

Smaller Class Size Programs for General Career and Technical Education Students



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Small Class Size programs for General Career and Technical Education (GCTE) students are designed to provide a comprehensive career and technical education experience to individuals with special needs, ages 14 through 21. The student status of “GCTE” is determined by participating school districts as well as from the Special Education Division of Western Suffolk BOCES. All small class size programs are one half day in length, with students attending either morning or afternoon sessions.

All GCTE students are eligible for a Level 2 – Vocational Assessment and a Level 3 Assessment. Both assessment tools provide information to assist school districts, counselors and parents in developing an appropriate vocational placement. In comparison to Wilson Tech mainstream programs, smaller class size programs have a reduced ratio per certified teacher and classroom aide. GCTE students are provided with services that are more intensive in order to meet their educational requirements. Guidance counselors, school psychologists and a special education consultant teacher are available throughout the day to provide additional support to individual students.

Small class size programs

These programs are designed to benefit a student that requires a more personalized, highly structured learning environment. In the small class size programs held at Wilson Tech – Manor Plains Campus, we strive to accommodate students with varying abilities, emphasizing individualized and differentiated instruction. Students who would benefit from such instruction have met success in these classes.

Enrollment

When enrolling a special education student in the GCTE Division of Wilson Tech, please use the application form described in the beginning of the handbook. In addition, it is required that you include a copy of the student’s most recent IEP/504 plan/ Psychological/ Behavior Intervention Plan (BIP).

All information should be sent to the Central Office at the Dix Hills Campus of Wilson Tech. You can mail the forms to 17 Westminster Ave., Dix Hills, New York 11746.

*Please note: All placements are based on individual needs and approval from the district and parent/guardian.

Tuition Information for GCTE Students

The General Career and Technical Program calculates tuition based on a per student rate. Please note that the fee structure is determined on an annual basis.



Program Site

AM/PM Sessions

AM Session: 7:50 AM to 10:35 AM (early)

AM Session: 8:10 AM to 10:55 AM (late)

PM Session: 11:30 AM to 2:15 PM (early)

PM Session: 11:50 AM to 2:35 PM (late)

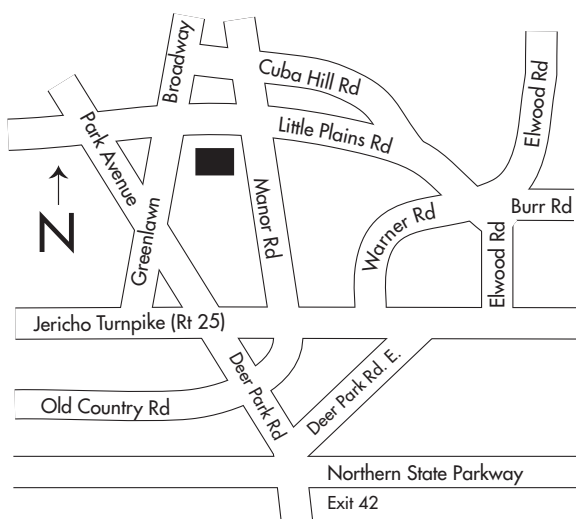
Smaller Class Size Programs

Manor Plains Campus - Huntington

754-2900, Fax 623-4909

Eileen Anetrella, Principal

Career Exploration	AM/PM
Auto Maintenance	AM/PM
Building and Grounds/Maintenance	AM/PM
Building Trades	AM/PM
Cosmetology	AM/PM
Design & Production Technology	AM/PM
Electronic Manufacturing	AM/PM
Food Services	AM/PM
Life Skills	AM/PM
Office Skills	AM/PM
Printing	AM/PM
Retailing	AM/PM





Level 1, 2, 3 Assessments

Levels 1, 2, 3, Assessments correspond to a sequential process that primarily leads to a student's appropriate placement in a career and technical education program.

Level 1 Assessment

The Level 1 Assessment, completed by the school district, provides pertinent information as to demographics, diploma status, academic achievement and career goals of incoming GCTE students. The Level 1 Assessment initializes the sequential process and is the precursor to the Level 2 Assessment. *(Districts, are asked to provide the Level 1 Assessment for students scheduled for Level 2 Assessments. This document can be sent to the Central Office at the Dix Hills campus, 17 Westminster Avenue, Dix Hills, New York 11746 or fax to 623-4949.)*

Level 2 Assessment

Wilson Tech utilizes the CareerScope as their Level 2 Assessment. The CareerScope is a vocational assessment that summarizes a GCTE student's interests and stated aptitudes. It is generally requested by participating schools within the Western Suffolk area to assist classified students with the selection of an appropriate Tech program. Written evaluations are provided to the schools with summaries of specific programs and options at Wilson Tech. CareerScope Assessments are administered at local high schools. Arrangements can be made for individuals to be assessed by calling the Manor Plains Campus at 754-2900.

Level 3 Assessment

A Level 3 Assessment can be initiated by a staff member at Wilson Tech or requested by the home school. It is an overview of the student's progress in the Tech program and utilized to determine the appropriateness of the student's placement. When the Level 3 Assessment has been completed the parent/guardian, representatives from the home school and Wilson Tech staff decide upon possible interventions within the classroom or exploration of another Tech program.



CareerScope[®] Assessment Profile

Different combinations of aptitudes are important for different occupations. The table below lists the aptitudes that are measured by *CareerScope*, and provides general examples and specific job tasks that require these aptitudes.

Aptitude	Definition	Specific Job Tasks	CareerScope Tasks
General Learning (G)	The ability to "catch on" or understand instructions and underlying principles; ability to reason and make judgements. Closely related to doing well in school. Examples Use logic or scientific facts to define problems and draw conclusions; make decisions and judgements; plan and supervise the work of others.	Diagnose and treat illnesses or injuries; use facts to solve a crime; plan the layout of a computer network; inspect and test engine parts.	Pattern Visualization, Numerical Reasoning, Word Meanings
Verbal Aptitude (V)	The ability to understand the meaning of words and to use them effectively; ability to comprehend language, to understand relationships between words, and to understand the meanings of whole sentences and paragraphs. Examples Understand oral or written instructions or guidelines; understand and use training materials; use work-related reference materials.	Write a novel; interview guests on a radio talk show; edit newspaper articles for publication; write captions for magazine photos; take notes during class.	Word Meanings
Numerical Aptitude (N)	The ability to perform arithmetic operations quickly and accurately. Examples Make accurate numeric measurements; make change from currency; lay out geometric patterns.	Analyze statistical data; develop budgets for an organization; measure wall openings to fit and install windows; add lists of numbers.	Computation, Numerical Reasoning
Spatial Aptitude (S)	The ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects; ability to recognize the relationships resulting from the movement of objects in space. Examples Lay out or position objects; observe and comprehend the movements of objects; understand the effects of physical stresses on objects.	Design layouts for new highway systems; create diagrams of wiring systems in buildings; use patterns to make clothing; operate a forklift; use a floor plan to find an office.	Pattern Visualization
Form Perception (P)	The ability to perceive detail in objects or in pictorial or graphic material; ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines. Examples Inspect objects for flaws or scratches; determine whether patterns are the same; observe color, texture, and size of objects.	Examine and compare cells under a microscope; check temperature gauges on machinery; inspect parts on an assembly line; sort merchandise by size.	Object Identification, Abstract Shape Matching
Clerical Perception (Q)	The ability to perceive pertinent detail in verbal or tabular material; ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. Examples Check work orders and specifications for errors.	Proofread manuscripts for typographical errors; keep inventory records; sort mail according to zip code; operate a cash register.	Clerical Matching
Motor Coordination (K)	The ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Examples Guide objects into position; make quick and accurate movements.	Add objects to a moving assembly belt; distribute handbills to passers-by.	CareerScope does not directly measure these aptitudes. However, based upon your use of the computer mouse, it is assumed that your scores are at least average. Your counselor may choose to directly assess these aptitudes and report your actual scores.
Finger Dexterity (F)	The ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. Examples Grasp and manipulate small objects; make fine adjustments to machinery; play a musical instrument.	Repair a watch; play the piano; replace eyeglass screws; put coins in a parking meter.	
Manual Dexterity (M)	The ability to move the hands easily and skillfully; ability to work with the hands in placing and turning motions. Examples Move, stack, turn, or place objects; make coordinated movements of the arms and hands.	Stack bricks to construct a wall; pack oranges into crates; position dolls in a toy store window display.	



CareerScope® Assessment Profile

The U.S. Department of Labor has sorted occupations into twelve broad interest areas. The *CareerScope* Interest Inventory contains items that describe work activities from these Interest Areas. The table below explains the Interest Areas and lists some of the fastest-growing occupations within each area.

Interest Area	Definition	Occupational Examples
01 Artistic	An interest in creative expression of feeling or ideas through literary arts, visual arts, performing arts, or crafts.	Writer, Painter, Actor, Editor, Dancer, Singer, Graphic Designer, Set Decorator
02 Scientific	An interest in discovering, collecting, and analyzing information about the natural world and applying scientific research findings to problems in medicine, the life sciences, and the natural sciences.	Physician, Audiologist, Pharmacist, Biologist, Speech Pathologist, Laboratory Technician
03 Plants & Animals	An interest in activities involving plants and animals, usually in an outdoor setting.	Gardener, Farmer, Landscaper, Forester, Animal Caretaker
04 Protective	An interest in using authority to protect people and property.	Police Officer, Firefighter, Security Guard, Bodyguard, Park Ranger, Prison Guard
05 Mechanical	An interest in applying mechanical principles to practical situations using machines, hand-tools, or techniques to produce, build, or repair things.	Electrical Engineer, Architect, Carpenter, Chef, Mechanic, Ambulance Driver, Project Engineer
06 Industrial	An interest in repetitive, concrete, organized activities in a factory setting.	Machinist, Assembler, Baker, Welder, Laborer
07 Business Detail	An interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.	Medical Records Technician, Bill Collector, Secretary, Receptionist, Customer Service Representative
08 Selling	An interest in bringing others to a point of view by personal persuasion, using sales and promotional techniques.	Sales Representative, Stadium Vendor, Clothing Salesperson, Telephone Solicitor, Financial Planner, Travel Agent
09 Accommodating	An interest in catering to the wishes and needs of others, usually on a one-to-one basis, through hospitality and service work.	Manicurist, Restaurant Host, Waiter/Waitress, Personal Shopper, Flight Attendant
10 Humanitarian	An interest in helping individuals with their mental, social, spiritual, physical and vocational concerns, through medical or social services, therapy, or nursing.	Home Care Aide, Physical Therapist, Nurse, Medical Assistant, Child Care Worker, Dental Hygienist, Counselor, Probation Officer
11 Leading-Influencing	An interest in leading and influencing others by using high-level verbal or numerical abilities in business, education, research, or management positions.	Database Administrator, Paralegal, Teacher, Computer Engineer, Lawyer, Stock Broker, Computer Programmer
12 Physical Performing	An interest in physical activities performed before an audience, such as sports or daring physical feats.	Athlete, Coach, Movie Stunt Performer, Juggler, Sports Instructor



Job Placement

The Job Placement Office, located at the Manor Plain Campus of Wilson Tech, offers the following:

- Assists students with securing working papers, resume writing, preparing for interviews and conducting job searches.
- Guides eligible students toward finding part-time and full-time employment. Consideration is given to the appropriateness of a student's abilities, attendance, behavior, and skills.
- Works toward placing students in program related jobs during and upon completion of their Tech program. An active job bank enables Job Placement counselors to refer interested individuals, with appropriate skills, to prospective employers. This ongoing process is contingent upon the ever-changing job market.
- Enrolls and supervises postgraduate students in work related programs sponsored by the Department of Labor (DOL).
- Prepares students participating in the Job Interview competition of Skills USA and Employment Day. They also ensure that all students involved in these events have the required resume.
- Utilizes the Employability Profile as a tool that provides future employers and post-secondary schools with information on demonstrated proficiencies and becomes part of the student's permanent record. These are available to all students upon completion of their Wilson Tech program.

Program Descriptions

Smaller Class Size Programs

Career Exploration

Auto Maintenance

Building and Grounds/Maintenance

Building Trades

Cosmetology

Design and Production Technology

Electronic Manufacturing

Food Services

Life Skills

Office Skills

Printing

Retailing



Career Exploration

Career Exploration

The Career Exploration program is available only to GCTE students at the Manor Plains Campus. Career Exploration provides the opportunity usually for freshman and sophomore students to experience up to four (4) different small class size programs during the school year. Depending upon enrollment in Wilson Tech's small class sizes programs, each quarter the student will meet with an assigned guidance counselor at the Manor Plains Campus to discuss program options for the next rotation. Parent/guardian and district approval is required for program changes. Career Exploration is designed to assist those younger students who have undecided career goals and those who will potentially be spending more than two years at Wilson Tech. At the completion of one year, the students and their parents select a career education course for the following year.

Program Rotation Options

- Auto Maintenance
- Building and Grounds Maintenance
- Building Trades
- Cosmetology
- Design and Production Technology
- Electronic Manufacturing
- Food Service
- Life Skills
- Office Skills
- Printing
- Retailing



Auto Maintenance

AUTO MAINTENANCE provides students with the opportunity to understand the workings of the automobile. Students are trained in the maintenance, troubleshooting and repair of the various automotive systems.

Work Environment

The auto mechanic may work in service stations, small repair shops or new car dealerships. The number of employees may vary from 2 to 20. The work week may vary from 40 to 60 hours, including weekends. The work is primarily indoors, however, there is a percentage of on-the-road work.

Career Opportunities

Mechanics Helper
Auto Detailer
Lube Service Technician
Auto Body Painter's Helper
Auto Body Prep Person

Employment Outlook

The demand for trained auto maintenance workers has increased in recent years. This is due to new vehicle production increasing yearly as well as people choosing to keep their cars for a longer period of time.

Starting Salary: varies with individual situations. Entry wages vary from \$8 to \$15 per hour.

Course Outline

- Lubrication
- Exhaust System Repair
- Front End Repair
- Alternator/Battery Service
- Tire Repair
- Brakes - Adjustments and Repair, Replacement
- Engine Tune-Up
- Transmission Maintenance
- Auto Body Detailing

Consider these Courses at Tech

- Aircraft Technology
- Auto Body Repair
- Auto Technology
- Design and Production Technology*
- Marine & Motor Sports Technology
- Welding

All placements are based upon individual needs and approval from the district and parent/guardian.



Building and Grounds/Maintenance

BUILDING AND GROUNDS/MAINTENANCE develops skills and techniques to perform a variety of custodial duties such as: window cleaning, painting, floor cleaning and polishing, carpet cleaning and repair/and or assist with minor electrical problems in a commercial setting. Proper handling and disposal of cleaning material is emphasized. Additionally, students are taught landscape maintenance skills such as basic lawn and plant care as well as operation of small equipment. They will also develop skills in general building maintenance, carpentry, electrical, plumbing, and masonry.

Work Environment

Custodians, building maintenance and landscapers work both indoors and outdoors. All jobs require individuals to follow safety requirements.

Career Opportunities

Custodian
Industrial Maintenance Cleaner
Painter Assistant
Rug and Carpet Cleaner
Window Washer
Groundskeeper Assistant
Building Maintenance Assistant
Carpenter's Assistant
Electrical Assistant
Plumbing Assistant

Employment Outlook

There continues to be high demand for all types of custodial and maintenance workers in industrial, business, educational settings, both indoors and outdoors.

Course Outline

- Safety Procedures
- Cleaning and Sanitizing Procedures
- Hand tools
- Power tools
- Measurements
- Custodial Equipment
- Painting Materials and Supplies
- Basic Electric
- Basic Plumbing
- Basic Carpentry
- Care of Lawns and Grounds

Consider these Courses at Tech

- Building Trades*
- Carpentry
- Construction Electricity
- Design and Production Technology*
- Electronic Manufacturing
- HVAC
- Life Skills*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Building Trades

BUILDING TRADES introduces most of the skills involved in building and remodeling a house. The fundamentals of carpentry, plumbing, electrical, and masonry will be covered and developed according to the student's individual capabilities through hands-on projects. As is in the working world, students will spend a large part of their class time in the shop and outdoors, working with their hands and gaining physical and academic skills. Students will gain confidence working with power tools enabling them to finish substantial building projects.

Work Environment

Carpenters work outdoors as well as indoors and should not be afraid of heights. Safety rules must be followed at all times. Students will learn the correct use and care of hand and power tools, the importance of accurate measurement and will gain a basic knowledge of reading plans for projects undertaken.

In addition, students will learn proper set-up and removal of ladders, pumps, jacks and a variety of scaffolding.

Career Opportunities

Building Supplies Sales
General Carpenter
Finish Carpenter
Framer
Sheather
Trimmer
Flooring Installer
Siding Installer (all types)
Roofer
Stage-set Carpenter
Cabinetmaker
Sheetrock/Spackler
Painter
Carpenter's Helper/Apprentice
Electrician's Helper/Apprentice
Plumber's Helper/Apprentice
Hardware Assistant
Lumberyard Assistant
Electrical Supply Assistant
Plumbing Supply Assistant

Employment Outlook

At present the industry is being revitalized with new home construction on the increase in the New York/ Long Island area. There are jobs available with contractors who are building additions to existing houses, adding garages and carports and other types of wood frame and steel stud construction. There are also jobs available in the area for renovations of homes, small businesses, shops and office buildings.

Course Outline

- Shop and Field Safety Procedure
- Basic Hand Tools & Power Tools: care, maintenance and use
- Interpretation of Drawings
- Measurement
- Skills in Accurate Workmanship
- House Framing
- Roofing, Siding,
- Cabinetmaking
- Basic Electric
- Basic Plumbing
- Interior Finishing

Consider these Courses at Tech

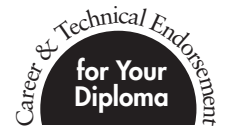
- Architectural Design/ CAD
- Building and Grounds /Maintenance*
- Carpentry
- Construction Electricity
- Design and Production Technology*
- HVAC
- Welding

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Cosmetology



COSMETOLOGY develops skills and knowledge of hair styling, coloring, perms and relaxants, as well as make-up, manicures and facials. Practical application of theory is stressed. Students work on mannequins and then proceed to do live work. Many students opt to complete a state approved course of 1000 hours and must pass a state licensing exam in order to work in the many areas of the profession.

Work Environment

Cosmetologists work directly with the public so interpersonal communication skills are important. Special attention is essential in the area of personal appearance and hygiene. Before applicants are eligible to take the state licensing examinations in Cosmetology, they must successfully complete this state approved course. It may take two or more years to complete the course and acquire the required hours.

Career Opportunities

- Nail Technician*†
- Hair Color Technician*†
- Natural Hair Technician*
- Hair Cutting Technician*†
- Perm Technician*†
- Hair Technician Assistant
- Receptionist
- Hair Replacement Technician*†
- Sales Assistant*
- Hair Stylist*
- Makeup Artist*†
- Skin Care Technician*†
- Marketing/Merchandising*
- Waxing Technician*
- Wig Technician†

*Requires license

†Advanced schooling recommended

Employment Outlook

Employment of cosmetologists will grow rapidly in the future. Rising incomes and the growing number of women working outside the home are among the factors that will spur demand for cosmetologist services. Thousands of workers will be needed each year to work at salons, spas and special facilities such as hospitals, nursing homes, etc.

Student Supplies

Students must purchase a manikin and sneakers.

Academic credits integrated:

See chart, page 26

Licensing Requirements

All students successfully completing this program, (1000 hours), will be eligible to sit for the New York State Licensing Examination in Cosmetology.

Course Outline:

- Orientation
- Personal Development
- Manicure/Pedicure
- Shampoo/Rinses
- Hair Design
- Hair Cutting
- Permanent Wave
- Relaxers
- Eyebrow Arching and Hair Removal
- Salon Management
- Receptionist Duties
- Wigs and Hair Care
- Skin Care/Makeup
- Hair Coloring and Lightening

Consider these Courses at Tech

- Advertising/Graphic Design
- Cosmetology (at Dix Hills or Northport)
- Fashion Merchandising/Design
- Video Production

All placements are based upon individual needs and approval from the district and parent/guardian.



Design and Production Technology

DESIGN AND PRODUCTION TECHNOLOGY allows students to explore the creative and technical process used in industry to design, test and produce the products purchased by consumers everyday. An emphasis is placed on hands-on skill development, providing the student with the skills and confidence to obtain employment.

Work Environment

Computer controlled machinery provides students with greater success in design and machining as well as industry standard experience. Students may work in one of many machine shops, manufacturing plants, and jewelry repair shops that exist in our area.

Career Opportunities:

Mechanical Assembler
Parts Production Worker
Engraver
Milling Machine Operator
Jewelry Bench Worker
Buffing Machine Operator
CAD Machine Operator

Employment Outlook

There continues to be a demand for individuals with good mechanical skills. This is especially true in the fine casting and jewelry industry.

Course Outline:

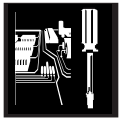
- Computer Aided Design (CAD)
- Computer Aided Machining (CCAM)
- Lathe and Band Saw Operation
- Engraving Machine Skills
- Fine Investment Casting (Jewelry Production)
- Injection Molding Plastics/Wax
- Entry-level Welding
- Buffing Machine Operation
- CNC Lathe
- Drill Press Operation
- Milling Machine Operation
- Power Hack Saw Operation
- Bench Assembly
- Basic Blueprint Reading
- Foundry and Fine Casting

Consider these Courses at Tech

- Architectural Design/CAD
- Auto Maintenance*
- Building & Grounds Maintenance*
- Building Trades*
- Electronic Manufacturing*
- Printing*
- Welding

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Electronic Manufacturing

ELECTRONIC MANUFACTURING requires working with small component parts, power and hand tools, generally in a bench type environment. Electronic workers must have good memory, the ability to do repetitive tasks, good manual dexterity and good eye/hand coordination

Work Environment

Entry level positions assembling electronic components, sub-assemblies and systems requires any one or a combination of the following methods: reading work orders, following production drawings, reading blueprints, assembly and schematic diagrams and receiving verbal instruction regarding work to be done. Electronic Assemblers generally work in an industrial or laboratory setting.

Career Opportunities:

Electronic Assembler
Wire-Worker
Electronic Sub-Assembler
Wire Harness Assembler
Printed Circuit Board Assembler
Printed Circuit Board Re-Worker

Employment Outlook

The electronics industry is particularly important on Long Island. The Northeast and West coasts have been and will remain excellent areas of employment.

Course Outline:

- Shop Safety
- Hand Tools
- Conductors and Insulators
- Connectors and Connections
- Hand Soldering and De-Soldering
- Electronic Terms and Devices
- Component Identification
- Circuit Construction
- Inventory Control
- Rework and Repair
- Wiring and Harnessing
- Surface Mount Technology
- Electro-Static Discharge
- Multi-Meters and Test Instruments
- Basic Related Mathematics
- Job Seeking/Job Keeping Skills

Consider these Courses at Tech

- Building & Grounds Maintenance*
- Computer Networking and Repair/Technical Electronics
- Construction Electricity
- Design and Production Technolgy*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Food Services

FOOD SERVICES develops cooking skills through actual work experience using standardized recipes. Students are expected to learn all basic techniques in food preparation along with the related safety, nutrition and sanitation requirements of New York State restaurants, cafeterias and hospitals.

Work Environment

Personnel in the Food Service Industry must be able to stand for long hours. Peaks of high production are demanded both daily and seasonally, depending on job location.

Career Opportunities:

Baker's Helper
Bus Person
Caterer's Helper
Cook's Helper
Counterperson
Dishwasher
Fry Cook
Host/Hostess
Kitchen Helper
Pantry Person
Prep Cook
Steward/Stewardess
Waiter/Waitress

Employment Outlook

Through the year 2010 and on, it is estimated that approximately 100,000 food service workers will be needed in the metropolitan area. Future local and national employment projections are excellent, particularly in areas of public interest and industrial development. Weekend and holiday work is required.

Course Outline:

- Storage and Cleaning of Supplies/Kitchen
- Dining Room Service
- Food Preparation
- Baking Techniques
- Cooking Skills
- Cooking Techniques
- Pantry Person Skills
- Catering

Consider these Courses at Tech

- Culinary Arts
- Life Skills*
- Retailing*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Life Skills

LIFE SKILLS trains secondary special needs students to meet the challenges of daily living with competency and confidence. The course provides the students with basic information needed to make well thought out decisions in school and at home, in addition to orienting student to life beyond school.

Work Environment

Students in the Life Skills program gain basic information and skills to take them beyond their years of school toward independent living.

Career Opportunities

Custodial Assisting
Factory Assembly Line
House Cleaner
Stockroom Assistant

Employment Outlook

There continues to be a demand for entry level positions in various occupations depending upon the ability and functional level of the individual.

Course Outline

- School Skills
- Vocational Skills
- Problem-Solving Skills
- Interpersonal Skills
- Communication Skills
- Money Management
- Introduction to World of Work
- Food Nutrition:
Meal Planning and Preparation
- Basic Living Skills
- Health
- Transportation

Consider these Courses at Tech

- Building and Grounds/Maintenance*
- Food Services*
- Office Skills*
- Retailing*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Office Skills

OFFICE SKILLS develops the skills and knowledge of office work in the field of business. Students learn general office and business skills as well as administrative operations. Computer skills are taught and mastered. A computer laboratory enables students to become computer literate and learn the basics of Microsoft Office Suite. The students also learn data entry and record keeping. The curriculum is adapted to meet the students individual needs.

Work Environment

Graduates from this program seek employment in offices and corporations. Workers may function on an individual basis as well as participate in group projects.

Career Opportunities:

File Clerk
Mail Clerk
General Clerk
Data Entry Specialist
Sales Clerk
Shipping and Receiving Clerk
Order Filler
Data Processor
Inventory Clerk
Receptionist
Telemarketer

Employment Outlook

Small offices, banks, insurance companies, retail stores, mail rooms, and entry-level jobs in large corporations always need the skills related to this curriculum. Employees work in every sector of the economy of both private and public industries.

Course Outline:

- Basic Job Etiquette
- Job Search Skills
- Keyboarding
- Filing Skills and Applications
- Calculator Operations
- Computer Literacy
- Record Keeping
- Data Entry
- Banking Procedures
- Communication Skills: Written and Verbal
- Photocopying
- Mail Room Operations

Consider these Courses at Tech

- Computer Technology for Business
- Life Skills*
- Retailing*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Printing

PRINTING prepares students for the many operations that are involved in printing and copying. Each is performed by a specialized group of workers. The course is presented in a hands-on manner and students are exposed to all aspects of the printing process and using photo copiers.

Work Environment

Printers may work with and around others in a well-lighted and ventilated plant. They must read and interpret job orders to determine paper stock specifications, margin requirements, quantity to be printed, and press operating time.

Career Opportunities

Bindery Worker
Copy Operator
Cameraperson
Platemaker
Pressperson
Quality Controller
Salesperson
Stripper

Advanced Standing Available*

Pennsylvania College of Technology

*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements on page 41.

Employment Outlook

Employment of skilled lithographic workers is expected to increase faster than the average for all careers in the near future. More than 100,000 different businesses across the U.S. will require 72,000 new employees each year. Employment growth also will be stimulated by the greater use of photographs and drawings in printed matter and by the more widespread use of color in many printed products.

Starting Salary: Minimum wage to \$300/week, 37–40 hour work week; employment is year-round.

Course Outline

- Offset Press Operation from basic one color press to multi-color, automated equipment
- Camera including linework, halftones, and contacts
- Stripping black and white linework and halftones, fake and flat color
- DPM - Direct Image Platemaking
- Platemaking proofing, negative and positive plates
- Bindery Equipment and Operations: folding, collating, and binding
- Photocopying

Consider these Courses at Tech

- Advertising/Graphic Design
- Design and Production Technology*
- Office Skills*
- Photography
- Video Production

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.



Retailing

RETAILING offers students the opportunity to participate in the operations of actual off-site retail stores and a school store. Students order items, stock shelves, develop displays and market products to the public and school population. All aspects of customer service, inventory, loss prevention, profit and loss management are included in the curriculum.

Work Environment

Workers provide goods and services that consumers need and want. They perform tasks which support the operations of a retail establishment. The working environment will vary depending on the size and type of business as well as its location.

Career Opportunities:

Merchandise Handler
Receiving Clerk
Inventory Clerk
Sales Clerk
Bagger
Stock Clerk
Cashier
Gift Wrapper
Receptionist
Customer Service Representative

Employment Outlook

Because jobs in retailing involve such a wide range of abilities and skills, job possibilities relating to this curriculum are many. Retail establishments need many workers with various skills.

Course Outline:

- Telephone Skills
- Counting Money/
Cashier Skills
- Customer Service Skills
- Filling Orders
- Creating Displays
- Ordering and Receiving Merchandise
- Computer Inventory Applications
- Display Skills
- Inventory Control
- Loss Prevention

Consider these Courses at Tech

- Building and Grounds/
Maintenance*
- Food Services*
- Life Skills*
- Office Skills*
- Printing*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.