“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
2022-23
Special Career Education Course Offerings
“...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
2022-23 Special Career Education Course Offerings

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

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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.
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.

This plan 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 form is required for students each year.

3. 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.

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

David Wicks, District Superintendent
Julie Davis Lutz, Ph.D., 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 and Technical Education
Emily Puccio, Program Administrator for Career and Technical Education
Andrea Pekar, Program Administrator for Health Sciences

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, Luke Ferland, 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:
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.

Harry B. Ward Technical Center:
The morning session will begin at 7:55 a.m. and end at 10:25 a.m.
The afternoon session will begin at 11:55 a.m. and end at 2:25 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 required course for students seeking a Career and Technical Education sequence and has been integrated into all 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:

<table>
<thead>
<tr>
<th>Numeric Grade</th>
<th>Alpha Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-99</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>65-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
</tr>
</tbody>
</table>

(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.

<table>
<thead>
<tr>
<th>Student Criteria</th>
<th>Exploratory Phase</th>
<th>Career Concentration Phase</th>
<th>“Transitional” Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Profile</td>
<td>Student needs to explore career options or is new to the program</td>
<td>Student demonstrates ability and may be employable in the chosen field</td>
<td>Student excels after at least one full year and demonstrates skills, behaviors, and other qualities necessary for Technical Education placement</td>
</tr>
<tr>
<td>Job Specific Skills</td>
<td>75% are performed with close supervision</td>
<td>75% are performed with minimal supervision</td>
<td>80% are performed independently</td>
</tr>
<tr>
<td>Student Management Needs</td>
<td>Moderate</td>
<td>Moderate to Minimal</td>
<td>Minimal</td>
</tr>
<tr>
<td>Employability Characteristics</td>
<td>A minimum of 6 of the 10 behaviors are rated satisfactory</td>
<td>A minimum of 8 of the 10 behaviors are rated satisfactory</td>
<td>A minimum of 7 of the 10 behaviors are rated excellent including the attendance category*</td>
</tr>
</tbody>
</table>

*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
- Daily Assignments
- Class Participation
- Courteous in Class
- Shows Enthusiasm for Subject Area

**Employability Characteristics**
- Acts Appropriately
- Peer Relationships
- Tolerates Frustration
- Productive in Class
- Attitude
- Punctuality
- Attire
- Cooperation
- Communication
- Initiative
- Responsibility
- Safety
- Attendance
- Self-Directed
## APPROVED ACADEMIC CREDIT

### Eastern Suffolk BOCES Special Career Education Approved Programs 2022-23

<table>
<thead>
<tr>
<th>Program</th>
<th>ELA</th>
<th>Math</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body Repair and Refinishing</td>
<td>•</td>
<td>Approved ½ Credit</td>
<td>•</td>
</tr>
<tr>
<td>Canine Careers</td>
<td>Approved ½ Credit</td>
<td>•</td>
<td>•</td>
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<tr>
<td>Carpentry</td>
<td>•</td>
<td>Approved ½ Credit</td>
<td>•</td>
</tr>
<tr>
<td>Computer Graphic Arts Technology</td>
<td>Approved ½ Credit</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>•</td>
<td>•</td>
<td>Approved ½ Credit</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Approved ½ Credit</td>
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<tr>
<td>Food Preparation/Service</td>
<td>Approved ½ Credit</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Horticulture</td>
<td>Approved ½ Credit</td>
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</tr>
</tbody>
</table>

* = not applicable
### Eastern Suffolk BOCES Special Career Education
2022-23 Course Listing by Location

<table>
<thead>
<tr>
<th>Program</th>
<th>Gary D. Bixhorn Technical Center</th>
<th>Harry B. Ward Technical Center</th>
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</tr>
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<td>⋆</td>
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<td>Vehicle Maintenance and Light Repair</td>
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<table>
<thead>
<tr>
<th>Center</th>
<th>Counselor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary D. Bixhorn Technical Center..........</td>
<td>Albana Esposito..................</td>
<td>(631) 286-6516...........email: a <a href="mailto:espositi@esboces.org">espositi@esboces.org</a></td>
</tr>
<tr>
<td></td>
<td>Michael Spaccarotella.............</td>
<td>(631) 286-6516...........email: m <a href="mailto:spaccar@esboces.org">spaccar@esboces.org</a></td>
</tr>
<tr>
<td>Harry B. Ward Technical Center............</td>
<td>Brittney Denninger...............</td>
<td>(631) 208-2038...........email: b <a href="mailto:denning@esboces.org">denning@esboces.org</a></td>
</tr>
<tr>
<td>Islip Career Center........................</td>
<td>Jennifer MacDevitt................</td>
<td>(631) 244-5907...........email: j <a href="mailto:macdevi@esboces.org">macdevi@esboces.org</a></td>
</tr>
</tbody>
</table>

**TRANSPORTATION**

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

**RECOMMENDED ACADEMIC CREDIT**
½ credit for Math per year

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**Transportation, Distribution and Logistics/SCE**

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

*Quote from program graduate – “Exciting and best hands-on experience.”*
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
- Suspension and Steering Systems
- Lubrication and Service
- Introduction to Automatic Brake Systems
- Brake Systems, Disc, Drum and Anti-Lock
- Wheels and Tires
- Wheel Alignment
- New York State Inspection
- Industry Sponsored Training and Competitions

CAREER OPPORTUNITIES
- Service Station Attendant
- Auto Prep Person
- General Mechanic
- Front End and Alignment
- Tire Specialist
- Auto Lube Technician
- Automotive Machinist
- Technician’s Helper
- Brake 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)
- Vehicle Maintenance and Light Repair (ICC)
- Transportation Service (WTC)
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
- Safety
- Career and Financial Management
- Domestic Breed Identification
- Handling and Restraint
- T-Touch Massage Techniques
- Pet Shop Skills
- Careers with Animals
- Dog Grooming
- Kennel Maintenance Skills
- General Canine Care
- Dog Bite Prevention
- Behavior and Training
- Preventative Health
- Customer Service

**CAREER OPPORTUNITIES**
- Humane Society
- Animal Shelters
- Boarding Kennels
- Grooming Shops
- Veterinary Hospitals
- Dog Shows
- Canine Masseuse

**LOCATIONS**
- Harry B. Ward Technical Center
- Islip Career Center

**RECOMMENDED ACADEMIC CREDIT**
½ credit for ELA per year

**ADDITIONAL INFORMATION**
COSTS: Uniforms – Approximately $25; Tools $20 - $30

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**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."

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**Agriculture, Food and Natural Resources**
- Horticulture (ICC)
- Canine Careers (ICC, WTC)
- Animal Science (BTC, WTC)
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!
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  
Sheetrock Installer  
Cabinet Maker  
Cabinet Installer  
Insulation Installer  
Framer  
Roofer  
Painter  
Furniture Maker’s Assistant  
General Laborer  
Lumber Yard Worker

**LOCATION**
Islip Career Center

**RECOMMENDED ACADEMIC CREDIT**
½ credit for Math per year

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

*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."
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  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

RECOMMENDED ACADEMIC CREDIT
½ credit for ELA per year

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

Quote from program graduate –
"It was an opportunity to experiment with different occupations and find one that relates to your field."

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

RECOMMENDED ACADEMIC CREDIT
½ credit for Science per year

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

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Human Services/ Appearance Enhancement
- Cosmetology (MTC, WTC, ICC)
- Barbering (BTC)
- Introduction to Appearance Enhancement (ICC)
- Appearance Enhancement Exploration (IAC)
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 MacIntosh 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)
- Professional Photography (BTC)
- Television Production (BTC)
- Computer Graphic Arts Technology (ICC)
- Digital Media Production (ICC)
- Fashion Merchandising and Design (BTC)
Join a small world full of big rewards.

Our 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.
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/Preschool/School-Age Children
- Special Needs Children
- Curriculum Planning
- Lesson Development
- Types of Early Childhood Programs
- Observation and Assessment
- Internship and Preschool 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

**RECOMMENDED ACADEMIC CREDIT**
- ½ credit for ELA per year

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

Mix the ingredients for a successful future!
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

RECOMMENDED ACADEMIC CREDIT
½ credit for ELA per year

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)
• Introduction to Cooking (ICC)
• Food Preparation Service (ICC, WTC, BTC)
• Introduction to Baking (ICC)
• Culinary Exploration (IAC)
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  Preparing for the World of Work
Vital Signs  Careers in Health
Anatomy and Physiology  Nutrition
Maintaining a Safe Environment  Basic Nursing
Infection Control  Bedside Skills
Employability Characteristics  Career and Financial Management Procedures
Medical Ethics  Communication/Leadership
Medical Terminology  Personal Health and Wellness
Computer Applications  Emergency Care/First Aid

CAREER OPPORTUNITIES
Daily Living Associate  Transport Aide
Wellness Coordinator  Environmental Services Person
Home Health Aide  Recreational Therapy Aide
Dietary 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.”

Health Science
- Introduction to Personal Training (ICC)
- Certified Personal Trainer (BTC)
- Clinical Medical Assisting (MTC, WTC)
- Dental Chairside Assisting (BTC)
- Nurse Assisting (MTC, WTC)
- Physical Therapy Aide (BTC)
- Practical Nursing (BTC)
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
- Grounds Maintenance and Installation
- Landscape Maintenance and Installation
- Greenhouse Maintenance
- Plant Propagation
- Nursery Production
- Greenhouse Plant Production
- House Plants, Indoor Landscaping
- Floral Design
- Cut Flower Care
- Principles of Design
- Holiday Arrangements
- Wedding Designs
- Sympathy Designs
- Pricing Strategies
- Water Features
- Bonsai

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

LOCATION
Islip Career Center

RECOMMENDED ACADEMIC CREDIT
½ credit for ELA per year
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.”
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 cake. 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)
- Introduction to Cooking (ICC)
- Food Preparation Service (ICC, WTC, BTC)
- Introduction to Baking (ICC)
- Culinary Exploration (IAC)
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
- Food and Baking Preparation
- Gourmet Foods
- Menu Planning
- Terminology and Measurement
- Safety and Sanitation
- Serving Food
- Purchasing
- Equipment and Utensils

**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."

*Quote from program graduate –*
"Good experience."

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**Hospitality and Tourism**
- Culinary Arts/Restaurant Operations Management (MTC, WTC)
- Introduction to Cooking (ICC)
- Food Preparation Service (ICC, WTC, BTC)
- Introduction to Baking (ICC)
- Culinary Exploration (IAC)
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
- Marketing
- Cooling and Heat Pump Systems
- Controls, Circuits and Instruments
- Efficiency Rating
- Commercial Refrigeration
- Ice Machines
- Air Conditioning Systems
- Electrical Theory
- Indoor Air Quality
- Freezers and Freezing Systems
- Service Procedures and Troubleshooting
- Air and Duct Sealing
- Alternative Energy
- Energy Efficiency

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

LOCATION
Islip Career Center

Quote from program graduate –
“It was really good and I highly recommend it.”

Architecture and Construction
- Heating, Ventilation and Air Conditioning (HVAC) (MTC, WTC)
- Introduction to HVAC (ICC)
- Carpentry, Residential Construction and Home Improvement (BTC)
- Facilities Maintenance (ICC)
- Plumbing and Heating (BTC)
- Electrical Trade and Alternative Energy (BTC, MTC)
- Carpentry (ICC, WTC, Southampton HS)
- Carpentry Exploration (IAC)
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.
COURSE TITLE: **INTRODUCTION TO PERSONAL TRAINING**

**COURSE DESCRIPTION**
Health Clubs and Personal Fitness are a big business—a $10 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 Fitness Club Training Staff. 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
Baccalaureate Degree

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

**LOCATION**
Islip Career Center

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

Forge a bright future!
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

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*Quote from program graduate – “It helped me grow, not just vocationally, but academically as well.”*

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**Manufacturing Technology**
- Welding/Metal Fabrication (MTC)
- Computer Science and App Development (BTC)
- Computer Technology and Repair (BTC)
- Introduction to Welding (ICC)
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)
- Vehicle Maintenance and Light Repair (ICC)
- Transportation Service (WTC)
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.

Find your road to independence.
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
- Getting Around Your Workplace
- Workplace Safety
- Social Skills
- Presentation Skills
- Money Management
- Job Search Skills
- Resume Writing
- Technology
- Keeping a Job
- Communication Skills
- Interviewing Skills
- Health and Wellness
- 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 – “Very, very good.”

Quote from program graduate – “Awesome.”

Human Services/Retail and Operations
- Retail Store Services (ICC)
- Health Related Occupations (ICC)
- Project SEARCH® (ICC)
Good things **in store** for you!

Learn the foundational skills of the retail business including cashiersing, 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

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*Quote from program graduate –*

“I enjoyed the Retail Store Services class very much.”

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**Human Services/Retail and Operations**
- Retail Store Services (ICC)
- Health Related Occupations (ICC)
- Project SEARCH® (ICC)
TRANSPORTATION SERVICE

Driven to succeed

Transportation Service is comprised of a comprehensive, four-course automotive technology program. The individual course components are: Auto Body Repair and Refinishing, Auto Engine Overhaul, Automotive Front End and Brakes and Small Engine Repair. For detailed information, see the individual course descriptions in this catalog.
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

Small Engine Repair
Auto Body Repair and Refinishing
Auto Engine Overhaul
Automotive Front End and Brakes
Small Engine Repair

LOCATION
Harry B. Ward Technical Center

Quote from program graduate –
“It was worth the time and I learned a lot along the way.”
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
- Automotive Systems
- Suspension and Brakes
- Tire Service and Repair
- Air Conditioning and Heating
- New York State Inspections
- Engine Operation Theory
- Engine Lubrication

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

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)
- Vehicle Maintenance and Light Repair (ICC)
- Transportation Service (WTC)
"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."

Joseph Mallimo
Student, Auto Body, Connetquot 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."

Hunter Levine
Student, Culinary Arts, Sachem CSD
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