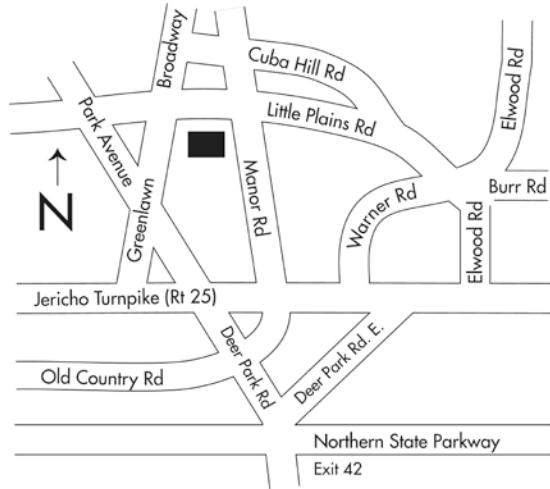


Program Site

AM/PM Sessions

AM Session: 7:55 AM to 10:40 AM
 PM Session: 11:40 AM to 2:25 PM



Huntington Campus

754-2900, Fax 623-4909
 Karen Bowden, Principal

CTE Skill Programs

Auto Technology Skills	AM/PM
Computer Game Design Skills	AM/PM
Construction Skills	AM/PM
Cosmetology Skills	AM/PM
Culinary Skills	AM/PM
Electronic/Robotic Skills	AM/PM
Graphic Art Skills	AM/PM
Health Care Skills	AM/PM
Office Skills	AM/PM
Small Animal Care Skills	AM/PM

Exploratory Programs

Hospitality & Office Procedures	AM/PM
Maintenance/Repair	AM/PM
Retail/Customer Service	AM/PM

CTE Skill Programs

CTE Skill Programs follow the same curriculum as their respective mainstream counter-parts, except at a moderate pace and in a smaller setting. Students will receive preparation for entry-level employment and/ or post-secondary education and are expected to function autonomously. Evaluative tests will be based upon students' academic knowledge and practical experience. Employability Profiles will be utilized to evaluate students' universal soft skills and work-based technical skills. Transfer into more advanced programs (CTE Mainstream Programs) is contingent upon a student's progress.

Exploratory Programs

Exploratory Programs offer those students, requiring a more individualized curriculum and structured setting, the opportunity to familiarize themselves with workplace skills. As in all of our programs, students will be provided with instruction and have opportunities to practice work-place skills on a regular basis. Ongoing evaluations will be utilized to assess a student's progress. Transfer into more advanced programs (CTE Skill Programs) is contingent upon the student's progress. This program will be ungraded unless requested otherwise by the district.

Level 1, 2, 3 Assessments

Level 1, 2, 3, Assessments correspond to a sequential process that may be utilized in a student's appropriate placement in a career and technical education program and transition planning.

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.

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 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 Huntington 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 a 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

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

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.	



Auto Technology Skills

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

Work Environment

Auto Technicians may work in service stations, small repair shops or 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.

Student Supplies

Students are required to have:

1. Navy blue coverall, unisex style
2. Work shoes (hard soled)

Academic Credits integrated:

Tech Math, Tech Phys Sci., Eng 12, CFM, Comp App

Course Outline

- Automotive safety, hazards, reference and tools
- Welding and oxy-acetylene torch use
- Basic engine maintenance
- Basic electrical/electronic maintenance
- Engine performance and Tune-Up maintenance
- Automotive manual transmission maintenance
- Brake system service
- Suspension and Steering service
- N.Y.S Inspection, Hybrid vehicles and HVAC



Computer Game Design Skills

Certiport Authorized Testing Center



COMPUTER GAME DESIGN SKILLS blends an engaging, learning environment with core content. Each student will discover his/her strengths within the gaming, creative arts and programming industry. Students will be immersed in a simulated design studio team setting where they will develop the skills needed in the areas of personal/professional interaction, team building and technology skills. They will design and build video games using industry standard software and standard business applications.

Work Environment

Individuals who work in the Computer Game Design field create and develop video games for the popular gaming industry. In addition to technical skills, individuals need to employ teamwork and communication with others. Individuals may work in an office setting working approximately 40 hours a week.

Student Supplies

10 GB or higher flash drive

Academic Credits integrated:

Tech Math, Tech Phys Sci., Eng 12, Eco, CFM, Comp App

CTE Endorsement

Students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, be High School diploma eligible and pass the following national certification exam: Microsoft Office Specialist Exam (MOS)

Course Outline

- Plan and manage a computer design project
- Develop computer art (2D & 3D) and animations
- Understand computer programming
- Create story boards and character maps
- Design and build video games
- Employ strategies and tactics in a virtual world
- Create marketing plans
- Implement computer programming
- Professional communication
- Utilization of Microsoft Word, Excel and PowerPoint



Construction Skills

CONSTRUCTION SKILLS assists students in developing skills to perform carpentry construction. Students will be taught how to construct a wood frame building from the foundation to the roof, incorporating the trades in carpentry, siding, drywall, ceramic tiling and roofing. In addition, students will be introduced to a various skills in electrical, plumbing, painting and building maintenance. All projects will be created in our fully equipped wood shop. Projects such as tables, stools, lamps, planters and birdhouses may be brought home at completion.

Work Environment

Individuals who work in the construction field may work in areas such as: Cabinetmakers, Drywall, Electrical, Plumbing, Mason Assistants and Carpenters and Building Maintenance.

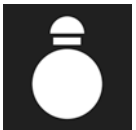
All jobs require individuals to follow safety requirements.

Academic Credits integrated:

Tech Math, Tech Phys Sci., Eng 12, CFM, Comp App

Course Outline

- Safety Procedures
- Hand Tools
- Power Tools
- Stationary Power Tools
- Measurements
- Painting Materials and Techniques
- Basic Electric
- Basic Plumbing
- Building Maintenance Skills



Cosmetology Skills

COSMETOLOGY SKILLS will provide students with an introduction to the appearance enhancement industry. Students will have the opportunity to learn and practice basic hands-on skills in hair, nail, skin and make-up.

Work Environment

Individuals working in the appearance enhancement industry have direct contact with the public. Strong interpersonal and communication skills are necessary. Special attention in the areas of personal appearance and hygiene is essential.

Academic Credits integrated:

Tech Math, Tech Phys Sci., Eng 12, Art, CFM, Comp App

Course Outline:

- Orientation
- Safety
- Professional Development
- Basic Hair Care
- Nail Care
- Skin Care
- Make-up Techniques and Application
- Customer Service
- Salon Product Knowledge



Culinary Skills

The CULINARY SKILLS program provides students with knowledge and actual work experience to develop cooking skills. Using standardized recipes, students are provided with opportunities 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, have good manual dexterity, work in a hot kitchen, safely work with sharp knives & gas burner flames and have basic knowledge of fractions. Peaks of high production are demanded both daily and seasonally, depending on job location.

Academic Credits integrated:

Tech Math, Tech Phys Sci., Eng 12, Art, CFM, Comp App

Course Outline:

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



Electronic/Robotic Skills

ELECTRONIC/ROBOTIC SKILLS will offer instruction and practice in basic electronic theory and circuit construction. Students will be introduced to robotic concepts and kit fabrication. Component identification, circuit construction and hand soldering will be emphasized.

Work Environment

Entry level positions working with electronic components, sub-assemblies and systems require any one or a combination of the following methods: reading work orders, following production drawings, assembly and electronic diagrams and receiving written and verbal instructions regarding work to be done. Electronic workers generally work in an industrial or laboratory setting.

Academic Credits integrated:

CFM, Comp App

Course Outline:

- Shop Safety
- Hand and Power Tools
- Soldering/disordering
- Circuit Construction
- Basic D.C circuits
- Electronic Components
- Electronic terms and abbreviations
- Color Codes
- Breadboard Circuits
- Types of Circuits
- Semi-conductor Devices and Technology
- Surface Mount Technology
- Diagrams
- Basic Robotics
- Multi-meters and Test Equipment
- Ohms law - circuit analysis
- Power sources



Graphic Art Skills

GRAPHIC ART SKILLS is an exciting field in the area of computer generated art and design. Students will explore the field of graphic design by participating in real-life hands on design projects. In addition they will develop their design skills by using traditional art media and then transfer that knowledge to industry standard computer design programs. Outcomes include creating flyers, posters, t-shirts, key chains and other novelties on various printing and finishing equipment while learning the basics of art and design.

Work Environment

Individuals employed in the Graphic Arts Industry have many opportunities to gain success in a variety of occupations. Graphic Designers work in advertising agencies, publishing firms and print shops. Industry ready graphic designers should possess creativity, attention to detail, ability to meet deadlines and have knowledge of industry standard design programs.

Academic Credits integrated:

Tech Math, Eng 12, Art, CFM, Comp App

Course Outline

- Introduction to the History of Graphic Design
- Graphic Design
- Layout
- Typography
- Digital Photography
- Mechanical Preparation and Manipulation
- Poster Designs
- Textile Designs
- T-Shirt Design
- Novelty Design



Health Care Skills

HEALTH CARE SKILLS students will have the opportunity to learn about health-related topics and practice a variety of basic skills. Instruction will include safety hazards, first aid, nutrition, client care and hygiene, communication, interpersonal skills and team work. There will be an emphasis on the development of Patient Care Skills.

Work Environment

Individuals who work in the healthcare field may assist practitioners, work in health facilities and provide client care.

Student Supplies

1. Scrub top
 2. Scrub pants
 3. Watch with second hand
- * Check with teacher for scrubs/uniform specifications and supplies.

Academic Credits integrated:

CFM, Comp App

Course Outline

- Health and Safety
- Infection Control
- Communication and Interpersonal Skills/Cultural Diversity
- First Aid/CPR
- Nutrition
- Client Care/Human Needs
- Housekeeping Duties
- Body Mechanics - wheel chair transporter
- Clerical/ Receptionist
- Health Care Facilities
- Computer Skills
- History of Health Care
- Ethical Considerations
- Patient Assessment



Office Skills

OFFICE SKILLS provides students with the knowledge and skills necessary to perform daily functions in an office setting. A computer laboratory offers opportunities for students to enhance their typing and computer skills and learn the basics of Microsoft Office Suite. Students also perform data entry and record keeping duties.

Work Environment

Office workers need to be organized, efficient and have good communication skills. Industry-ready employees may work in small office settings or corporations. Workers may function on an individual basis as well as participate in group projects.

Academic Credits integrated:

CFM, Comp App

Course Outline:

- Basic Job Etiquette
- Job Search Skills
- Keyboarding
- Filing Skills and Applications
- Calculator Operations
- Computer Literacy
- Record Keeping
- Data Entry
- Banking Procedures
- Telephone Skills
- Proofreading
- Communication Skills: Written and Verbal
- MS Office (Word, Excel, PowerPoint, Access, Publisher)
- Photocopying
- Mail Room Operation



Small Animal Care Skills

SMALL ANIMAL CARE SKILLS offers students the opportunity to explore entry level careers in the pet and companion animal industries. Students will be working with a variety of small animals in the learning lab classroom. The curriculum will progress from basic to complex skills associated with entry level careers. Based upon gaining specific skills, second year students will have an opportunity to shadow and explore various work based facilities.

Work Environment

A person who works with small animals will be expected to work in a facility that provides for a variety of different animals. Workers must be able to administer daily animal care, maintain proper animal hygiene and properly handle animals. Animal care workers deal with animals and customers in a professional setting.

Academic Credits integrated:

CFM, Comp App

Course Outline

- Career building Skills
- Health and Safety of Animals
- Proper Handling of Animals
- Client Communication
- Medical Record Keeping
- Animal Care
- Basic Terminology
- Individual Animal Care
- Animal First Aid
- Proper Usage of Equipment



Hospitality & Office Procedures

The HOSPITALITY & OFFICE PROCEDURES program provides students with the academic and technical preparation in hospitality, service and office related industries. Emphasis will be placed upon self-management, soft skills and different paradigms of workplace learning while addressing students' individual needs, interests, abilities and learning styles. This program integrates hands on and project based instruction that may be delivered through laboratory training, internships, mentoring, or job shadowing.

Course Outline

Job Readiness:

- Career Planning
- Application
- Resume Writing
- Interview Process
- Safety
- Communication Skills
- Socialization
- Using money/cash register
- Budgeting
- Travel Transportation
- Teamwork

Office Procedures:

- Telephone Skills
- Computer Skills
- Filing
- Keyboarding
- Sorting
- Mailing Processes

Hospitality Skills:

- Customer Service
- Merchandising
- Inventory
- Guest Services
- Housekeeping
- Laundry Services

Cooking Skills:

- Basic Cooking
- Weights
- Measurements
- Dishwashing
- Nutrition
- Meal Planning



Maintenance/Repair

In the MAINTENANCE/REPAIR program, students will be given the opportunity to explore an overview of Auto, Carpentry, Construction and Landscaping Skills. Students will be provided with opportunities to practice their skills in class and throughout the campus.

Course Outline

- Career & Financial Management
- Construction and Custodial Skills
- Carpentry
- Printing
- Auto Maintenance Basics
- Grounds Keeping/Horticulture
- Woodworking
- Basic Electronics
- Green Technology



Retail/Customer Service

RETAIL/CUSTOMER SERVICE 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

Retail 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.

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