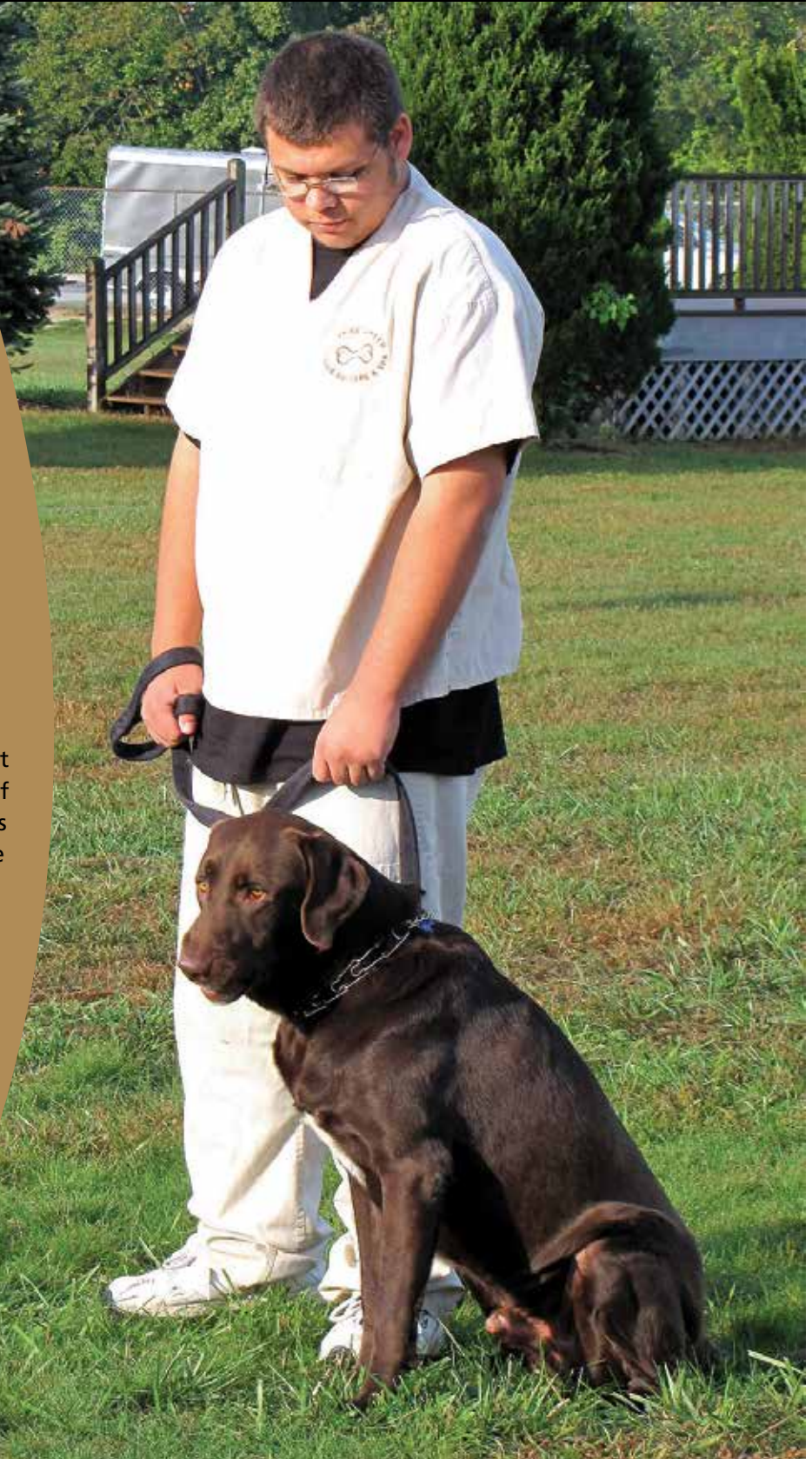


## CANINE CAREERS



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

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."*





## CARPENTRY



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

**A**re 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."*





## COMPUTER **GRAPHIC ARTS** TECHNOLOGY



Think **creatively.**

**G**raphic 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	iMac Computers with Industry Standard Software
Concept Development	Wacom Digital Drawing Tablets
Layout and Design	Digital SLR Cameras
Typography	Vector Illustration
Illustration	Photo Editing and Retouching
Color Theory	Pre-Press Graphic Preparation
Principles and Elements of Design	Color Printing Technology
Art/Design History	Vinyl Cutting Process
Photography Basics	Heat Press and Vinyl Application Techniques
Real-World Job Experience	Client Interaction

### **CAREER OPPORTUNITIES**

Printing Companies	Sign Fabricators
T-Shirt/Promotional Product Design	Advertising Agencies
Advertising Agencies	Publishing Companies
In-House Art Departments	Design/Animation Studios
Freelance Design/Illustration	Graphics for Web

### **LOCATION**

Islip Career Center

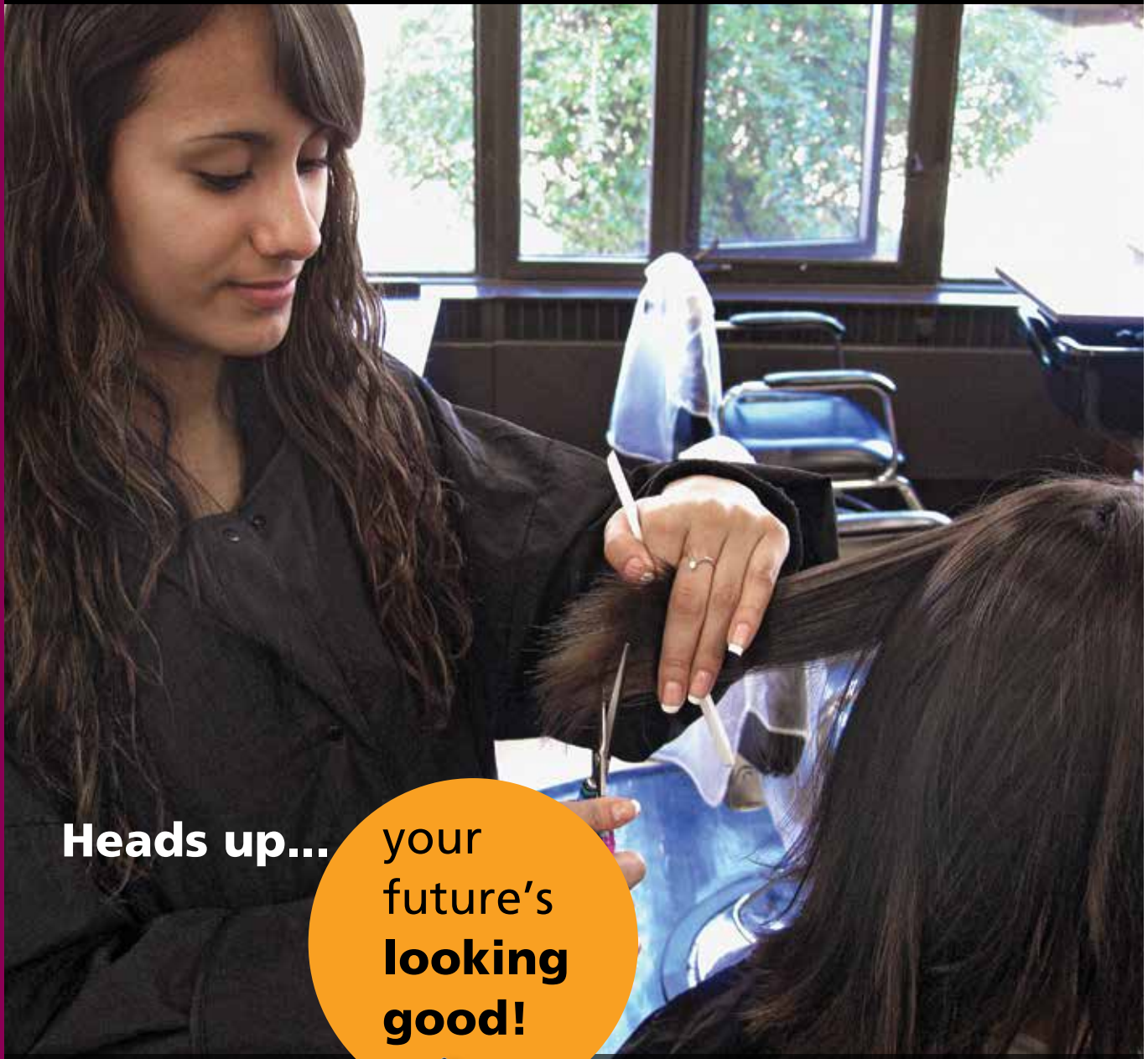
**Quote from program graduate –**  
*"It was a great experience and would suggest it to anyone."*







## 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."*





## DIGITAL MEDIA PRODUCTION



## Design YOUR FUTURE....

**L**earn 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

#### **Quote from program graduate –**

*"You can learn a lot and it has programs  
you can try."*

### **LOCATION**

Islip Career Center







## EARLY CHILDHOOD EDUCATION



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

O<sub>ur</sub>

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."*





## FACILITIES MAINTENANCE



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

**T**he 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."*



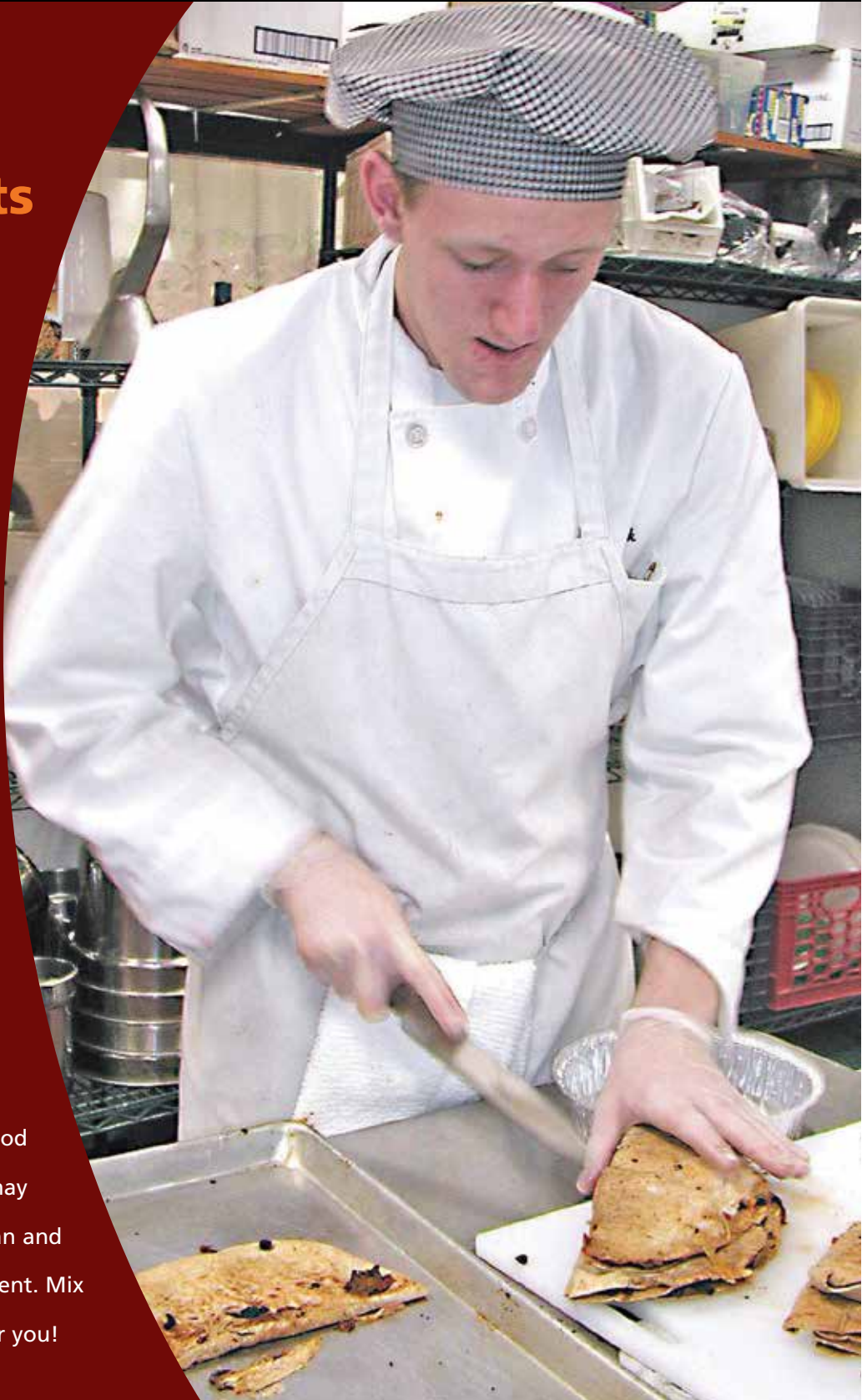




## FOOD PREPARATION/SERVICE

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

**F**ood 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	Use and Care of Tools and Equipment
Customer Service Skills	Catering
Teamwork	Trade Related Math
Employability Skills	A la Carte Operations
Front and Back of the House Operations	Time Management
State and Local Health Codes	Inventory and Food Storage
Professional Skills and Conduct	Food and Nutrition

### **CAREER OPPORTUNITIES**

Fast Food Restaurants	Catering Establishments
Full Service Restaurants	Corporate Catering
Supermarkets and Delicatessens	Institutional Food Service
Schools	Hotels
Hospitals	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."*





## HEALTH RELATED OCCUPATIONS



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

**T**ake 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."*







## HORTICULTURE



**Cultivate** your  
creative talents!



**E**xplore 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





## 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.

## 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."*







## INTRODUCTION TO **BAKING**



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



**L**earn 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

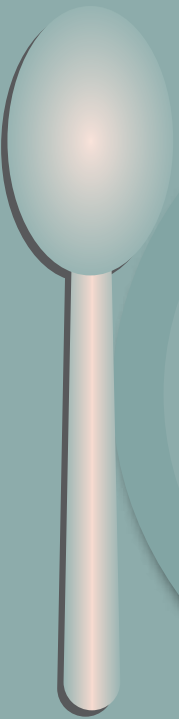




## INTRODUCTION TO **COOKING**



### 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."*





## INTRODUCTION TO HEATING, VENTILATION AND AIR CONDITIONING



### Fire & Ice!

**B**usinesses, 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."*







## INTRODUCTION TO PERSONAL TRAINING



Get your  
career **in shape!**

**W**elcome 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





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



Forge a **bright** future!

**W**elders 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."*





## MODERN **AUTOMOTIVE** TECHNOLOGY



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

**P**art 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 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	Fuel System
Engine Operation Theory	Ignition System
Drive Line Servicing	Valve System
Engine Cooling	Lubrication System
Automotive Systems	Exhaust System

### **CAREER OPPORTUNITIES**

Service Station Attendant	Brake Technician's Assistant
Automotive Prep Person	Entry-Level Auto Technician
Auto Lubrication Technician	Quality Control Team Member
Technician's Assistant	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."*



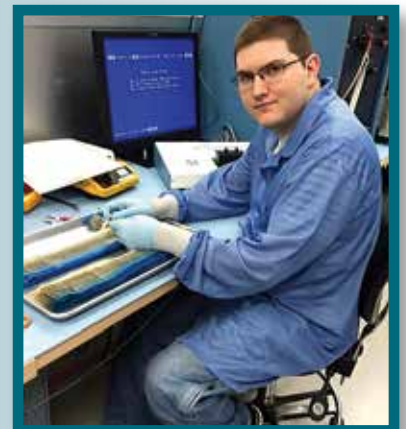




## Find your **road** to **independence.**



**S**tudents 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."



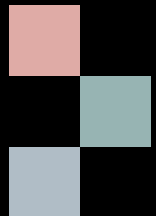
## RETAIL STORE SERVICES



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

### **CAREER OPPORTUNITIES**

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

### **LOCATION**

Islip Career Center



#### **Quote from program graduate –**

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



## 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

#### **Small Engine Repair**

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

#### **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

### **LOCATION**

Harry B. Ward Technical Center

#### **Quote from program graduate –**

*"It was worth the time and I learned a lot along the way."*







## VEHICLE MAINTENANCE AND LIGHT REPAIR

Get your  
**career**  
firing on  
**all**  
**cylinders.**

**T**his 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."*













**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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