

# Wilson Tech

## Guidance Handbook for Administrators & Counselors

2016–2017

Career & Technical Education Office  
507 Deer Park Rd.  
Dix Hills, NY 11746

Mailing Address:  
Western Suffolk BOCES - CTE  
PO Box 8007  
Huntington Station, NY 11746-9007

(631) 425-9050  
[www.wilsontech.org](http://www.wilsontech.org)



## **Board of Western Suffolk BOCES**

Peter Wunsch, *President*

Salvatore Marinello, *Vice President*

Mildred Browne

Sydney Finkelstein

Ilene Herz, Esq.

Jeannette Santos

Maryann Zumpano

## **Administration**

Michael Flynn

*Chief Operating Officer*

Maureen Donohue-Whitley

*District Superintendent*

Paula H. Klingelhofer

*Sr. Executive Director of Personnel & Instructional Support*

Nancy Kelsey

*Executive Director, Career & Technical Education*



Wilson Tech is the career and technical education  
division of Western Suffolk BOCES.

## **Western Suffolk BOCES Non-Discrimination Notice**

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, national origin, marital status, race, color, gender, sexual orientation, veteran status, weight, disability or handicap in the educational programs or activities it operates and provides equal access to the Boy Scouts and other designated youth groups. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board.

Inquiries concerning the application of regulations prohibiting discrimination may be referred to the BOCES Compliance Officer, Paula Klingelhofer, who may be contacted at 507 Deer Park Road; PO Box 8007; Huntington Station, NY 11746-9007 or [\(631\) 549-4900](tel:6315494900), ext. 204 or email [pklingel@wsboces.org](mailto:pklingel@wsboces.org). Or, inquiries may be made by contacting the Office of Civil Rights at NY Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call [\(646\)-428-3900](tel:6464283900), or fax [\(646\)-428-3843](tel:6464283843), or TDD [800-877-8339](tel:8008778339), or email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov) or file form at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

# Foreword

Dear Colleague,

Welcome to a new year at Wilson Tech! As you know, our shared common interests are “the students” and assisting them in shaping their goals for the future – whether that means enabling them to meet graduation requirements, furthering their studies in post-secondary education or applying their newly acquired skills in the world of work. While educational requirements may shift from year to year, we want to assure you that we are here to meet current policies from NYS Education Department, serve our 18 component school districts, and address the individual needs of your students.

We hope you will find this handbook to be a useful resource and welcome any suggestions or feedback you may have. As always, we look forward to continuing our positive working relationship with you and thank you for your continued support.

If you should have any questions or concerns, please contact the Career and Technical Education (CTE) Executive Director’s office at (631) 425-9050. Please accept our best wishes for a productive school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Flynn', with a horizontal line extending from the end.

Michael Flynn  
Chief Operating Officer  
Western Suffolk BOCES

Note: Be sure to visit our website at [www.wilsontech.org](http://www.wilsontech.org)

**Wilson Technological Center  
Division of Career and Technical Education**

**2016–2017 Campus Directory–Administrative/Guidance Staff**

Nancy Kelsey	Executive Director	425-9050	Fax: 623-4949
Rhoda Berke-Kasner	Division-wide Counselor	425-9050	Fax: 623-4949
Courtney Hughes	Work Study Coordinator	425-9050	Fax: 623-4949
Renee Massari	Career Pathways/Surf Tech	425-9050	Fax: 623-4949

**Dix Hills Campus, Fax: 623-4904**

Ann Joseph	Principal	667-6000 x383
Mark Campbell	Assistant Principal	667-6000 x384/385
Valerie Lambert	School Counselor	667-6000 x340
Lisa Romanowski	School Counselor	667-6000 x395
Michelle Schweid	School Counselor	667-6000 x305

**Adult Learning, Fax: 623-4903**

Dr. Stephanie Engelmann	Principal	667-6000 x 320
-------------------------	-----------	----------------

**Center for Alternative Education, Fax: 623-4904**

Christopher Jackson	Assistant Principal	667-6000 x304
Laura Raygada	9 <sup>th</sup> Grade Program	667-6000 x261, PM x341
Denise McHugh	TASC/ Parenting Counselor	667-6000 x232
Kristen Pisano	Alternative HS Counselor	667-6000 x230

**Huntington Campus, Fax: 623-4909**

Karen Bowden	Principal	754-2900
Michele Falco	School Counselor	757-9274
Debra Latham	School Counselor	757-9274
Maureen Mitchell	School Counselor	757-9274

**Northport Campus, Fax: 623-4907**

Debra Montaruli	Principal	261-3600 x200
Rosemary Nagler	Asst. Principal, Health Careers	261-3600 x219
Denise Porzio	School Counselor	261-3600

**Republic Airport Campus, Fax: 623-4906**

Daniel Loughran	Principal	752-1957
Jacqueline Gordon	School Counselor	752-1957

## GENERAL INDEX

<b>Career &amp; Technical Education</b> .....	1
Absence Codes.....	19
Academic Subjects .....	27, 28
Articulation Agreements.....	35-61
Calendar 2016–17 .....	66, 67
Career Opportunities for Adults .....	73
Career Pathways .....	33
Career and Technical Education (CTE) Diploma Endorsement.....	21-23
Center for Alternative Education (CAE) .....	69
Certificate of Completion/Attendance .....	18
Course Request/Changes .....	26
Cross Contract.....	4
Digital Handbook/Forms/Reports.....	25
Diploma/Credential Requirements (including CDOS & Multiple Pathways) .....	6-13
Dual Enrollment .....	3
Education Expo.....	62
Employability Profile .....	63
Enrollment Information.....	17
Equal Opportunities for all Students .....	5
Equivalent Attendance Services .....	70
Grades/Reports.....	20
Home Instruction/Early Dismissal.....	32
Integrated Academics .....	29
Job Placement .....	31
Major Dates.....	68
Multiple Pathways Approved Exams .....	24
Online High School .....	71, 72
Program Sites .....	15
School Conduct and Discipline Policy .....	65
Sessions/Sites .....	14
SED Policy/Credits .....	2
Support Services .....	31
Surf Tech & ACE Project for 9th and 10th Graders.....	34
Tech Graduates .....	16
Tech Placement Options .....	30
Work-Based Learning .....	63
Youth and Leadership Organizations .....	64

## CAREER MAJOR INDEX

Program	Cluster	
Advertising/Graphic Design .....	Graphics /Media	81
Aircraft Technology.....	Transportation	101
Architectural Design/CAD .....	Construction	75
Audio Production .....	Graphics /Media	82

Auto Body Repair .....	Transportation	102
Automotive Technology .....	Transportation	103
Aviation Science/Flight .....	Transportation	104
Carpentry .....	Construction	76
Certified Personal Trainer .....	Service	91
Computer Networking .....	Technical	99
Construction Electricity .....	Construction	77
Cosmetology .....	Service	92
Criminal Justice.....	Service	93
Culinary Arts .....	Service	94
Digital Film & Video Production .....	Graphics/Media	83
Early Childhood Education .....	Service	95
Electronics/Robotics/Computer Repair.....	Technical	100
Fashion Merchandising/Design .....	Service	96
HVAC /Plumbing.....	Construction	78
Marine & Motor Sports Technology .....	Transportation	105
Medical Assisting .....	Health	85
Medical Laboratory .....	Health	86
Nurse Assisting.....	Health	87
Physical Therapy Aide .....	Health	88
Professional Health Careers.....	Health	89
Professional Photography.....	Graphics/Media	84
Veterinary Assisting .....	Service	97
Welding .....	Construction	79

### **CTE Skill Programs / Exploratory Programs**

CareerScope® Assessment Profile .....	109, 110
Level 1, 2, 3, Assessments.....	108
Program Site, CTE Skill Programs, Exploratory Programs .....	107

### **CTE Skill Programs**

Auto Technology Skills .....	111
Computer Game Design Skills.....	111
Construction Skills .....	112
Cosmetology Skills .....	112
Culinary Skills .....	113
Electronic/Robotic Skills .....	113
Graphic Art Skills .....	114
Health Care Skills .....	114
Office Skills .....	115
Small Animal Care Skills.....	115

### **Exploratory Programs**

Hospitality & Office Procedures .....	117
Maintenance/Repair .....	117
Retail/Customer Service .....	118

# Career & Technical Education

## What is the purpose of Career & Technical Education?

The purpose of Career & Technical Education is to provide learning experiences in which all students become aware of a broad spectrum of careers, and develop skills that are adaptable to personal and career roles and for entry into employment, and to provide students so electing, learning experiences which will develop skills necessary to employment in specific career areas or postsecondary study thereof, thereby preparing students for life as productive members of society.

*New York State Education Department*

### Availability of Career and Technical Education and Arts Sequences

All public school districts are required to offer students the opportunity to complete a three or five-unit sequence in Career and Technical Education and the Arts.

All public school districts must offer students the opportunity to begin an approved sequence in the arts in grade nine.

All public school districts are also required to provide students the opportunity to begin an approved Career and Technical Education sequence in grade nine. Only those Career and Technical Education sequences which have been approved by

the Commissioner may be used to fulfill the requirements for a diploma set forth in section 100.5 of the Regulations of the Commissioner of Education relating to general education and diploma requirements (July 2001).

For students first entering grade nine in 1985 and thereafter, each approved Career and Technical Education sequence shall include Career and Financial Management, to be offered at any point in the sequence.

**For students first entering grade nine in 1988 and thereafter, approved sequences of three units of credit in a Career and Technical Education subject shall be so organized that they may be extended into approved sequences of five units of credit or more without loss of credit.**

For students first entering grade nine in 1988 and thereafter, approved sequences of five units of credit or more in Career and Technical Education shall prepare students for both employment and postsecondary education, and shall be satisfactory to the Commissioner.

**All public school districts shall offer students the opportunity to meet the learning standards in technology. Districts shall choose one or more options to meet this requirement, pursuant to section 100.5 of the Regulations of the Commissioner.**

# SED Policy on Number of Units/ Credits/Integration

## **CR 100.2 (w) Credit for BOCES Programs**

(1) Each board of cooperative educational services (BOCES) shall determine the number of units of credit that will be earned by students successfully completing units of study in each of the instructional programs of the BOCES. The number of units of credit that may be earned for each program shall be determined after consultation with boards of education of the component school districts.

(2) In awarding credit toward a high school diploma, boards of education shall award to students who have successfully completed a BOCES program, the number of units of credit determined by the BOCES pursuant to paragraph (1) of this subdivision.

## **Policy**

The State sequences of career & technical education have been developed on the basis of the number of units of study, as such units of study are defined by Commissioner's Regulation 100.1 (a), considered to be necessary for mastery of the learning outcomes to be achieved.

It is therefore, a policy of the State Education Department that a student who has mastered the learning outcomes of an approved career & technical education program requiring 3 or 4-units of study has acquired a 3-unit sequence, and a student who has mastered the outcomes of a program requiring 5 or more units of study has acquired an extended sequence toward satisfaction of diploma requirements.

These provisions do not preclude the earning of units of credit under the "testing out" provisions of Commissioner's Regulation 100.1(b)(2).

## **SED Policy for Career Technical Endorsement and Academic Credit**

Students who participate in an approved Career and Technical Education program will:

- Pass five required Regents examinations or alternative approved by the State Assessment Panel.
- Complete a minimum of units of credit required for graduation.
- Complete a maximum of one unit of credit in: English, mathematics, science and economics and government.

This is done through a fully integrated program with documentation of academic core requirements, specialized Career and Technical Education or a combination of the two approaches.

Under Section 100.2(w) of the regulations of the Commissioner of Education, all students who participate in an approved Career and Technical Education program at a BOCES, must receive equal credit for the completion of these courses. Approval by the Department of the Career and Technical Education program affirms that this allocation of credit is appropriate. Boards of Education must award credit in the amount determined by the BOCES and approved by the Department." For those students who have met the criteria for a technical endorsement, the Board of Education shall also affix to the diploma the appropriate endorsement."

A unit of credit is defined as 180 minutes of instruction per week for a period of 36 weeks. As the Wilson Tech session provides 2.75 hours of instruction daily, this equates to 4.5 units of credits per year.



# Dual Enrollment

## **Regulation Ed.L.2045 Non-resident attendance**

If a pupil resides in a district wherein high school courses are offered, but no career and technical high school is available therein, or if career and technical high school courses are not available in the academic school or schools designed as herein provided, such pupil may select and attend any other academic school within the state in which career and technical courses are available, and the tuition charged, if any, in excess of the difference between the cost of educating such pupil and the apportionment of public moneys on account of the attendance of such pupil, is hereby declared a charge upon the district in which such pupil resides, except, however, the cost of transportation of such pupil need not be paid by such district.

Should a career and technical education course not be available in the school district of residence or local BOCES that district, in order to provide access to the career technical education program, may elect to contract with another district or board of cooperative educational services for instruction in that subject but must pay nonresident tuition.

## **Dual Enrollment of Students from Private Schools**

Under Section 3602-c of Education Law students from a component district attending a private school must be provided the opportunity to participate in the Career & Technical Education programs and services available to students attending the component high schools. Such attendance is commonly referred to as "Dual Enrollment." Dual enrollment provisions apply to programs operated during the course of the school year and not to

summer programs. Nonpublic school pupils are eligible to participate in public school summer programs in the school districts in which they live on the same basis as any other resident pupils.

In these instances the enrollment application is endorsed by both the private school (who will identify course and session) and the component district.

Attendance and grade reports are sent to the private school, with student appearing on the component district enrollment roster.

Transportation to the regional center for career and technical education is the responsibility of the students' home district. The board of education must provide transportation between a nonpublic school and the site where the program is offered if the distance is more than one-fourth of a mile. The board may claim State aid for this transportation.

In order to arrange for participation in a career and technical education program, the parent of a nonpublic pupil must file a written request with the board of education of the district in which the pupil resides by June 1. The administrator of a nonpublic school may receive and forward the requests for the parents to the board of education. Requests should be filed as early as possible so that they can be considered by the board as plans are made and budgets written. Most school districts have this process under way by winter of the year preceeding the year for which the request is made, though the legal deadline is June 1. Participation in a career and technical education program does not involve the payment of tuition by parents or pupils.


# Cross Contract Information

Students from outside the Western Suffolk BOCES region may attend our career and technical programs, provided that their district superintendent submits a formal request for services, (see form). This is referred to as a cross contract in which there is a three step process:

1. The School Superintendent of the district requesting service contacts its local BOCES to request the service.
2. The district Superintendent of the district's BOCES

signs the cross-contract form and forwards it to the BOCES which may provide the service.

3. The District Superintendent of BOCES willing to provide the service signs the cross contract form and distributes it to the School Superintendent of the district requesting the service and the district's local BOCES District Superintendent.

	Second Supervisory District – Suffolk County 507 Deer Park Road, Dix Hills, NY 11746 Phone: 631/549-4900 Fax: 631/423-1821	<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>CROSS CONTRACT FOR BOCES SERVICES</b> </div>
<b>PART I: To be completed by district requesting cross contract</b>		
School District requesting service: _____ School year: _____ Address: _____ Zip: _____ Name of Service requested: _____ CO-SER # _____ Name of Student (if applicable): _____ CO-SER # _____ Start Date: _____ Estimated Charge: _____ Potential Revenue: _____ Estimated Cost: _____ School Superintendent Signature: _____		
<b><u>FORWARD TO LOCAL BOCES DISTRICT SUPERINTENDENT</u></b>		
<b>PART II: To be completed by local BOCES District Superintendent</b>		
It is requested that cross-contract arrangements be made with _____ BOCES to provide the service listed above. _____ Date: _____ Local BOCES District Superintendent Signature Local BOCES name and address: _____ _____ Zip: _____		
<b><u>FORWARD TO DISTRICT SUPERINTENDENT OF BOCES REQUESTED TO PROVIDE SERVICE</u></b>		
<b>PART III: To be completed by BOCES District Superintendent providing cross-contracted service</b>		
Service Title _____ CO-SER # _____ Activity Code # _____ Estimated Charge: _____ _____ Date: _____ District Superintendent Signature of providing BOCES		
After approval, distribute completed and signed copies of this form to:		
White: Providing BOCES    Canary: Providing BOCES Program Administrator    Pink: Requesting School District    Goldenrod: Local BOCES		
jw/12/04/02		

# Equal Opportunities for all Students

## Elimination of Sex Bias and Stereotyping in Career & Technical Education

The Career & Technical Education Division has established the following goals to insure equal opportunities for all students at both the secondary and adult levels.

- (a) Admissions policies will not prevent any students from entering a career and technical course because of gender or ethnicity.
- (b) All recruitment and counseling will provide information to all interested individuals and will not imply, directly or through omission, that certain careers are more appropriate for one sex than another.
- (c) All recruitment methods and materials will promote equal enrollment and discuss equal opportunities in all occupational courses.
- (d) All courses will strive to have a representative number of females or males in non-traditional female or male courses.

ASSURANCE OF COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND THE REGULATIONS ISSUED BY THE DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE IN IMPLEMENTATION THEREOF:

### Admissions Policy:

The Career & Technical Education program will not:

- 1. Deny admission to any student on the basis of gender or give preference to students on the basis of gender through:
  - (a) Ranking applicants separately on the basis of gender or ethnicity.

(b) Applying numerical limitations on the proportion of students admitted by gender.

(c) Using differential admissions criteria on the basis of gender, use of tests which have a disproportionate adverse effect on members of the opposite gender unless the use of such tests has shown that they will validly predict success in the program and no other tests are available.

- 2. Apply any rule concerning the actual or potential parental, family, or marital status of a student which treats persons differently on the basis of gender.
- 3. Make pre-admission inquiries as to the marital status of students. Also, no student will, on the basis of gender, be provided counseling service which:
  - (a) Differentiates by gender in career counseling.
  - (b) Differentiates by gender in individual counseling.
  - (c) Suggests the appropriateness of courses by gender.
  - (d) Provides counseling or testing instruments which require different treatment of results or separate classifications of occupations by gender.
  - (e) Provides materials that state or imply, directly or through omission, that certain academic, career, or personal choices are more appropriate for one gender than the other.
  - (f) Assigns members of the counseling staff solely on the basis of gender.

# Diploma/Credential Requirements



## Diploma/Credential Requirements

Revised June 2016

The following charts outline the diploma and credential requirements currently in effect. The chart is intended to provide an overview of the requirements and identify the student populations that have access to each type of diploma and non-diploma high school exiting credential. Websites are provided to offer specific regulatory requirements and more detailed information regarding the requirements for each diploma or credential.

Diploma Type	Available to	Requirements
Regents	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 5 required Regents exams<sup>(1)</sup> with a score of <b>65 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and 1 <b>Pathway Assessment</b><sup>(2)</sup>; or</li> <li>○ 4 required Regents exams<sup>(1)</sup> with a score of <b>65 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and meet all the requirements of the CDOS Commencement Credential <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regents_diploma">http://www.p12.nysed.gov/part100/pages/1005.html#regents_diploma</a></li> </ul> </li> </ul>
Regents (through appeal)	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ <b>4 required Regents exams</b><sup>(1)</sup> with a score of <b>65 or better</b> and <b>1 Regents exam</b> with a score of <b>60-64</b> for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 social studies, ELA and 1 <b>Pathway Assessment</b><sup>(2)</sup>; or</li> <li>○ <b>3 required Regents exams</b><sup>(1)</sup> with a score of <b>65 or better</b> and <b>1 Regents exam</b> with a score of <b>60-64</b> for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 social studies, ELA and meet all the requirements of the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal Process <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpass_core">http://www.p12.nysed.gov/part100/pages/1005.html#regpass_core</a></p>

# Diploma/Credential Requirements (Con't)

Regents with <b>Honors</b>	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> 5 required Regents exams<sup>(1)</sup> with a computed average score of <b>90 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and either 1 <b>Pathway Assessment</b><sup>(2)</sup> or meet all the requirements of the CDOS Commencement Credential (no more than 2 Department approved alternatives may be substituted and will not count in the computed average)</li> </ul> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>
Regents with <b>Advanced Designation</b>	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> </ul> <p><b>Assessment:</b> Students may meet the assessment requirements in order to earn a Regents Diploma with Advanced Designation by passing <u>any one</u> of the following combinations of Regents examinations and/or Department approved alternatives if applicable:</p> <ol style="list-style-type: none"> <li><b>Traditional Combination:</b> ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science, 1 must be life science and 1 must be physical science) = 8 Assessments</li> <li><b>Pathway<sup>(2)</sup> Combination</b> (other than STEM): ELA, 1 social studies, 3 mathematics, 2 science (1 must be life science and 1 must be physical science), <u>and</u> either 1 Pathway (other than science or mathematics) or meet the requirements for the CDOS Commencement Credential = 7 or 8 Assessments</li> <li><b>STEM (Mathematics) Pathway<sup>(2)</sup> Combination:</b> ELA, 1 social studies 4 mathematics, 2 science (1 must be life science and 1 must be physical science) = 8 Assessments</li> <li><b>STEM (Science) Pathway<sup>(2)</sup> Combination:</b> ELA, 1 social studies, 3 mathematics, 3 science (1 must be life science and 1 must be physical science) = 8 Assessments</li> </ol> <p>In addition a student must pass either a locally developed Checkpoint B LOTE* examination or complete a 5 unit sequence in the Arts or CTE.</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></p>

# Diploma/Credential Requirements (Con't)

Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Math</b>	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) and, in addition, scores 85 or better on each of 3 Regents examinations in mathematics See 100.5(b)(7)(x) <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></li> </ul>
Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Science</b>	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) and, in addition, scores 85 or better on each of 3 Regents examinations in science See 100.5(b)(7)(x) <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></li> </ul>
Regents with <b>Advanced Designation with Honors</b>	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) with a computed average score of <b>90 or better</b> (no more than 2 Department approved alternatives may be substituted and will not count in the computed average)</li> </ul> <p><b>Note:</b> The locally developed Checkpoint B LOTE* examination is not included in the computed average.. <a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>

# Diploma/Credential Requirements (Con't)

Local Diploma (through Appeal)	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives.</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 3 required Regents exams with a score of 65 or better and 2 Regents exams with a score of 60-64 for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, <u>and</u> 1 <b>Pathway Assessment</b><sup>(2)</sup> ; or</li> <li>○ 2 required Regents exams with a score of 65 or better and 2 Regents exams with a score of 60-64 for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, <u>and</u> meet all the requirements for the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal process. <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpascore">http://www.p12.nysed.gov/part100/pages/1005.html#regpascore</a> <a href="http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf">http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf</a></p>
-----------------------------------	----------------------------	---

# Diploma/Credential Requirements (Con't)

Local(3)	Students with disabilities with an individualized education program (IEP) or if included on the student's Section 504 Accommodation Plan	<p><input type="checkbox"/> <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives.</p> <p><input type="checkbox"/> <b>Assessment:</b></p> <p><b>a. Low Pass Safety Net Option:</b> 5 required Regents exams with a score of <b>55 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and either 1 <b>Pathway Assessment(2)</b>, or meet all the requirements of the CDOS Commencement Credential  <a href="http://www.p12.nysed.gov/part100/pages/1005.html#assessment">http://www.p12.nysed.gov/part100/pages/1005.html#assessment</a>; or</p> <p><b>b. Low Pass Safety Net and Appeal:</b></p> <p>I. 3 required Regents exams with a score of 55 or better and 2 Regents exams with a score of 52-54 for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, and 1 <b>Pathway Assessment(2)</b> ;or</p> <p>II. 2 required Regents exams with a score of 55 or better and 2 Regents exams with a score of 52-54 for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, and meet all the requirements of the CDOS Commencement Credential</p> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal process.</p> <p><b>c. Regents Competency Test (RCT) Safety Net Option for students entering grade 9 prior to September 2011:</b> passing score on corresponding RCT if student does not achieve a score of 55 or higher on the Regents examination  <a href="http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm">http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm</a>; or</p> <p><b>d. Compensatory Safety Net Option:</b> scores between 45-54 on one or more of the five required Regents exams, other than the English language arts (ELA) or mathematics, but compensates the low score with a score of 65 or higher on another required Regents exam. Note: a score of at least 55 (or an approved appeal of 52-54) must be earned on both the ELA and 1 mathematics exam. A score of 65 or higher on a single examination may not be used to compensate for more than one examination for which a score of 45-54 is earned.</p> <p><input type="checkbox"/>  <a href="http://www.p12.nysed.gov/specialed/publications/safetynetcompensatoryoption.html">http://www.p12.nysed.gov/specialed/publications/safetynetcompensatoryoption.html</a></p>
----------	--	---



# Diploma/Credential Requirements (Con't)

Local Diploma (through Superintendent's Determination)	Students with disabilities with an IEP  Does <b>NOT</b> <b>INCLUDE</b> students with a Section 504 Accommodation Plan	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)* 2 physical education, 3 ½ electives.</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>• A score of <b>55 or better</b> on both the ELA and 1 math Regents exams, or a successful appeal of a score between 52 and 54; <u>and</u></li> <li>• Participation in at least 1 social studies Regents exam, 1 science Regents exam, and either 1 Pathway exam (or meet the requirements for the CDOS commencement credential), for which no passing score was obtained utilizing the low pass, safety net, the compensatory safety net or the 52-54 appeal; <u>and</u></li> <li>• A superintendent's determination, based on review of documentation, as to graduation-level proficiency in the subject area in which the student was not able to demonstrate proficiency of the State's learning standards through the assessment required for graduation. More information can be found at: <a href="http://www.p12.nysed.gov/specialed/publications/superintendent-determination-of-graduation-with-a-local-diploma.htm">http://www.p12.nysed.gov/specialed/publications/superintendent-determination-of-graduation-with-a-local-diploma.htm</a></li> </ul> </li> </ul>
Local Diploma	English Language Learners Only	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives.</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 4 required Regents exams<sup>(1)</sup> with a score of 65 or better and the ELA Regents exam with a score of 55-59 for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7); or</li> <li>○ 3 required Regents exams with a score of 65 or better, 1 Regents exam with a score of 60-64, and the ELA Regents exam with a score of 55-59. For both the 60-64 and the 55-59 scores, an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, and either <b>1 Pathway Assessment</b><sup>(2)</sup> or meet the requirements of the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Students who choose the CDOS pathway may still appeal an ELA score of 55-59 and on other Regents exam score of 60-64</p> <p><a href="http://www.regents.nysed.gov/meetings/2015Meetings/February/215p12a1.pdf">http://www.regents.nysed.gov/meetings/2015Meetings/February/215p12a1.pdf</a></p> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal process</p>

# Diploma/Credential Requirements (Con't)

Local Diploma, Regents Diploma, Regents Diploma with Advanced Designation (with or without Honors), with a <b>Career and Technical Education Endorsement</b>	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> Completes all credit requirements as listed above for specific diploma types and successfully completes an approved career and technical education program.</li> <li>• <b>Assessment:</b> Achieves a passing score on State assessments as listed above for specific diploma types and successfully completes the 3 part technical assessment designated for the particular approved career and technical education program which the student has completed. <a href="http://www.p12.nysed.gov/part100/pages/1005.html#carteched">http://www.p12.nysed.gov/part100/pages/1005.html#carteched</a></li> </ul>
--	-------------------------	---

Non-diploma High School Exiting Credentials		
Credential Type	Available to	Requirements
Career Development and Occupational Studies (CDOS) Commencement Credential*	All students <b>other than those</b> who are assessed using the NYS Alternate Assessment (NYSSA)	<ul style="list-style-type: none"> <li>• Completes a career plan; demonstrates attainment of the commencement level Career Development and Occupational Studies (CDOS) learning standards in the area of career exploration and development, integrated learning and universal foundation skills; satisfactorily completes the equivalent of 2 units of study (216 hours) in Career and Technical Education coursework and work-based learning (including at least 54 hours of work-based learning); and has at least 1 completed employability profile; <b>OR</b></li> <li>• Student meets criteria for a national work readiness credential</li> </ul> <p><b>Note:</b> Credential may be a supplement to a Local or Regents diploma, or, if the student is unable to meet diploma standards, the credential may be awarded as the student's exiting credential provided the student has attended school for not less than 12 years, excluding Kindergarten. <a href="http://www.p12.nysed.gov/specialed/publications/CDO_Scredential-memo-613.htm">http://www.p12.nysed.gov/specialed/publications/CDO_Scredential-memo-613.htm</a></p>
Skills and Achievement Commencement Credential	Students with severe disabilities that are assessed using the NYS Alternate Assessment (NYSAA)	<p>All students with severe disabilities who attend school for not less than 12 years, excluding Kindergarten exit with this credential which must be accompanied by documentation of the student's skills and strengths and levels of independence in academic, career development and foundation skills needed for post-school living, learning and working.</p> <p><a href="http://www.p12.nysed.gov/specialed/publications/SACCMemo.htm">http://www.p12.nysed.gov/specialed/publications/SACCMemo.htm</a>  <a href="http://www.p12.nysed.gov/part100/pages/1006.html">http://www.p12.nysed.gov/part100/pages/1006.html</a></p>

## CDOS Credential

Wilson Tech's CTE Mainstream Programs and CTE Skill Programs fulfill the 216 CTE learning hours, including 54 work-based hours, necessary for a CDOS Credential. Additionally, Tech teachers complete Employability Profiles on students to evaluate their soft-skills and workplace skills. Districts are responsible for completing Career Plans.

# Diploma/Credential Requirements (Con't)

## Footnotes:

\* Students with a disability may be excused from the LOTE requirement if so indicated on the IEP but must still earn 22 units of credit to graduate.

\*\* Students with a disability who are excused from the LOTE requirement per their IEP need not complete a 5-unit sequence in the Arts or CTE in order to meet the requirements for the Regents Diploma with Advanced Designation.

<sup>1</sup> In all cases students may substitute an assessment from the list of Department Approved Alternative Examinations Acceptable for Meeting Requirements for a Local or Regents Diploma found at <http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf>

<sup>2</sup>**Pathway Assessment Options\***: All students must pass the following 4 required Regents exams or the corresponding Department approved alternative examination found at <http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf>: 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam, and the English language arts Regents exam. In **addition** all students must choose 1 of the following options:

- Complete all the requirements for the CDOS Commencement Credential found here <http://www.p12.nysed.gov/specialed/publications/CDOScredential-memo-613.htm> ; or
- Pass an additional math Regents exam in a different course or Department Approved Alternative; or
- Pass an additional science Regents exam in a different course or Department Approved Alternative; or
- Pass an additional social studies Regents exam in a different course or Department Approved Alternative ; or
- Pass an additional English assessment in a different course selected from the Department Approved Alternative list; or
- Pass an approved CTE Assessment after successfully completing an approved CTE program
- Pass a Department approved pathway assessment in the Arts<sup>(4)</sup>
- Pass a Department approved pathway assessment in a Language other than English (LOTE)

The additional assessment must measure a different course than that which was measured by one of the four required exams above, or an approved pathway assessment in the Arts, CTE or LOTE found at <http://www.p12.nysed.gov/ciai/multiple-pathways/>

The Department is working to identify Pathway assessments in LOTE. When those examinations are identified they will be posted at <http://www.p12.nysed.gov/ciai/multiple-pathways/>

<sup>3</sup>The low pass (55-64) option for general education students to earn a local diploma has been phased out and students who entered high school in 2008 and thereafter no longer have access to this option. There may still be students in the K-12 system that entered grade 9 in 2007 or earlier and still have access to this option.

## \*Multiple Pathways Diploma Option - CDOS

Under the new "4 + CDOS" multiple pathway option, a student who meets graduation requirements, and passes four (4) Regents exams may use the CDOS criteria as a fifth (5<sup>th</sup>) pathway to meet graduation requirements. Wilson Tech provides the 216 hours of CTE learning, including 54 work-based hours, and an Employability Profile in the CTE Mainstream Programs and CTE Skill Programs. Districts are responsible for completing Career Plans.

# Sessions/Sites

Wilson Tech offers morning and afternoon sessions to meet the scheduling needs of its component high schools and students.

**AM Session: 7:55 AM to 10:40 AM**

**PM Session: 11:40 AM to 2:25 PM**

Tech students follow the schedule selected by their district.

All classes meet five days per week. Subject to change, based upon enrollment and student interest, not every program is offered in each session.

To accommodate the numbers of students enrolled in campuses with multiple programs, students are divided according to geographic locations.

## Dix Hills Campus

667-6000 x385, Fax 623-4904

Ann Joseph, Principal

Assistant Principals:

Mark Campbell

Christopher Jackson

Advertising/Graphic Design	AM/PM
Architectural Design/CAD	AM/PM
Audio Production	AM/PM
Auto Body Repair	AM/PM
Automotive Technology	AM/PM
Carpentry	AM/PM
Computer Networking	AM
Construction Electricity	AM/PM
Cosmetology	AM/PM
Culinary Arts	AM/PM
Digital Film & Video Production	AM/PM
Electronics/Robotics/	AM/PM
Computer Repair	
Fashion Merchandising/Design	AM/PM
HVAC/Plumbing	AM/PM

Medical Assisting	AM/PM
Medical Laboratory	AM/PM
Nurse Assisting	AM/PM
Physical Therapy Aide	AM/PM
Professional Health Careers	AM
Professional Photography	AM/PM
Welding	AM/PM

## Huntington Campus

754-2900, Fax 623-4909

Karen Bowden, Principal

Criminal Justice	AM/PM
Early Childhood Education	AM/PM
Marine & Motor Sports Technology	AM/PM
Veterinary Assisting	AM/PM
For CTE Skill Programs, please see back of handbook.	

## Northport Campus

261-3600, Fax 623-4907

Debra Montaruli, Principal

Automotive Technology	AM/PM
Cosmetology	AM/PM

## Republic Airport Campus

752-1957, Fax 623-4906

Dan Loughran, Principal

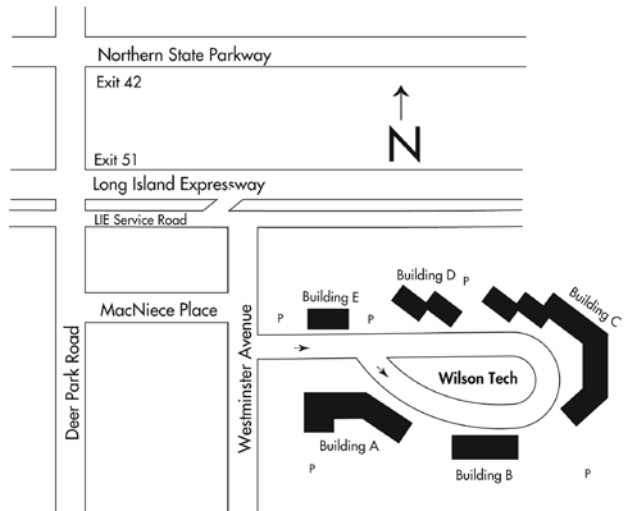
Aircraft Technology	AM/PM
Aviation Science/Flight	AM/PM
Certified Personal Trainer	AM/PM
Criminal Justice	AM/PM
Nurse Assisting	AM/PM

# Wilson Tech Program Sites

## Dix Hills Campus

17 Westminster Ave.  
Dix Hills, NY 11746  
631-667-6000, x385

- Advertising/Graphic Design
- Architectural Design/CAD
- Audio Production
- Auto Body Repair
- Automotive Technology
- Carpentry
- Computer Networking
- Construction Electricity

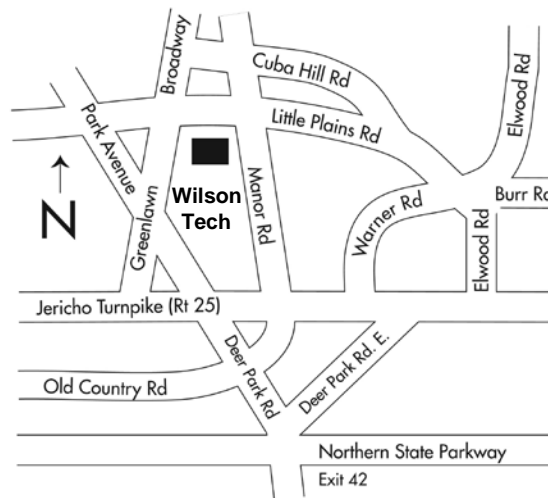


- Cosmetology
- Culinary Arts
- Digital Film & Video Production
- Electronics/Robotics/Computer Repair
- Fashion Merchandising/Design
- HVAC/Plumbing
- Medical Assisting
- Medical Laboratory
- Nurse Assisting
- Physical Therapy Aide
- Professional Health Careers
- Professional Photography
- Welding

## Huntington Campus

200 Little Plains Rd.  
Huntington, NY 11743  
631-754-2900

- Criminal Justice
- Early Childhood Education
- Marine & Motor Sports Technology
- Veterinary Assisting



### CTE Skill Programs

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

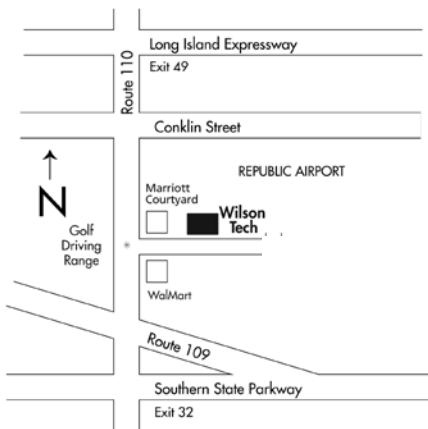
### Exploratory Programs

- Hospitality & Office Procedures
- Retail/Customer Service
- Maintenance/Repair

## Republic Airport Campus

7200 Republic Airport  
Farmingdale, NY 11735  
631-752-1957

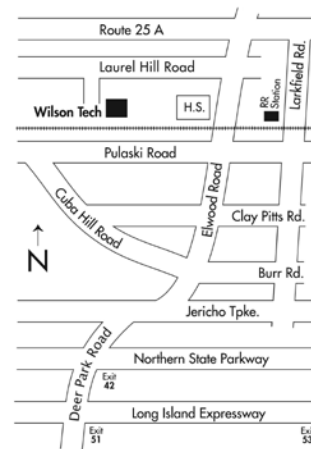
- Aircraft Technology
- Aviation Science/Flight
- Certified Personal Trainer
- Criminal Justice
- Nurse Assisting



## Northport Campus

152 Laurel Hill Rd.  
Northport, NY 11768  
631-261-3600

- Automotive Technology
- Cosmetology

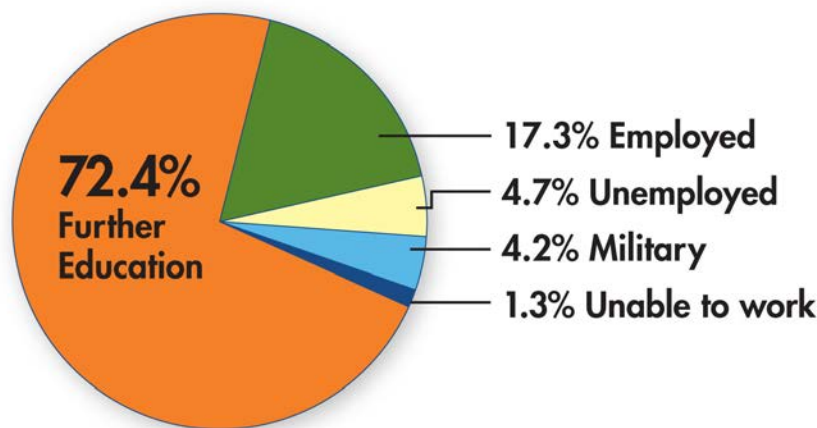


# Tech Graduates

The Wilson Tech Job Placement Office actively follows our graduates to chart their success after graduation. Each year we publish a summary of what our recent grads are doing. Every effort is made to contact all our former students. We are very proud of the success our graduates have achieved. **Note:** more than half of our graduates pursue higher education.

## What Happened to the Class of 2015?

(Percentages are based on responses of those surveyed.)



Programs	Percent Employed	Percent Further Education	Percent Military	Percent Unemployed
<b>Construction Careers</b> Architectural Design/CAD, Carpentry, Construction Electricity, Heating/Ventilation/Air Conditioning (HVAC), Welding	34%	49%	9%	6%
<b>Graphics &amp; Media Arts Careers</b> Advertising/Graphic Design, Audio Production, Digital Film & Video Production, Professional Photography	11%	83%	0%	3%
<b>Health Careers</b> Medical Assisting, Medical Laboratory, Nurse Assisting, Professional Health Careers, Physical Therapy Aide	11%	76%	7%	4%
<b>Service Careers</b> Computer Technology for Business, Certified Personal Trainer, Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Education & Care, Equine Studies, Fashion Merchandising/Design, Veterinary Assistant	14%	75%	3%	6%
<b>Technical Careers</b> Computer Networking, Electronics/Robotics/Computer Repair	0%	100%	0%	0%
<b>Transportation Careers</b> Aircraft Technology, Auto Body Repair, Automotive Technology, Aviation Science/Flight, Marine & Motor Sports Technology	31%	61%	7%	1%

# Enrollment Information

## Visit Wilson Tech

Prospective students are encouraged to visit Wilson Tech during their sophomore year. School orientations are arranged by the Tech counselor and the Home School liaison at the district's discretion. Tech allots three mornings in February and March for home school visitations. There is also a scheduled Visitor Make-Up day. Component school districts may request alternative dates that better meet their scheduling needs.

They can also request additional tours or individual visits by contacting Tech counselors assigned to specific campus sites. Every effort will be made to accommodate these requests. **Unauthorized visitations are not permitted. Tech students may not bring friends or visitors to class unless a formal request has been made by the home high school.**

## Apply to Wilson Tech\*

When the decision is made that a student will enroll at Tech, an application form must be completed and signed by the student, counselor, parent/guardian and school nurse. All enrollment applications must be forwarded to the Admissions office for processing. No student can be enrolled in a program unless this application process has been completed. **Tech applications may be completed online and submitted electronically.** When enrolling a special education student within the GCTE parameters of Wilson Tech, please use the application form. In addition, it is required that you include a copy of the student's most recent IEP/504 plan/ Psychological/ Behavior Intervention Plan (BIP).

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

## Returning Student Enrollment

Most students attend programs at Wilson Tech for 2 years. In March, the home school liaison counselor will receive a roster of currently enrolled students with instructions to: verify returning students, designate AM/PM sessions and indicate any program changes. This list is crucial for determining student enrollment and class size for the following year. The revised enrollment list should be submitted to the Admissions Office by, or before, the date on the accompanying memo.

# Certificate of Completion / Attendance

The Wilson Tech Certificate of Completion indicates that a student has met attendance and academic requirements in a Tech program. Research has shown that a positive record of program attendance relates directly to success in the workplace.

In addition to the requirement that students receive a passing final grade in their Tech programs, students must also maintain a record of attendance reflecting at least 90% of the scheduled instructional days in a school year to receive a Certificate of Completion from Wilson Tech.

Students, who do not meet the 90% attendance criterion due to extenuating circumstances, will be limited to no less than 85% attendance. Districts may request in writing that

a student with extenuating circumstances be considered for a Certificate of Completion.

## Extended Absences

If a student is expected to be absent for an extended period of time, the district should notify Tech. Arrangements can then be made for Home Instruction. (See “Home Instruction”.)

## Attendance Reports

Daily, weekly and year-to-date reports are available on our password protected guidance counselors’ website, [www.wilsontech.org](http://www.wilsontech.org).

<b>Wilson Technological Center</b>	
BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF WESTERN SUFFOLK COUNTY	
<i>Be it known that</i>	
<i>has satisfactorily completed training and instruction as prescribed by the</i>	
<i>New York State Education Department in the curriculum area of</i>	
<b>sample</b>	
_____ <i>Chief Operating Officer</i>	_____ <i>Executive Director, Career &amp; Technical Education</i>
_____ <i>President</i> <i>Board of Cooperative Educational Services</i>	_____ <i>Chairperson</i> <i>Career &amp; Technical Education Advisory Council</i>



# Absence Codes

The table below provides the codes assigned to weighted and un-weighted absences from Wilson Tech. Home School counselors are advised to send in a note anytime a school's activity impacts a student's attendance at Tech.

<b>Absence Reason</b>	<b>Absence Weight</b>
A = Absent	1.00
B = Bus (bus problem)	
C = Cut Class	1.00
D = Sent Home (nurse)	
E = Excused	
F = Field Trip	
G = Home Tutoring	
H = Academic Field Trip	
I = In-School Suspension	
J = Home School ISS	
K = Inclement Weather	
L = Legal	
M = Make Up	
N = Suspension	1.00
O = Absent/Parent Called	1.00
P = Visited Other Class	
Q = End of Year (EOY) absence	
R = Release to Parent	
S = Home School Closed	
T = Tardy (over 10 minutes late)	.50
U = Home School Excused	
V = SkillsUSA/Youth Leadership	
W = Work Study approved by the district	
X = Suspension Makeup	
Y = Tardy (10 minutes late)	.06
Z = Home School Request	

# Grades/Reports

## Policy on Low Grade

No student's grade will reflect an average of less than 50%.

## Other Grade Codes

- INC - Incomplete – Grade will be adjusted within three (3) weeks. INC's may not be recorded for the 4th quarter.
- NG - No Grade – To be used if student is sick or in hospital with a doctor's note or, if a student entered the program too late to be given a grade or an incomplete.
- NF - No Final – Student did not take final exam and score will be entered as 1.
- NA - Non-Attendance – Student has not been attending Tech and score will be entered as 1.

## Grades for Integrated Academic Courses

Grades for students enrolled in integrated academics will be reported quarterly along with the Tech grade. The class will be listed separately on the report card and the grade will be the same as the student's Tech grade.

## Interim/Grade Reports

(Subject to change)

<b><u>Interim Periods End</u></b> <b>I1 - October 7</b> <b>I2 – December 14</b> <b>I3 - February 17</b> <b>I4 - May 5</b>	<b><u>On WEB after 12PM</u></b> <b>October 14</b> <b>December 21</b> <b>March 3</b> <b>May 12</b>
<b><u>Marking Quarters End</u></b> <b>Q1 – November 4</b> <b>Q2 - January 20</b> <b>Q3 - March 24</b> <b>Q4 - June 9</b>	<b><u>On WEB after 12PM</u></b> <b>November 15</b> <b>January 27</b> <b>March 31</b> <b>June 15</b>

# Career and Technical Education (CTE) Diploma Endorsement

## Requirements for CTE Endorsement on a High School Diploma

In order to earn Career and Technical Diploma Endorsement (a gold seal that affixes to the high school diploma), students will:

- be eligible for a High School Diploma in approved Tech programs
- be eligible for a Tech 2-year Certificate of Completion
- pass a certification exam in their program

## Assessments for CTE Endorsement on a High School Diploma

Fees for the certification exams are imbedded in the Tech tuition. There is no additional charge to the district or student.

These assessments are administered during May of the student's senior year. Scores on these exams are not included in determining the student's Tech grade.

Students will be notified by their Tech teacher and via mail of their eligibility to sit for the certification exam. High school counselors will be given a list of the students who are eligible to take the certification exam. Once the exam is administered, results will be reported to the district as soon as possible. Please note that students must also take final exams for their Tech programs.

## CTE Endorsement Seal

If a student has earned a CTE Endorsement, the seal will be forwarded to the high school where it will be affixed to the diploma. Please note the endorsement seal is “peel and stick” and is easily applied to the lower left portion of the diploma.



CTE Endorsement Seal



Look for this logo to denote courses that offer CTE endorsement

# Career and Technical Education (CTE)

## Diploma Endorsement (cont'd)

Program	Professional Affiliations	Certification Exam/ Standardized Assessment
Advertising/Graphic Design	Approved by New York State Education Department (NYSED)	Nat'l Occupational Competency Testing Exam (NOCTI)- Advertising and Design Exam
Aircraft Technology	FAR approved to operate as a Part 147 school, Member of Aviation Technical Education Council and Member of Council of Airline Maintenance Managers	Federal Aviation Administration (FAA) General Qualification Exam
Architectural Design/CAD	Curriculum Certified by American Design Drafting Association	Nat'l Occupational Competency Testing Exam (NOCTI)- Architectural Drafting
Audio Production	InfoComm International Member	SkillsUSA Workforce Ready System- Audio Production
Auto Body Repair	National Automotive Technical Education Foundation Approved	Automobile Service Excellence Student Certification Exams
Automotive Technology	National Automotive Technical Education Foundation Approved	Automobile Service Excellence Student Certification Exam
Aviation Science/Flight	Approved by New York State Department of Education	Federal Aviation Administration (FAA) Private Pilot Written Knowledge Qualification Exam
Carpentry	Accredited Training and Education Facility-National Center for Construction and Education Research	Nat'l Center for Construction and Education Research (NCCER) – Carpentry Exam
Certified Personal Trainer	Recognized Provider of National Council on Strength and Fitness of Pre-Professional Curriculum	National Council on Strength and Fitness-Pre-Professional Personal Trainer Exam
Computer Game Design Skills	Certiport Authorized Testing Center	Microsoft Office Specialist Exam (MOS)
Computer Networking	CompTIA Academy Partner Program	COMPTIA Network+ Certification Exam`
Construction Electricity	Accredited Training and Education Facility-National Center for Construction and Education Research	National Center for Construction and Education Research (NCCER)-Electrical Exam
Cosmetology	NYS Education Department	Nat'l Occupational Competency Testing Exam (NOCTI)-Cosmetology NYS
Criminal Justice	Member of Criminal Justice Studies/Technical Education Career Instructors	Nat'l Occupational Competency Testing Exam (NOCTI)- Criminal Justice

# Career and Technical Education (CTE)

## Diploma Endorsement (cont'd)

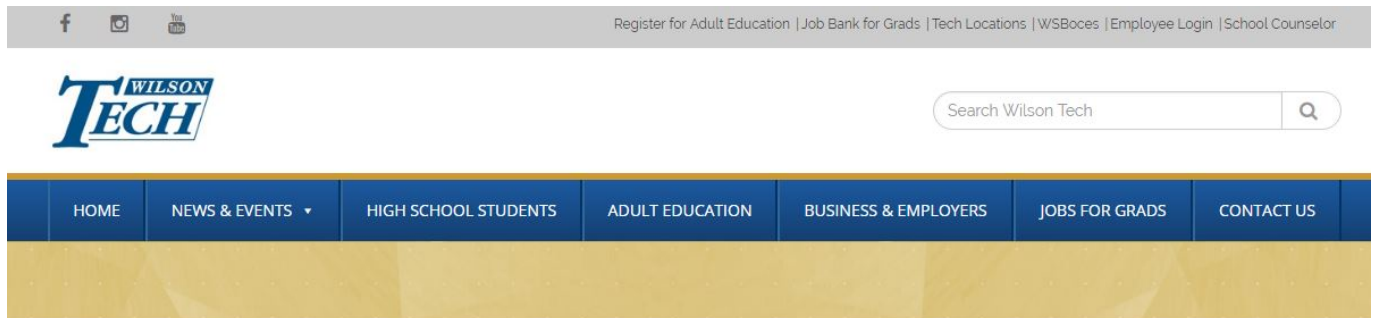
Culinary Arts	Certified by American Culinary Federation Education Foundation(National Restaurant Assoc. ProStart Program)	Nat'l Occupational Competency Testing Exam (NOCTI)- ACF Certification Culinary Arts
Digital Film and Video Production	Member of InfoComm International	SkillsUSA Workforce Ready System - Television Video Production
Early Childhood Education	New York State Education Department	Nat'l Occupational Competency Testing Exam (NOCTI)- Early Childhood Education and Care Exam
Fashion Merchandising/Design	New York State Education Department	Nat'l Occupational Competency Testing Exam (NOCTI)- Apparel and Textile Production Merchandising
HVAC	Accredited Training and Education Facility-National Center for Construction and Education Research	Nat'l Center for Construction and Education Research (NCCER)- HVAC Exam
Marine & Motor Sport ) Technology	Equipment & Engine Training Council Accredited School	Nat'l Occupational Competency Testing Exam (NOCTI)-Small Engine Technology
Medical Assisting	NYS Education Department	SkillsUSA Workforce Ready System - Medical Assisting
Medical Laboratory	NYS Education Department	2016-17 Exam to be determined
Nurse Assisting	NYS Department of Health	NYS Nurse Aide Competency Exam, Nurse Assisting Certification Exam (CNA)
Physical Therapy Aide	NYS Education Department	Nat'l Occupation Competency Testing Institute (NOCTI) NYS – Health Assisting
Professional Photography	Member of InfoComm International	SkillsUSA Workforce Ready System -Photography
Professional Health Careers	NYS Education Department	NYS Nurse Aide Competency Exam Nurse Assisting Certification Exam (CNA)
Veterinary Assisting	Member of New York Association of Agricultural Educators (NYAAE)	Nat'l Occupational Competency Testing Institute (NOCTI) NYS Small Animal Science Assessment Exam
Welding	Educational Member of American Welding Society	Nat'l Occupational Competency Testing Exam (NOCTI)- Welding
<b>All Programs approved by NYS Education Department</b>		

## CTE Graduation Pathway Exams

The New York State Board of Regents approved regulations establishing multiple, comparably rigorous assessment pathways to graduation for all students. Multiple pathways recognize the importance of engaging students in rigorous and relevant academic programs. The recently approved regulations recognize students' interests in the Arts, Bi-literacy, Career/Technical Education, Humanities and Science, Technology, Engineering and Mathematics (STEM) by allowing an approved pathway assessment to meet the students' graduation requirements.

<b>Wilson Tech CTE Class</b>	<b>Multiple Pathway Exam</b>
Advertising/Graphic Design*	Nat'l Occupational Competency Testing Exam (NOCTI)-Advertising and Design Exam <b><i>*Please Note: This program uses the same exam for Technical Endorsement</i></b>
Architectural Design/CAD	Nat'l Occupational Competency Testing Exam (NOCTI)-Computer Aided Drawing Exam
Auto Body Repair	Nat'l Occupational Competency Testing Exam (NOCTI)-Collision Repair Exam
Automotive Technology*	Automobile Service Excellence Maintenance and Light Repair Student Certification Exam <b><i>*Please Note: This program uses the same exam for Technical Endorsement</i></b>
Carpentry	National Center for Construction and Education Research-Core Introductory Craft Skills
Computer Networking*	Network + Certification exam <b><i>*Please Note: This program uses the same exam for Technical Endorsement</i></b>
Construction Electricity	SkillsUSA Workforce Ready System-Electrical Construction Wiring (Residential Wiring)
Criminal Justice*	Nat'l Occupational Competency Testing Exam (NOCTI)-Criminal Justice Exam <b><i>*Please Note: This program uses the same exam for Technical Endorsement</i></b>
Culinary Arts	Nat'l Occupational Competency Testing Exam (NOCTI)-Commercial Foods Exam
Digital Film and Video Production	Nat'l Occupational Competency Testing Exam (NOCTI)-Television Production Exam
Early Childhood Education*	Nat'l Occupational Competency Testing Exam (NOCTI)-Early Childhood Education and Care-Basic Exam <b><i>*Please Note: This program uses the same exam for Technical Endorsement</i></b>
Heating/Ventilation/AC/Plumbing	National Center for Construction and Education Research-Core Introductory Craft Skills
Marine and Motor Sports Technology*	Nat'l Occupational Competency Testing Exam (NOCTI)-Small Engine Technology Exam <b><i>*Please Note: This program uses the same exam for Technical Endorsement</i></b>
Medical Assisting	Nat'l Occupational Competency Testing Exam (NOCTI)-Medical Assisting Exam
Welding*	Nat'l Occupational Competency Testing Exam (NOCTI)-Welding Exam <b><i>*Please Note: This program uses the same exam for Technical Endorsement</i></b>

# Digital Handbook/Forms/Reports



## SCHOOL COUNSELORS

### Guidance Handbook for Counselors & Administrators

- Complete Handbook
- General Information
- Details about Smaller Class Size Programs
- Construction Careers
- Graphics and Media Careers
- Health Careers
- Service Careers
- Technical Careers
- Transportation Careers

### SCHOOL COUNSELORS LOGIN

Username:

Password:

Login

## Online Attendance Reports

Daily, weekly and year-to-date attendance reports are available online for career and technical education secondary programs. Our password protected website is accessed accordingly:

- Go to our website: [www.wilsontech.org](http://www.wilsontech.org)
- Click on: School Counselor
- Enter your username, password and login

Daily reports will appear the day following the absence: weekly reports the Monday following the end of the week.

You may contact the Executive Director's office at (631) 425-9050 to obtain your high school's username and password. We encourage you to take advantage of this user-friendly means of quickly and efficiently following up on a student's attendance.

## Guidance Handbook for Counselors & Administrators

The Guidance Handbook for Counselors and Administrators is available via the web. Extensive topics, in addition to our programs and policies, are addressed in this helpful guide. To access our website:

- Go to: [www.wilsontech.org](http://www.wilsontech.org)
- Click on: School Counselor
- Click on available links

## Electronic Submission of Forms

Tech forms are available to be filled-out and submitted online.

- Go to our website: [www.wilsontech.org](http://www.wilsontech.org)
- Click on: School Counselor on top bar
- Enter your username, password and login
- Click "Tech Forms" in the left hand sidebar

# Course Requests / Changes

## Request for Academic Subjects

Tech offers a variety of academic subjects to assist students in completing graduation requirements. Integrated academics are commencement level subjects, approved by NYS Education Department, and imbedded into the curriculums of approved Tech programs. As a result, it is not necessary for students to leave their classrooms to receive instruction in those subjects. (See current “Integrated Academics Chart”).

Upon the district’s request, students may enroll in pull-out academics. Pull-out classes require students to leave their Tech programs to receive instruction.

A “Request for Academic & Support Services” form may be electronically submitted via our website at [www.wilsontech.org](http://www.wilsontech.org) or mailed to:

Western Suffolk BOCES  
CTE Admissions  
PO Box 8007  
Huntington Station, NY 11746-9007

In addition, Home School counselors can email Admissions personnel to inform them of additions, withdrawals or changes in academic subjects. Requests may be emailed to [lfranzi@wsboces.org](mailto:lfranzi@wsboces.org) or [jswienck@wsboces.org](mailto:jswienck@wsboces.org)

If the home school would like to add any additional academic subjects to our course selections, please indicate subjects on the “Request for Academic & Support Services” form or call the Admission Office at: 425-9050. Every effort will be made to accommodate requests.

REMINDER: All academic courses are free of charge to our participating districts.

## Changing Tech Programs

From time to time, students change programs for a variety of reasons. Before enrolling in a different Tech program, students have the opportunity to explore or visit another program before making the decision to transfer. A “Permission to Visit/Change” form must be endorsed by the parent/guardian and home school counselor.

## Change in Student Status

By policy of the Board of Cooperative Educational Services, no student can be deleted from a BOCES service without formal written notification from the district of residence. If it becomes necessary to withdraw a student from a Tech program or an academic class, email Admissions personnel at [lfranzi@wsboces.org](mailto:lfranzi@wsboces.org) or [jswienck@wsboces.org](mailto:jswienck@wsboces.org)



# Academic Subjects—Course Descriptions

(Refer to Integrated Academics chart to determine which programs integrate specific academics)

## English

### English 12, Technical Writing/Communication, 1 credit

The following ELA concepts are integrated into approved Tech programs: Listening and Writing (for information and understanding), Reading and Writing (for information and understanding), Comparing and Contrasting (for understanding and criticism), and Technological Expression (for meaning and understanding). Certified English teachers monitor research papers assigned throughout the year.

## Social Studies

### Government, ½ credit

In the Government class, students are provided with knowledge of how public policy is formed, implemented and evaluated. Students will have opportunities to learn how citizens can directly or indirectly interact with the public policy development process. *The Criminal Justice program has been approved for **integrated** Government.*

### Economics, ½ credit

In Economics, students are provided with knowledge and skills that will enable them to function as informed and economically literate citizens in our society.

## Mathematics

### Applied Math, 1 credit

The Applied Math class offers students the opportunity to learn about the realistic application of fundamental mathematical concepts. This course includes the 5-content strands of: Number Sense and Operations, Algebra, Geometry, Measurement, Statistics and Probability.

### Technical Math, 1 credit

Technical Math is offered at the commencement level and is integrated within approved Tech programs. A certified math teacher works closely with the Tech teacher to push-in math concepts relating to the particular Tech program.

## Science

### Applied Life Science, 1 credit pull-out

In the Applied Life Science class, topics include: Animal Environment Diversity, Human Body Systems, Ecology, Bacteria, Plants and Life's Structure and Function.

### Applied Physical Science, 1 credit pull-out

In the Applied Physical Science class, emphasis is placed upon the realistic application of fundamental areas in Chemistry, Physics, Space and Earth Science.

### Technical Physical Science, 1 credit

Technical Science is offered at the commencement level and is integrated within approved Tech programs. A certified Science teacher works closely with the Tech teacher to push-in physical science concepts relating to the particular Tech program.

## Health/Parenting

### Health/Parenting, ½ credit

In the Health/Parenting class, the following topics are reviewed: Mental health, stress, drugs, alcohol, tobacco, nutrition, family life, human sexuality, sexually transmitted diseases and HIV/AIDS.

## Art

### Art, 1 credit

In the Art class, fundamentals of Fine Art will be explored. Students will experiment with basic design elements such as line, shape, color, texture and value.

# Academic Subjects—Course Descriptions

## Physical Education

**½ credit per year**

Non-integrated Physical Education is offered as a instructional “Sportsfolio” packet.

### Physical Education options:

Students requiring additional credits in Physical Education may take advantage of the following options:

- Complete additional Sportsfolio packets.
- Take Phys Ed for more than 1 year.

All requests must be sent to the Admissions Office in writing:

[lfranzi@wsboces.org](mailto:lfranzi@wsboces.org)

[jswienck@wsboces.org](mailto:jswienck@wsboces.org)

## Language Other Than English (LOTE)

### Spanish 1, 1 credit, on-line

Spanish 1 is a beginning-level course offered via the web. Students are provided with opportunities to develop their Spanish skills through video dramatization and interactive activities that foster listening, speaking, reading and writing skills. Technical and academic support is monitored by the on-line teacher.

### American Sign Language (ASL), 1 credit, on-line

American Sign Language is a beginning-level course offered via the web. Students are provided with opportunities, through video dramatization and activities, to enhance their knowledge of ASL. Technical and academic support is monitored by the on-line teacher.

## Substitution of Foreign Language Requirement

“Students completing a five-unit sequence in career and technical education or the arts (visual arts, music, dance, and theatre) are not required to complete the additional two units of the language other than English requirement for the Regents diploma with advanced designation but must still meet the requirements for the total number of units of credit.”

<http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD>

## Career and Financial Management (CFM)

**½ credit (Integrated in all programs)**

Career and Financial Management (CFM) is integrated into every Career and Technical Education program. Emphasis is placed on Career Development and Occupational Studies Learning Standards.

Career and Financial Management is a requirement of an extended sequence in Career and Technical Education. Students earning a Regents Diploma with Advanced Designation may substitute an extended sequence in Career and Technical Education for their foreign language requirement.

## Computer Applications

**1 credit (Integrated in all programs)**

For those districts needing this requirement, computer technology is incorporated within all CTE programs.

## RCT Preparation

**Non-credit, (for GCTE students)**

Reading, Writing, Math, Science, Global Studies, U.S. History and Government.

## Regents Preparation

**Non-credit – Standard and Common Core**

English Language Arts, Global History & Geography, US History & Government, Living Environment, Physical Setting/ Chemistry, Physical Setting/ Earth Science, Algebra, Geometry, Algebra 2/ Trigonometry.

# Integrated Academics

## ACADEMIC CREDITS

2016-17

PROGRAM	TECH MATH	TECH SCI	ELA	GOV	ECO	ART	HEALTH	CFM	PE	COMP APP
<b>CTE PROGRAMS</b>										
ADV/GRAPH DESIGN	X		X			X		X		X
AIRCRAFT TECH	X	X	X			X		X		X
ARCH DESIGN/CAD	X	X	X			X		X		X
AUDIO PRODUCTION	X	X	X			X		X		X
AUTO BODY REPAIR	X	X	X					X		X
AUTO TECHNOLOGY	X	X	X					X		X
AVIATION SCIENCE/FLIGHT	X	X	X					X		X
CARPENTRY	X	X	X			X		X		X
CERT PERSONAL TRAINER	X	X	X				X	X	X	X
COMPUTER NETWORKING	X	X	X					X		X
CONSTRUCTION ELECTRIC	X	X	X					X		X
COSMETOLOGY	X	X	X			X		X		X
CRIMINAL JUSTICE	X	X	X	X				X	X	X
CULINARY ARTS	X	X	X			X		X		X
DIGITAL FILM/VIDEO PROD	X	X	X			X		X		X
EARLY CHILD EDUCATION	X	X	X			X		X		X
ELEC/ROBOTIC/COMP REPAIR	X	X	X					X		X
FASHION MERCH/DESIGN	X	X	X			X		X		X
HVAC/PLUMBING	X	X	X					X		X
MARINE/MOTOR SPORTS TECH	X	X	X					X		X
MEDICAL ASSISTING	X	X	X				X	X		X
MEDICAL LABORATORY	X	X	X				X	X		X
NURSE ASSISTING	X	X	X				X	X		X
PHOTOGRAPHY	X	X	X			X		X		X
PHYSICAL THERAPY AIDE	X	X	X				X	X	X	X
PROF HEALTH CAREERS	X	X	X				X	X		X
VET ASSISTING	X	X	X					X		X
WELDING	X	X	X			X		X		X
<b>CTE SKILL PROGRAMS</b>										
AUTO TECHNOLOGY SKILLS	X	X	X					X		X
COMP GAME DESIGN SKILLS	X	X	X		X			X		X
CONSTRUCTION SKILLS	X	X	X					X		X
COSMETOLOGY SKILLS	X	X	X			X		X		X
CULINARY SKILLS	X	X	X			X		X		X
ELEC/ROBOTIC SKILLS								X		X
GRAPHIC ART SKILLS	X		X			X		X		X
HEALTH CARE SKILLS								X		X
OFFICE SKILLS								X		X
SMALL ANIMAL CARE SKILLS								X		X
<b>EXPLORATORY PROGRAMS</b>										
HOSPITALITY & OFFICE PROC										
MAINTENANCE/REPAIR										
RETAIL/CUSTOMER SERVICE										



	CTE Programs	CTE Skill Programs	Exploratory Programs
<b>Student Enrollment</b>	20+	Reduced ratio of students to teacher with assigned aide	Reduced ratio of students to teacher with assigned aide
<b>Pace</b>	Rigorous Must be self-directed and work independently	Moderate Must work independently	Individualized
<b>Academic Credits</b>	Yes	Refer to Integrated Academics chart	No
<b>Advanced Standing for Post-Secondary</b>	Yes	Refer to Articulation Agreements	No
<b>CDOS Credential Eligible</b>	Yes	Yes	No
<b>CTE Certificate of Completion</b>	Yes	Yes	No, Certificate of Participation
<b>Employability Profile</b>	Yes	Yes	No, Exit Summary
<b>Grading</b>	Yes	Yes	Optional, District decision
<b>High School Credits</b>	Yes, up to 4.5 credits per yr.	Yes, up to 4.5 credits per yr.	Yes, up to 4.5 credits per yr.
<b>Job Placement Services</b>	Yes	Yes	N/A
<b>Leads to Employment and/or Post-Secondary Education</b>	Yes	Yes	N/A
<b>Technical Endorsement/ Industry Credential</b>	Yes	Refer to Technical Endorsement Approved Exams	No
<b>Transition Potential</b>	N/A	Yes, to CTE Programs	Yes, to CTE Skill Programs
<b>Typical Program Length</b>	2 years	2 years+	Individualized

# Student Support Services

## **Co-Teaching in Technical Classes**

At each of our campuses are certified English, Science, Social Studies and Math teachers. These teachers work with Career and Technical Education teachers to integrate commencement level subjects into their students course work.

## **Career and School Counseling**

Each Wilson Tech campus has School Counselors who counsel students on personal/ career issues and oversee student performance on a regular basis. Tech counselors work closely with home school counselors and liaisons to maximize student success.

## **Services to Improve Attendance**

Wilson Tech attendance is recorded at each daily session and reviewed by Tech counselors. Districts may access their own attendance online. Students, parents and districts are contacted on a regular basis to discuss attendance and intervention strategies. Tech has implemented an electronic phone system that alerts parents/guardians of a student's absence on a daily basis.

## **Monitoring of Progress**

Wilson Tech provides Interim and Grade reports to home schools and parents (mailed to home address), eight times per year.

## **Tech Enrichment (for GCTE Students)**

Students are provided with additional Tech support via push-in and pull-out reinforcement services.

## **Level 2 & Level 3 Assessments**

Interests and aptitudes, derived from the Level 2 Assessment, provide valuable information in the appropriate placement of GCTE students in Tech programs.

A Level 3 Assessment is utilized when it becomes necessary to determine the appropriateness of a student's placement while attending a Tech program.

## **Special Education Consultant Teachers (for GCTE Students)**

Certified Special Education Teachers identify interventions and implement them with students, teachers, and aides. Continued follow-up is provided, as necessary, throughout the year.

## **RCT Preparation (GCTE students) and Regents Preparation**

Certified academic teachers provide students with extra support and practice to pass state assessments.

## **Individual Education Plan (IEP)/ 504 Accommodation Plan/ Behavior Intervention Plan (BIP) Psychological/Test Accommodations**

Home Schools are asked to provide documentation to Wilson Tech as established by the home school's CSE Committee.

## **Job Placement**

The Job Placement Office is available to students during the time they attend Tech as well as thereafter. Job placement counselors rotate to other campuses to assist students with resume writing, interview skills and job search strategies. A job bank is updated on a weekly basis.

## **Physical Education (modified "Sportsfolio")**

GCTE students have the opportunity to receive a modified "Sportsfolio" that is geared toward meeting language and reading skills of students with special needs.

## **Vocational ESL (VESL), non-credit**

A certified VESL teacher will meet with students during the Tech session to enhance their Tech learning experience. To request this service for your students, complete the Request for Academic Services form indicating VESL. This supportive class will receive comments only.

# Home Instruction/Early Dismissal

Home Schools may request home instruction for students with extenuating circumstances, long term illness, etc. in Career & Technical Education programs. To effectively monitor attendance, grades, certificate requirements, and to comply with SAVE legislation, the following procedures for home tutoring students enrolled in Career & Technical Education programs at Wilson Tech have been established.

- The student's principal or guidance director/counselor must send a request for home tutoring on school stationery to the principal of the Wilson Tech campus where the student is enrolled. This request must include the anticipated **starting** and **ending date** of home instruction and the **number of hours** required **each week**.
- The Tech staff member assigned as tutor will arrange a convenient schedule with the parent for home tutoring. **A parent must be present during the tutoring.**
- Students on approved home tutoring will be marked G (home tutoring). The absence is assigned a weight of zero.

- The Tech tutor completes weekly teaching records, indicating the day, date, number of hours taught, and parent's signature. A compilation is forwarded to the home school on a monthly basis.

**NOTE:** Home instruction for up to six (6) weeks or thirty (30) school days is available for all Wilson Tech students, including Career-Related Academics at no additional cost to the district. Request for extensions require additional documentation.

## Early Dismissal

Students, who want to attend Tech, and participate in after-school clubs, sports or extracurricular activities at their home school, may do so without a conflict. In an effort to coordinate Tech's scheduling with a student's interests, school districts may request early dismissal for their impacted students with supporting documentation advising us of:

- Date(s) and time(s) for early dismissal
- Mode of transportation

# Career Pathways

All students currently enrolled at Wilson Tech can take advantage of several free Career Pathways programs. Whether you are planning on going to college or entering the world of work right after graduation, these programs can assist you in reaching your goals!

## PSAT Workshop

This October workshop after school gives general information on the PSAT exam including test taking strategies and sample questions. Registration required at [www.wilsontech.org/high-school-students/career-pathways-program/](http://www.wilsontech.org/high-school-students/career-pathways-program/)

## SAT Review

These two-hour review sessions provide test-taking strategies to help maximize your SAT score. Offered after school prior to each SAT administration from October to June. Registration required at [www.wilsontech.org/high-school-students/career-pathways-program/](http://www.wilsontech.org/high-school-students/career-pathways-program/)

## SAT Prep

Score the best on the SAT test! Wilson Tech students are eligible for a FREE course to help them prepare for the SAT test. Six-week sessions are offered after-school, during the fall and spring semesters at the Dix Hills campus. Round trip transportation is available from the PM location to the Dix Hills campus and then to the student's residence at the end of class. Application and dates are available at [www.wilsontech.org/high-school-students/career-pathways-program/](http://www.wilsontech.org/high-school-students/career-pathways-program/)

## Education Expo

Students can meet with college representatives from various post-secondary institutions. Learn about financial aid and the college admissions process. Education Expo will be held at Tech's Dix Hills campus in November.

## Financial Aid Help at FAFSA Workshop

Students applying for financial aid for college must complete the Free Application for Federal Student Aid. Come complete this application online with the help of Tech's financial aid officials. Open to seniors and parents. This workshop is held in February. Registration required at: [www.wilsontech.org/high-school-students/career-pathways-program/](http://www.wilsontech.org/high-school-students/career-pathways-program/)

## College Prep Course

To help get ready for college, Tech offers a free College Prep Course to its students. All aspects of college life, from the application process to registration will be reviewed. Students interested in taking a free college course must first successfully complete this curriculum, offered in the fall and spring. Application forms are available at: [www.wilsontech.org/high-school-students/career-pathways-program/](http://www.wilsontech.org/high-school-students/career-pathways-program/)

## College Courses

Upon successful completion of the College Prep Course, students at Wilson Tech may be eligible to enroll tuition-free in selected college courses in the evenings at local colleges. Students must provide their own transportation. Courses completed successfully through Career Pathways are eligible for transfer to other colleges. Cost of textbooks is extra. College courses are offered in the fall and spring. For further information, call (631) 425-9050.

# Surf Tech & ACE Project for 9th and 10th Graders



This program is open to 9th and 10th graders within our 18 component school districts to introduce career options in career and technical fields, at no charge. Expert instructors will provide students with knowledge and experience to assist them in making career choices. Classes are held Wednesdays from 2:50–4:15 PM at Tech's Dix Hills campus. Roundtrip transportation is available from the student's home school to Tech and back to the student's residence.

## **For Surf Tech & ACE Project:**

**Applications may be obtained at the home school guidance office. Home school counselor and parent/guardian signatures are required for participation in the program. Call (631) 425-9050 for further information.**



This program is open to eligible 9<sup>th</sup> and 10<sup>th</sup> graders within our 18 component school districts to stimulate interest in a variety of aviation careers. Classes are held weekly from 3-5p.m at Tech's Republic Airport campus. Round trip transportation is available from the student's home school to Tech and back to the student's residence. This program is free of charge to students and district.



# Articulation Agreements - Note: Agreements are subject to change.

Articulation Agreements help Wilson Tech students get special benefits if they attend particular colleges.

How to make use of an articulation agreement:

1. When applying to college, tell admissions office you are a Wilson Tech student and want to use an agreement.  
In addition to any articulation agreement, ask college if they will give you credit for any of your other special knowledge.  
For example, passing an Advanced Placement exam at your district, passing your Technical Endorsement Exam at Wilson Tech, having CPR certification, speaking another language, etc.
2. When making your college schedule and registering for classes, tell Counselor at the college you are a Wilson Tech graduate and want to use benefits through an articulation agreement.

***Students should speak to their Guidance Counselor for assistance in choosing the right college for them. Agreements are subject to change and colleges have the right to award benefits on an individual basis.***

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	BENEFIT/ # OF CREDITS RECEIVED	CONTACT AT COLLEGE
Advertising/Graphic Design	Art Institute of Philadelphia	GR10110Fundamentals of Drawing; GR10120Fundamentals of Design; GR10130Color Theory	Student must earn a 2 year certificate of completion from Wilson Tech and have minimum of a B in high school, enroll within one year of HS graduation and meet all AIPH entrance requirements with successful completion of a proficiency exam, student can also get credit for GR10210 Typography I	up to 12 credits	Glenn Groves The Art Institute of Philadelphia 1622 Chestnut St, Philadelphia, PA 215-405-6327
Advertising/Graphic Design	Art Institute of Pittsburgh, The	CC112 Fundamentals of Design; G131Typography (need approval and portfolio); CC111Color Theory	Successful completion of WT curriculum with at least a B avg, be admitted to a degree-seeking program at the Art Institute of Pittsburgh within 12 months of high school graduation and provide letter of recommendation from Wilson Tech teacher or counselor	9 credits	Karen Soltis, Transfer of Credit Coordinator, The Art Institute of Pittsburgh, 420 Boulevard of the Allies, Pittsburgh, PA 15219, 412-291-6322

Advertising/Graphic Design	Dual Enrollment Suffolk County Community College's Excelsior Program	3 credits on a Suffolk County Community College Transcript for Basic Graphic Design	Student must enroll in Excelsior program in September of Senior year at Wilson Tech, Successful completion of Tech's Advertising Art and Suffolk County Community College's Excelsior program	3 at Suffolk County Community College AND Transcript from Suffolk to be considered by any school	Renee Massari, Wilson Tech, 507 Deer Park Rd, Huntington Station, NY 11746, 631-425-9050
Advertising/Graphic Design	New England Institute of Technology	MWD123 Design I 4 credits	Proof of successful completion of Wilson Tech program, must enroll in NEIT within one year of Wilson Tech graduation, credit awarded upon completion of 1 quarter at NEIT	4 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Advertising/Graphic Design	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12, BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Advertising/Graphic Design	SUNY Canton	GMMD 102 Intro to Design, GMMD 103 Intro to Digital Design Software:Photoshop Basics)	Student must earn 85 or higher in Wilson Tech as documented by Wilson Tech transcript and two year certificate of completion. Student must also meet admission requirements and enter into SUNY Canton's Graphic & Multimedia Design B. Tech program	9 credits	Christopher Sweeney, Curriculum Coordinator, Graphic & Multimedia Design, SUNY Canton, 34 Cornell Dr, Canton NY 13617, sweeneyc@canton.edu, 315-386-7118
Advertising/Graphic Design	SUNY Cobleskill	Guaranteed admission into either AS of Communications or BS of Communications in Technology major or AA in Graphic Design or BS in Graphic Design GART 112- Introduction to Digital Media (3 credits) GART-290 Special Projects-subject to portfolio review (up to 3 credits)	Student must present: HS Diploma, Written recommendation from Wilson Tech instructor, proof of completion of Wilson Tech's 2 year program with 85 average or higher	up to 6 credits	Student must submit admission application with letter of recommendation from Wilson Tech instructor directly to Admissions. For questions about articulation, contact is Jane White, SUNY Cobleskill, Knapp Hall 106, Cobleskill, NY 12043, 518-255-5011

Aircraft Maintenance Technology	Embry-Riddle Aeronautical University	Up to 48 credits to be determined upon individual credential review, towards a AS/BS in Aviation Science or BS in Aeronautics	Student must meet all entrance requirements for Embry-Riddle and have FAA Airframe and/or Powerplant Certificate	up to 48 credits	Advise Admissions and enrollment counselor of your FAA certification/s
Aircraft Maintenance Technology	Pennsylvania College of Technology	Up to 64 technical credits towards Bachelor degree in Aviation Maintenance Technology. 64 credits with both General, Airframe and Powerplant License 40 credits with General and Airframe License 40 credits with General and Powerplant license TBD by individual review if student does not have licenses.	Successful completion of WT curriculum with a certificate of completion; successful completion of Penn College Math and Reading assessment; support documentation provided by WS BOCES as requested for those without licenses, *student must enroll within 2 years of Tech graduation	up to 64 credits	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Aircraft Maintenance Technology	Various post-secondary institutions through Aviation Technical Education Council membership; listing of schools at <a href="http://www.atec-amt.org/schoolsmembers.html">http://www.atec-amt.org/schoolsmembers.html</a>	TBD	Will vary based on individual institution	TBD	Listing of schools at <a href="http://www.atec-amt.org/schoolsmembers.html">http://www.atec-amt.org/schoolsmembers.html</a> , advise school admissions department of your FAA certificates
Aircraft Maintenance Technology	Vaughn College of Aeronautics	30 credits towards AAS or BS Aviation Maintenance Degree or BS Aviation Maintenance Management	Student must complete Part 147 AMT program successfully at Wilson Tech, earn Airframe and Powerplant certificates, and meet all Vaughn College admission requirements	up to 30 credits	Sharon DeVivo, Vice President, Vaughn College, 86-01 23rd Ave, Flushing NY 11369, 718-429-6600 Advise Admissions and your enrollment counselor when registering for classes of intention to get credit for licenses.

Architectural Design/CAD	Art Institute of Pittsburgh, The	IND110 Drafting; ID120 Basic Drafting; ID221 Intro to AutoCAD	Successful completion of WT curriculum with at least a B avg, be admitted to a degree-seeking program at the Art Institute of Pittsburgh within 12 months of high school graduation and provide letter of recommendation from Wilson Tech teacher or counselor	9 credits	Karen Soltis, Transfer of Credit Coordinator, The Art Institute of Pittsburgh, 420 Boulevard of the Allies, Pittsburgh, PA 15219, 412-291-6322
Architectural Design/CAD	Island Drafting and Technical Institute	Scholarship	Student must earn 2 year certificate of completion with minimum of a B average, have written recommendation of WT instructor, submit portfolio of work completed at Wilson Tech and meet all admission requirements for the Drafting program	\$3500 scholarship over course of two year enrollment	James Di Liberto, President, Island Drafting and Technical Institute, 128 Broadway, Amityville, NY 11701, 631-691-8733
Architectural Design/CAD	New England Institute of Technology	ABT112 Technical Drafting & Graphic Communications; ABT114 Intro to CAD (Interior Design Technology & Architectural Building Engineering Technology)	At least a B average; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	7 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Architectural Design/CAD	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12, BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Architectural Design/CAD	SUNY Delhi	CADD112 Dimensioning and Tolerancing CADD 151 Production Drawings CADD 111 Fundamentals of Drafting	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	9 credits	Mr. Philip Hubbard, Dean of Technology, SUNY Delhi, Delhi, NY 13753, 607-746-4073

Audio Production	Art Institute of Pittsburgh, The	FND131 Intro to Audio	Portfolio review by Department Chair required. Successful completion of WT curriculum with at least a B avg, be admitted to a degree-seeking program at the Art Institute of Pittsburgh within 12 months of high school graduation and provide letter of recommendation from Wilson Tech teacher or counselor	3 credits	Karen Soltis, Transfer of Credit Coordinator, The Art Institute of Pittsburgh, 420 Boulevard of the Allies, Pittsburgh, PA 15219, 412-291-6322
Audio Production	Five Towns College	DUAL ENROLLMENT 6 credits OR AUD 303-MIDI Applications and AUD 304-Nonlinear Recording and 25% tuition scholarship for up to 4 years of study.	Students must achieve graduation from BOCES in Audio Production with 80% attendance, GPA of 80% minimum, acceptance into B.P.S. Business Management or M.us.B. Jazz Commercial Music Degree	up to 6 credits	Mrs. MacDonald, Director of Admissions, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2110
Audio Production	Full Sail University	Option to take a "test out exam" to prove proficiency in a course required by one of Full sail's degree programs.	Test must be taken on Full Sail's campus during Orientation. Score of 75% or better is needed to be exempt from course and reduce tuition	TBD	Joel Pickering, Community Outreach Manager, 321-316-5710, community outreach@fullsail.com
Audio Production	New England Institute of Technology	COM136 Audio Recording	Students must complete Audio Production program at Wilson Tech with a grade of "B" or better	3 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Audio Production	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu

Audio Production	SUNY Cobleskill	Guaranteed admission to AS of Communications, BS of Communication with Technology major, AA in Graphic Design or BS in Graphic Design. COM260-The Art of Audio and Video Editing (3 credits) COM290-Special Projects in Communication (1-3 credits AFTER PORTFOLIO REVIEW)	Successful completion of WT curriculum with an 85avg; WT instructor letter of rec; must meet other admissions requirements; including high school diploma.	up to 6 credits	Student must submit admission application with letter of recommendation from Wilson Tech instructor directly to Admissions. For questions about articulation, contact is Jane White, SUNY Cobleskill, Knapp Hall 106, Cobleskill, NY 12043, 518-255-5011
Audio Production	The New England Institute of Art	AMT 101-Audio Tech 1 AMT 170 Audio Recording 1	Student to show copy of 2 year certificate of completion from Wilson Tech with minimum B minus average. Student must meet NEIA admission requirements and be accepted as a degree seeking student within 24 months of HS graduation. Student must submit an application for articulated credit to NEiA Transfer Credit Coordinator to include: HS transcript showing grades and graduation date, letter of recommendation from Wilson Tech teacher on school letterhead.	6 credits	Robert Sendras, Transfer Credit/Articulation Coordinator, The New England Institute of Art, 10 Brookline Place West, Brookline MA 02445, 617-582-4616

Auto Body Repair	Alfred State College	Students who articulate with Alfred qualify to have select course requirements waived. This does not mean an entire class or entire credit will be granted, only portions of a class. Each student will be involved in the process of selecting waived requirements in the freshman year. The NATEF task lists applicable to a curriculum will provide the framework.	Students who are accepted into an Alfred State Automotive Trades program must present the following items to their Alfred State Advisor within 5 days of starting first semester: (Please note: It is recommended you contact your advisor as soon as you graduate Wilson Tech to submit these items!) -Copy of High School Transcript showing minimum average of 80% in your Wilson Tech class -Letter of Recommendation from your Wilson Tech instructor - Copy of employability profile from Wilson Tech's job placement office and any certifications you have such as NYS Inspection License, NATEF student certification, etc. -Alfred State Articulation Agreement Completion form signed by your Wilson Tech teacher	Students released from certain requirements could pursue extra credit within the course, resulting in a higher grade. They would also have the option to access other courses within the department, even those outside the curriculum, in order to broaden his/her experience base.	Patty Lewis-Brownell Alfred State Wellsville Student Services 2530 River Road Wellsville, NY 14895 lewism@alfredstate.edu P: 607-587-3111 F: 607-587-3196
Auto Body Repair	Lincoln Technical Institute Premier East Windsor CT Campus	Advanced standing TBD through Dean evaluation	Must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review	Allan Sirkis, HS Admissions Rep, 97 Newberry Rd, East Windsor, CT 06088, 800-243-4242
Auto Body Repair	Morrisville State College	Auto 110: Summer Work Experience class waived	Student must show proof of CTE Technical Endorsement Seal and copy of their 2 year certificate of completion to Morrisville prior to starting classes. Credit will be awarded after first year of Morrisville studies if a 2.0 GPA is maintained	3 credits	Ron Alexander, Automotive Dep't Chair, Morrisville State College, Morrisville, NY 13408, 315-684-6079
Auto Body Repair	New York Automotive and Diesel Institute	AD431 Performance Fundamentals	Student must have High School Diploma, Wilson Tech Certificate of Completion with 80% minimum GPA on transcript and attend NYADI within one year of graduation from Wilson Tech	Clock Hours Waived-TBD	Martin Rivera, Director of Admissions, NYADI, 178-18 Liberty Ave, Jamaica, NY 11433, 718-658-0006

Auto Body Repair	Ohio Technical College	Max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	Graduation; earn at least 1 ASE Certification (fax certif. from WS BOCES); must enroll within 1 yr of Completing HS; see contract for additional criteria	TBD	Tom King, Director of Enrollment, Ohio Technical College, 1374 East 51st St, Cleveland, OH 44103, 216-881-1700
Auto Body Repair	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Auto Body Repair	Wilson Tech Auto Technology Program	Tuition reduction of \$500 upon entry into FTD Adult Automotive Training program	Successful completion of two year Wilson Tech high school Auto Body program	\$500 tuition reduction	Debra Montaruli, Principal, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Automotive Technology	Alfred State College	Students who articulate with Alfred qualify to have select course requirements waived. This does not mean an entire class or entire credit will be granted, only portions of a class. Each student will be involved in the process of selecting waived requirements in the freshman year. The NATEF task lists applicable to a curriculum will provide the framework.	Students who are accepted into an Alfred State Automotive Trades program must present the following items to their Alfred State Advisor within 5 days of starting first semester: (Please note: It is recommended you contact your advisor as soon as you graduate Wilson Tech to submit these items!) -Copy of High School Transcript showing minimum average of 80% in your Wilson Tech class -Letter of Recommendation from your Wilson Tech instructor - Copy of employability profile from Wilson Tech's job placement office and any certifications you have such as NYS Inspection License, NATEF student certification, etc. -Alfred State Articulation Agreement Completion form signed by your Wilson Tech teacher	Students released from certain requirements could pursue extra credit within the course, resulting in a higher grade. They would also have the option to access other courses within the department, even those outside the curriculum, in order to broaden his/her experience base.	Patty Lewis-Brownell Alfred State Wellsville Student Services 2530 River Road Wellsville, NY 14895 lewisp@alfredstate.edu P: 607-587-3111 F: 607-587-3196



Automotive Technology	Lincoln Technical Institute Premier East Windsor CT Campus	Advanced standing TBD through Dean evaluation	Must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review	Allan Sirkis, HS Admissions Rep, 97 Newberry Rd, East Windsor, CT 06088, 800-243-4242
Automotive Technology	Morrisville State College	Auto 110: Summer Work Experience class waived	Student must show proof of CTE Technical Endorsement Seal and copy of their 2 year certificate of completion to Morrisville prior to starting classes. Credit will be awarded after first year of Morrisville studies if a 2.0 GPA is maintained	3 credits	Ron Alexander, Automotive Dep't Chair, Morrisville State College, Morrisville, NY 13408, 315-684-6079
Automotive Technology	New England Institute of Technology	TT110 Basic Engine Theory; TT111 Basic Engines Lab; AUT 139 Four Cycle Engine Repair and Service; AUT 140 Four Cycle Engine Repair Lab	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	11 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Automotive Technology	New York Automotive and Diesel Institute	AD431 Performance Fundamentals	Student must have High School Diploma, Wilson Tech Certificate of Completion with 80% minimum GPA on transcript and attend NYADI within one year of graduation from Wilson Tech	Clock Hours Waived-TBD	Martin Rivera, Director of Admissions, NYADI, 178-18 Liberty Ave, Jamaica, NY 11433, 718-658-0006
Automotive Technology	Ohio Technical College	Students granted advanced placement and a corresponding tuition credit for each test they pass: Max of 4 courses	Graduation; earn at least 1 ASE Certification (fax certif. from WS BOCES); must enroll within 1 yr of Completing HS; see contract for additional criteria	TBD	Tom King, Director of Enrollment, Ohio Technical College, 1374 East 51st St, Cleveland, OH 44103, 216-881-1700
Automotive Technology	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Automotive Technology	SUNY Canton	Auto 101- Automotive Service- 2 credits Auto 111- Automotive Service Lab-1 credit	Student can request credit for completion of Wilson Tech. Credit to be determined on individual basis.	3 credits	Brandon Baldwin, Curriculum Coordinator, Automotive Technology, SUNY Canton, 34 Cornell Dr, Canton NY 13617, baldwinb@canton.edu

Automotive Technology	SUNY Delhi	Automotive Electrical I; Automotive Chassis I	Letter of recommendation from WT instructor certifying demonstrated competencies; student must pass comprehensive exam administered by Delhi; student must complete one semester at Delhi before articulated credit is awarded	8 credits	Robert Mazzei, Coordinator of the Academic Exploration Program, SUNY Delhi, 271 Bush Hall, Delhi, NY 13753 (607) 746-4550
Automotive Technology	Universal Technical Institute	Max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	Graduation; copy of 2 year certificate from WS BOCES; must enroll within 1 yr of Completing HS and take articulation tests prior to completing first course of study; see contract for additional criteria	\$500 articulation credit towards tuition; advance placement TBD (up to 4 courses)	Ernie Lombardo, High School Admissions, UTI, 750 Pennsylvania Dr, Exton PA 19341
Aviation Sci/Flight	Colorado Northwestern Community College	Between 4 and 8 credits to be applied to Aviation Technology A.A.S. degree program. 8 credits if student submits Private Pilot Certificate (4 credits for private pilot ground school and 4 credits for private pilot flight) 4 credits if student shows copy of FAA Private Pilot Written Knowledge Exam results with passing score of 80% (4 credits for private pilot ground school). If student has not passed exam yet but is eligible to test and takes exam at Colorado Northwestern Community College and earns 80%, 4 credits will be applied.	Student must show proof of graduation from high school, copy of two year certificate of completion from Wilson Tech with letter of recommendation from Wilson Tech instructor and have maintained a 90% attendance rate and minimum GPA of 2.0 (80%) at Wilson Tech. Student must also submit one of the following; copy of their private pilot certificate, copy of passing score of 80 on FAA private pilot written knowledge exam, ground school training records indicating student met all knowledge, time and endorsement requirements to take the private pilot written exam at Colorado Northwestern Community College.	up to 8 credits	Dr. David Smith, VP of Instruction/Student Services, Colorado Northwestern Community College, 500 Kennedy Dr, Rangely, CO 81648 970-675-3293
Aviation Sci/Flight	Embry-Riddle Aeronautical University	Up to 5 credits towards BS in Aeronautical Science	Student must meet all entrance requirements for Embry-Riddle and have FAA Private Pilot Certificate	Up to 5 credits	Advise Admissions and enrollment counselor of your FAA certification/s

Aviation Sci/Flight	Farmingdale State College	AVN 104 Private Pilot Ground-3 credits AVN 105 Private Pilot to Solo- 1 credit AVN 106 Private Pilot to certificate-2 credits AVN 110 Introduction to Flight-0 credits AVN 112 Private Pilot Proficiency-0 credits	Student must submit proof of: HS graduation, successful completion of Wilson Tech 2 yr Aviation program, Successful completion of FAA- Private Pilot Knowledge Exam, Successful completion of Private Pilot certificate-requires enrollment and successful completion of AVN 112. Students must meet all FSC admission criteria in place at time of application	6 credits	Jim Hall, Director of Admission, Farmingdale State College, 2350 Broadhollow Rd, Farmingdale, NY 11735, 631-420-2000
Aviation Sci/Flight	Vaughn College of Aeronautics	FLT110 General Aeronautics-4 credits	Successfully complete the program and pass the FAA Private Pilot Written Knowledge Examination	4 credits	Sharon DeVivo, Vice President, Vaughn College, 86- 01 23rd Ave, Flushing NY 11369, 718-429- 6600 Advise Admissions and your enrollment counselor when registering for classes of intention to get credit for licenses.
Carpentry	New England Institute of Technology	CR113 Tool and Site Work Lab; CR123 House Framing I Lab	>=B; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	6 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Carpentry	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K- 12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570- 320-2400, ext. 7395; ebiddle@pct.edu
Carpentry	SUNY Alfred State College	BLCT1022 Wood Fabrication Technology I; BLCT1132 Estimating I; BLCT3423 Building Construction-Math & Estimating	Must meet all Alfred admission requirements; maintain an 85% average in WT program; must submit a work portfolio requesting articulation during the last two weeks of April; letter of recommendation from WT instructor; must earn 85% on proficiency test given by Alfred instructor	up to 7 credits maximum	Thomas Murphy, Recruitment and Articulation, 2530 South Brooklyn Ave, Wellsville, NY 14895, 607-587-4133
Carpentry	SUNY Delhi	CARP130 Light Frame Construction Theory; CARP150 Finish Carpentry Theory	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	6 credits	Robert Mazzei, Coordinator of the Academic Exploration Program, SUNY Delhi, 271 Bush Hall, Delhi, NY 13753

					(607) 746-4550
Certified Personal Trainer	Herkimer County Community College	PE 130 Physical Fitness HE128 First Aid/CPR	Minimum grade of B and Instructor letter of recommendation	up to 3 credits	Michael Oriolo, Dean of Academic Affairs, Herkimer County Community College, 100 Reservoir Road, Herkimer, NY 13350, 315-866-0300
Computer Game Design Skills	Five Towns College	COM 101- Computers in Business and BUS 111-Introduction to Business	Students must achieve graduation from BOCES in Computer Business Skills with 80% attendance, GPA of 80% minimum, earn a MOS certification and enter B.P.S. in Business Management program	up to 6 credits	Mrs. MacDonald, Director of Admissions, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2110
Computer Networking	Island Drafting and Technical Institute	Scholarship	Student must earn 2 year certificate of completion with minimum of a B average, have written recommendation of WT instructor, submit portfolio of work completed at Wilson Tech and meet all admission requirements for the Electronic program	\$3500 scholarship over course of two year enrollment	James Di Liberto, President, Island Drafting and Technical Institute, 128 Broadway, Amityville, NY 11701, 631-691-8733
Computer Networking	Monroe College	CP320, Computer Networking + Optional CPP 223, Computer Hardware, CT155, Computer Software with successful completion of A+ certification	successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 9 credits	Melissa Rodriguez, Monroe College, 434 Main St, New Rochelle, NY 10801, 914-740-6819
Computer Networking	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu

Computer Networking	SUNY Canton	CITA 163 Survey of Information Technology-3 credits CITA 170 Computer Concepts and Operating Systems-3 credits	Student must earn 85 or higher in Wilson Tech as documented by Wilson Tech transcript and two year certificate of completion. Student must also meet admission requirements and enter into SUNY Canton's Information Technology (B. Tech) or Computer Information Systems (A.A.S). program	6 credits	Eric Cheng, Department Chair Decision Systems 315-379-3904, cheng@canton.edu
Construction Electricity	Electrical Training Center of LI	Electrical Training Program 1=up to \$150 scholarship Electrical Training Program #3-up to \$500 scholarship	Student must have 85% GPA in Wilson Tech, receive their 2 year certificate and enter program within 2 years of high school graduation	Scholarship/ tuition discount	Michael Fries, Public Relations/Instructor, Electrical Training Center, Inc. 65 Elm St, Copiague, NY 11726, 631-226-8021
Construction Electricity	Lincoln Technical Institute Premier East Windsor CT Campus	advanced standing TBD through Dean evaluation	Must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review	Allan Sirkis, HS Admissions Rep, 97 Newberry Rd, East Windsor, CT 06088, 800-243-4242
Construction Electricity	New England Institute of Technology	ELY117 Basic Wiring Techniques Lab-1 credit	2 year Wilson Tech certificate of completion with B average, 6 months of work experience	1 credit	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Construction Electricity	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Construction Electricity	SUNY Alfred State College	Residential Lab 1A	Must meet all Alfred admission requirements; maintain an 85% average in WT program; must submit a work portfolio requesting articulation during the last two weeks of April; letter of recommendation from WT instructor; must earn 85% on proficiency test given by Alfred instructor	6 credit hours	Thomas Murphy, Recruitment and Articulation, 2530 South Brooklyn Ave, Wellsville, NY 14895, 607-587-4133
Construction Electricity	SUNY Delhi	ECMT130 Electrical Lab I	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	4 credits	Robert Mazzei, Coordinator of the Academic Exploration Program, SUNY Delhi, 271 Bush Hall, Delhi, NY 13753 (607) 746-4550

Cosmetology	Douglas Education Center	4 credits-CP706-Chemicals I 3 credits CP708 Professional Practices/Salon Management I 3 credits-CP716-Science I 6 credits-CP801-Hair Design/Hair Sculpture I 2 credits- CP812-Nails and Skin	NYS Cosmetology license, meet Douglas Education Center admission requirements for Master Cosmetology Program, Wilson Tech GPA of B or higher, letter of recommendation from one Wilson Tech instructor, enter Douglas Education Center within 2 years of Wilson Tech graduation	up to 18 credits	The Admissions Office, Douglas Education Center, 130 Seventh St, Monessen, PA 15062, 724-684-3684
Cosmetology	Five Towns College	GEL 301 and GEL 302 which are both General Elective credits and 25% tuition scholarship for up to 4 years of study	Students must achieve graduation from BOCES in Computer Business Skills with 80% attendance, GPA of 80% minimum, enter BFA in Theatre Arts	up to 6 general elective credits	Mrs. MacDonald, Director of Admissions, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2110
Cosmetology	Wilson Tech Esthetics program	100 hours advanced standing toward Wilson Tech Adult 600 hour Esthetics program	Hours awarded conditionally upon student obtaining NYS Cosmetology license.	100 advanced standing hours	Debra Montaruli, Wilson Tech, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Criminal Justice	Farmingdale State College	CRJ 100-Introduction to Criminal Justice CRJ 205-Criminal Procedure Law	Student must sign up for this opportunity as a second year student at Wilson Tech. Must currently be completing their second year of Criminal Justice. Must have less than 18 absences in each academic year of Criminal Justice. Must be holding a 80 or better average. Recommendation from the student's tech counselor and teacher.	Up to 6	Renee Massari, Wilson Tech, 507 Deer Park Rd, Huntington Station, NY 11746, 631-425-9050
Criminal Justice	Herkimer County Community College	CJ 125 Intro to Law Enforcement, CJ 210 Intro to Private Security	Successful completion of WT curriculum with a B or better, acceptance to the college	6 credits	Michael Oriolo, Dean of Academic Affairs, Herkimer County Community College, 100 Reservoir Road, Herkimer, NY 13350, 315-866-0300

Criminal Justice	Monroe College	CJ 101, Intro to Criminal Justice CJ 102, Intro to Law Enforcement and Public Safety	Successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 6 credits	Melissa Rodriguez, Monroe College, 434 Main St, New Rochelle, NY 10801, 914-740-6819
Criminal Justice	Nassau Community College	CRJ105 Foundations of Justice; CRJ101 Police Organization and Administration	Successful completion of WT curriculum with a GPA $\geq 80\%$ ; Attendance $\geq 80\%$ ; HS GPA $\geq 75\%$	6 credits	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
Culinary Arts	Art Institute of Philadelphia	CU10110 Application and Use of Culinary Equipment and Sanitation (must have current Safe Serve Cert) CU10121 Culinary Skills I CU10210 Intro To Baking	Student must earn a 2 year certificate of completion from Wilson Tech and have minimum of a B in high school, enroll within one year of HS graduation and meet all AIPH entrance requirements.	up to 9 credits	Glenn Groves The Art Institute of Philadelphia 1622 Chestnut St, Philadelphia, PA 215-405-6327
Culinary Arts	Culinary Institute of America	Waiver of application fee. (use code READYCIA) Waiving of CIA's pre-enrollment requirement of 6 months of hands on experience in food service. Waiver of Food Safety course for students submitting ServSafe certificate. Grant of up to \$4000 for qualified students enrolling within one year of graduation from Wilson Tech.	Students must earn two year certificate of completion from Wilson Tech Culinary Arts program, recommendation of instructor and be planning to attend degree program at Hyde Park campus. For food safety credit, student must submit copy of ServSafe certificate, for grant, student must enter CIA within one year of graduation from Wilson Tech	Waiver of pre-enrollment requirements, possibility of credit for food safety and possibility of scholarship	Susan P. Lavender Associate Director of Admissions  The Culinary Institute of America 1946 Campus Drive Hyde Park, NY 12538 Direct Office: 845-451-1557

Culinary Arts	Johnson and Wales University	<p>STUDENTS CAN TAKE PRACTICAL EXAM FOR \$100 each in the following areas to test out of classes:  CUL1345 Intro to Baking &amp; Pastry;  CUL1355 New World Cuisine;  CUL1385 Fundamentals of Food Service Production  IN ADDITION: If student can show certificate from National Restaurant Association, National registry of Food Safety Professionals or Thomsen Prometric they will be exempt from FSM1065-Sanitation Management for 1.5 credits.</p>	Students must meet all admission requirements for Johnson and Wales, show two year certificate of completion from Wilson Tech with minimum of a B (3.0) average at Wilson Tech, before beginning studies at Johnson and Wales, students must pass a practical exam in each course area they are requesting credit for.	Up to 9 quarter credits PLUS credit for FSM1065 if student can show NRA sanitation certificate	<p>Kristin Turchetta  University Transfer &amp; Testing  Student Academic Services  Johnson &amp; Wales University  Phone: (401) 598-1481  Email: kturchetta@jwu.edu</p>
Culinary Arts	Lincoln Culinary Institute	CUL140S Introduction to Culinary Arts	For entry into Lincoln's Culinary Arts (CUL100D), Italian Culinary Arts (ICUL100D), or International Baking and Pastry (IBP100D) Program; the student must have 80% (B) or higher in all courses; and the student must have exceptional attendance. For processing advanced standing credit, the instructor will be asked to complete a form certifying the completion of appropriate tasks	TBD	<p>David Mc Gurn,  Culinary Program Manager, Lincoln Culinary Institute,  1760 Mapleton Ave,  Suffield CT 06078,  866-672-4337</p>



Culinary Arts	Monroe College	HP150, Culinary Arts I HP150L, Culinary Arts Lab HP101, Intro to Hospitality Management	Successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 6 credits	Melissa Rodriguez, Monroe College, 434 Main St, New Rochelle, NY 10801, 914-740-6819
Culinary Arts	Nassau Community College	Hotel174 Fundamentals of Food Production; Hotel176 Special Functions	Successful completion of WT curriculum with 80%; certificate of completion	6 credits	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
Culinary Arts	National Restaurant Association Educational Foundation ProStart Program participating schools:	Varies according to college, participating colleges: The Art Institute of Las Vegas, The Art Institute of Tampa, Bethune-Cookman College, California State Polytechnic University Pomona, Conrad N. Hilton College of Hotel & Restaurant Management, The Culinary Institute of America, Johnson & Wales University, Kendall College, New England Culinary Institute, Oklahoma State University, Orlando Culinary Academy, Scottsdale Culinary Institute, Washington State University	Student must earn ProStart Certificate of Achievement, have minimum GPA of 2.0; have met required proficiency level and have work based learning	TBD	New York State Prostart Contact: Liz Soscia 518-452-5522 x214
Culinary Arts	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu

Culinary Arts	SUNY Cobleskill	Guaranteed admission into the AOS Culinary Arts or AAS Restaurant Management or BBA Technology Management Culinary Arts major; CAHT111 Basic Food Prep; CAHT103 Food Service Sanitation; CAHT140 after earning a 75% on math challenge exam	Successful completion of WT curriculum with an 85 avg; WT instructor letter of rec; must meet all other admission requirements.	8 credits	Jane White, SUNY Cobleskill, Knapp Hall 106, Cobleskill, NY 12043, 518-255-5011
Culinary Arts	SUNY Delhi	HOSP110-Basic Food Preparation and Standards; HOSP115-Basic Food Preparation and Standards Lab; HOSP135-Foodservice Sanitation; HOSP000-Restricted Elective	Student must submit a "Teacher Recommendation for College Course Credit" and "Course Competencies Checklist", have a B or better, enter a program in the Hospitality Management Department and credit will be awarded after one full semester at SUNY Delhi for students who maintain a GPA of 2.00 or higher	8 credits	Hospitality Department Chair, David Brower, SUNY Delhi, 111 Alumni Hall, Delhi, NY 13753, 607-746-4318
Digital Film/Video Production	Art Institute of Pittsburgh, The	VP120 Video I	Successful completion of WT curriculum with at least a B avg, be admitted to a degree-seeking program at the Art Institute of Pittsburgh within 12 months of high school graduation and provide letter of recommendation from Wilson Tech teacher or counselor	3 credits	Karen Soltis, Transfer of Credit Coordinator, The Art Institute of Pittsburgh, 420 Boulevard of the Allies, Pittsburgh, PA 15219, 412-291-6322
Digital Film/Video Production	Five Towns College	DUAL ENROLLMENT 6 credits OR VID 121 Intro to Film Making and VID 122-Television Workshop and 25% tuition scholarship for up to 4 years of study.	Students must achieve graduation from BOCES in Digital Film and Video Production with 80% attendance, GPA of 80% minimum, acceptance into BFA in Film/Video	up to 6 credits	Mrs. MacDonald, Director of Admissions, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2110

Digital Film/Video Production	Nassau Community College	Art140 Visual Communications; ART108 Advertising Art; ART130 Microcomputer Graphics	Successful completion of WT curriculum with a GPA $\geq 80\%$ ; Attendance $\geq 80\%$ ; HS GPA $\geq 75\%$ ; Quality Portfolio	9 credits	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
Digital Film/Video Production	New England Institute of Technology	COM101 Video Techniques/Studio I COM127 Field Shooting/Lighting	Two year certificate of completion with at least a B average; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	8 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Digital Film/Video Production	SUNY Cobleskill	Guaranteed admission into either AS of Communications or BS of Communications in Technology major or AA in Graphic Design or BS in Graphic Design COM210-Single Camera Video Production (3 credits) COM-290 Special Projects in Communication-subject to portfolio review (up to 3 credits)	Student must present: HS Diploma, written recommendation from Wilson Tech instructor, proof of completion of Wilson Tech's 2 year program with 85 average or higher	up to 6 credits	Student must submit admission application with letter of recommendation from Wilson Tech instructor directly to Admissions. For questions about articulation, contact is Jane White, SUNY Cobleskill, Knapp Hall 106, Cobleskill, NY 12043, 518-255-5011
Early Childhood Education	Herkimer County Community College	HU110 Fundamentals of Art in ECE; ED223 Practicum I: Early Childhood	Successful completion of WT curriculum with a B or better, acceptance to the college	6 credits	Michael Oriolo, Dean of Academic Affairs, Herkimer County Community College, 100 Reservoir Road, Herkimer, NY 13350, 315-866-0300
Early Childhood Education	Nassau Community College	NED101; SEV102	Successful completion of WT curriculum with a GPA $\geq 80\%$ ; Attendance $\geq 80\%$ ; HS GPA $\geq 75\%$	8 credits	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
Early Childhood Education	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu

Early Childhood Education	SUNY Canton	ECHD 121 Wellness in Young Children; Promoting Health, safety and Nutrition; ECHD 200 Planning Programs for Young Children	To be considered for credit, students must present to SUNY Canton Early Childhood Program Director the following items and written request at the beginning of their second semester at SUNY Canton: High School Diploma, WT 2 year certificate of completion with minimum 80% GPA, Portfolio with completed assignments and evidence of content learned, including senior project, letter of recommendation from Wilson Tech Early Childhood Instructor.	6 credits	Christina Martin, Interim Program Director, Early Childhood, martinc@canton.edu
Early Childhood Education	SUNY Cobleskill	ECHD 101-Basics of Early Childhood -3 credits	Student must show successful completion of WT curriculum with a GPA of 85; letter of recommendation from Tech instructor and portfolio of work showing student is becoming a professional.	3 credits	Student must submit admission application with letter of recommendation from Wilson Tech instructor directly to Admissions. For questions about articulation, contact is Jane White, SUNY Cobleskill, Knapp Hall 106, Cobleskill, NY 12043, 518-255-5011
Fashion Merchandising and Design	Five Towns College	GEL 301 and GEL 302 which are both General Elective credits and 25% tuition scholarship for up to 4 years of study	Students must achieve graduation from BOCES in Computer Business Skills with 80% attendance, GPA of 80% minimum, enter BFA in Theatre Arts	up to 6 general elective credits	Mrs. MacDonald, Director of Admissions, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2110
Fashion Merchandising/ Design	Fashion Institute of Design and Merchandising	History of Costume - GNST 1170-3 quarter units, Textile Science-GNST 1440-3 quarter units	Successful completion of WT curriculum with a "B" average; WT certificate of completion; must meet admission requirements for FIDM; including high school graduation	6 quarter credits	Yvette Flores Articulation Coordinator FIDM/Fashion Institute of Design & Merchandising 919 South Grand Ave Los Angeles, CA 900015
Fashion Merchandising/ Design	Laboratory Institute of Merchandising	1of 4 fashion electives during 1st 2 years of college	Student must earn 2 year certificate of completion from WT with a minimum average of B/80%, student must be accepted as matriculated student to LIM	3 credits	Dr. Jacqueline LeBlanc, Assistant Vice President, LIM, 12 East 53rd St, New York, NY 10022

Fashion Merchandising/ Design	Nassau Community College	FBM 120	Must receive a WT certificate of completion; overall GPA of 80 throughout WT course of study; 80% attendance; graduate with an avg of 75	3 credits	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
HVAC/ Plumbing	Electrical Training Center of LI	HVAC/R course- \$300 scholarship	Student must have 85% GPA in Wilson Tech, receive their 2 year certificate and enter program within 2 years of high school graduation	scholarship tuition discount	Michael Fries, Public Relations/Instructor, Electrical Training Center, Inc. 65 Elm St, Copiague, NY 11726, 631-226-8021
HVAC/ Plumbing	Lincoln Technical Institute Premier East Windsor CT Campus	Advanced standing TBD through Dean evaluation	Must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review	Allan Sirkis, HS Admissions Rep, 97 Newberry Rd, East Windsor, CT 06088, 800-243-4242
HVAC/ Plumbing	New England Institute of Technology	AH110 Basic Refrigeration; AH111 Basic Refrigeration Lab	At least a B average; acceptance for admissions; official transcript; must enroll within 1 yr of HS graduation	10 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
HVAC/ Plumbing	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
HVAC/ Plumbing	SUNY Alfred State College	BLCT1132Estimating I; BLCT3453Plumbing Trade Safety, History and Drain Piping	Must meet all Alfred admission requirements; maintain an 85% average in WT program; must submit a work portfolio requesting articulation during the last two weeks of April; letter of recommendation from WT instructor; must earn 85% on proficiency test given by Alfred instructor	up to 5 credits	Thomas Murphy, Recruitment and Articulation, 2530 South Brooklyn Ave, Wellsville, NY 14895, 607-587-4133

HVAC/ Plumbing	SUNY Canton	MECH 103 (Intro to HVAC-R)	Students must submit BOCES transcript showing successful completion of HVAC class with minimum of 80% GPA. Students must also be accepted and enrolled in SUNY Canton's Air Conditioning Engineering Technology (AAS) -or- Mechanical Engineering Technology (AAS) Program	3 credits	Air Conditioning Maintenance & Repair Curriculum Coordinator: Stanley Skowronek-315-386-7111- skowr100@canton.edu Mechanical & Energy Technology Department Chair: Daniel Miller-315-386-7271
HVAC/ Plumbing	SUNY Delhi	RFAC120 Fundamentals of Refrigeration lab	Wilson Tech certificate of completion; demonstrated mastery of listed course competencies; WT letter of recommendation	4 credits after successful completion of one semester	Robert Mazzei, Coordinator of the Academic Exploration Program, SUNY Delhi, 271 Bush Hall, Delhi, NY 13753 (607) 746-4550
Marine and Motor Sports Technology	Kingsborough Community College	MT50 Introduction to Outboards; MT49 Low Voltage Electrical Systems	Successful completion of BOCES program with average of 80 or above and enrollment in KCC program within two years of hs graduation; meet all other KCC admission criteria	4 credits	Admission Office, Kingsborough Community College, 2001 Oriental Blvd, Brooklyn NY 11235, 718-368-5525
Marine and Motor Sports Technology	New England Institute of Technology	TT105Intro to Transportation Technology; TT110Basic Engine Theory; TT111Basic Engines Lab; TT Basic Electricity Fundamentals; TT113 Basic Electricity Fundamentals Lab	Successful completion of WT Marine Technology program	12 credits	Tara Totoro, Coordinator of High School Programs, NEIT, 2500 Post Rd, Warwick, RI 02886, 401-739-5000
Marine and Motor Sports Technology	SUNY Cobleskill	Guaranteed admission into the Agricultural Equipment Technology Turf and Grounds Care Equipment major; AGEN101 Intro to Agricultural Engineering; AGEN122 Basic Small Engines	Successful completion of WT curriculum with an 85avg; WT instructor letter of rec; must meet other admissions requirements for Turf and Grounds Care Equipment	6 semester hours	Student must submit admission application with letter of recommendation from Wilson Tech instructor directly to Admissions. For questions about articulation, contact is Jane White, SUNY Cobleskill, Knapp Hall 106, Cobleskill, NY 12043, 518-255-5011

Marine and Motor Sports Technology	Universal Technical Institute	max of 4 courses; students granted advanced placement and a corresponding tuition credit for each test they pass	Graduation; earn at least 1 ASE Certification (fax certif. from WS BOCES); must enroll within 1 yr of Completing HS; see contract for additional criteria	\$500 articulation credit towards tuition; advance placement TBD (up to 4 courses)	Ernie Lombardo, High School Admissions, UTI, 750 Pennsylvania Dr, Exton PA 19341
Medical Assisting	Monroe College	HA106, Intro to Contemporary Health Issues option to test out of HC126, Medical Terminology and HC108, Anatomy and Physiology	Successful completion of two-year WT with 80% overall GPA or higher, proof of 85% minimum attendance rate, letter of recommendation from a Wilson Tech instructor in major area of interest, interview with Dean, high school diploma and meet all Monroe entrance requirements	up to 9 credits	Melissa Rodriguez, Monroe College, 434 Main St, New Rochelle, NY 10801, 914-740-6819
Medical Assisting	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Medical Assisting	SUNY Canton	HLTH 200 Medical Terminology of Disease- 3 credits	Student must earn 80 or higher in Wilson Tech as documented by Wilson Tech transcript and two year certificate of completion. Student must also meet admission requirements and enter into SUNY Canton's Health Science Career Studies Certificate program or Health Care Management Bachelor of Technology Program.	3 credits	<b>Health Care Management Program</b> -Dr. Anthony Signorelli, Curriculum Coordinator, Health Care Management, 315-386-7194, signorellia@canton.edu, <b>Health Science Career Studies Program</b> -Dr. Kenneth Erickson, Dean, School of Science, Health and Criminal Justice, 315-386-7401, erickson@canton.edu
Medical Assisting	Wilson Tech	One entrance exam for a reduced charge of \$125 for LPN, Surg Tech, and Sono.	Satisfactory completion of WT program	\$125 entrance exam fee	RoseMary Nagler, Principal of Health Careers, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Medical Laboratory	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu

Medical Laboratory	SUNY Canton	HLTH 200 Medical Terminology of Disease- 3 credits	Student must earn 80 or higher in Wilson Tech as documented by Wilson Tech transcript and two year certificate of completion. Student must also meet admission requirements and enter into SUNY Canton's Health Science Career Studies Certificate program or Health Care Management Bachelor of Technology Program.	3 credits	<b>Health Care Management Program</b> -Dr. Anthony Signorelli, Curriculum Coordinator, Health Care Management, 315-386-7194, <a href="mailto:signorellia@canton.edu">signorellia@canton.edu</a> , <b>Health Science Career Studies Program</b> -Dr. Kenneth Erickson, Dean, School of Science, Health and Criminal Justice, 315-386-7401, <a href="mailto:erickson@canton.edu">erickson@canton.edu</a>
Medical Laboratory	Wilson Tech	One entrance exam for a reduced charge of \$125 for LPN, Surg Tech, and Sono.	Satisfactory completion of WT program	\$125 entrance exam fee	RoseMary Nagler, Principal of Health Careers, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Nurse Assisting	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation		Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; <a href="mailto:ebiddle@pct.edu">ebiddle@pct.edu</a>
Photography	Art Institute of Philadelphia	PH10130 Fundamentals of Photography; PH10111 Intro to Photoshop; PH10221 Photo Techniques	Student must earn a 2 year certificate of completion from Wilson Tech and have minimum of a B in high school, enroll within one year of HS graduation and meet all AIPH entrance requirements, PORTFOLIO REVIEW REQUIRED TO EARN CREDITS	up to 9 credits	Glenn Groves The Art Institute of Philadelphia 1622 Chestnut St, Philadelphia, PA 215-405-6327
Photography	Art Institute of Pittsburgh, The	PH121 Principles of Photography; PH120 Black and White Lab	Portfolio review by Department Chair required. Successful completion of WT curriculum with at least a B avg, be admitted to a degree-seeking program at the Art Institute of Pittsburgh within 12 months of high school graduation and provide letter of recommendation from Wilson Tech teacher or counselor	6 credits	Karen Soltis, Transfer of Credit Coordinator, The Art Institute of Pittsburgh, 420 Boulevard of the Allies, Pittsburgh, PA 15219, 412-291-6322



Photography	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Physical Therapy Aide	Herkimer County Community College	Required pre-requisite of 15 hours clinical observation will be waived for entrance into AAS Physical Therapy Assistant degree. All other entrance requirements must still be met.	Minimum grade of B and Instructor letter of recommendation	Pre-Requisite	Mr. Michale Oriolo Dean of Academic Affairs 100 Reservoir Rd Herkimer, NY 13350 315-866-0300 x8263
Physical Therapy Aide	Nassau Community College	Nassau Community college will set aside seats for two Wilson Tech graduates who meet criteria. Additional students are encouraged to apply as well.	Graduate Wilson tech Physical Therapy Aide program with a 90 or higher within 18 months of entering college. Meet all admission requirements for Nassau Community College's Physical Therapist Assistant Program. Complete AHS 131-Anatomy and Physiology with a grade of C+ or better prior to beginning Physical Therapist. Complete English Composition ENG 101 and at least 3 additional credits from the following college courses: English Composition II, Intro to Psychology, Intro to Allied Health Sciences, mathematics elective and humanities elective with GPA of 3.0 or higher. Complete application by January 15.	Priority Admission to competitive program	William O'Keefe Program Director Physical Therapist Assistant Program, Nassau Community College, 1 Education Drive, Garden City NY 11530, 516-572-9640
Professional Health Careers	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu

Professional Health Careers	Wilson Tech-Health Careers	One entrance exam for a reduced charge of \$125 for LPN, Surg Tech, and Sono. Tuition adjustment for waiver of Comm. And Study Skills portion of LPN and Surg Tech curriculum	Successful completion of PHC course; WT letter of recommendation	Eligibility determined by Health Office; amount of tuition waiver to determined based on amount of tuition at time of program entry.	RoseMary Nagler, Principal of Health Careers, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Veterinary Assisting	SUNY Alfred State College	Student will be awarded 6 Veterinary Technical Elective credits in Agriculture and Vet Tech Dep't	Successful completion of WT 2 year curriculum with B+ or 85% average for each year of program, meet entrance requirements to SUNY Alfred, provide transcript and submit letter requesting credit to SUNY Alfred	6 credits	Send letter to Dr. Philip Schroeder, Chair of Agriculture and Veterinary Technology Department requesting to be considered for articulation and submit transcripts to Jason White, Transfer Advisor. Both at Alfred State College, 10 Upper College Dr, Alfred, NY 14802, 607-587-4714
Veterinary Assisting	SUNY Canton	VAST 105 Veterinary Assisting to be applied to Health Science Career Studies Certificate	Student must present Wilson Tech 2 year certificate of completion with transcript showing GPA of 85 to Dr. Kenneth Erickson, Dean of School of Science, Health & Criminal Justice	1 credit	Dr. Kenneth Erickson, Dean of School of Science, Health & Criminal Justice, erickson@canton.edu
Veterinary Assisting	SUNY Cobleskill	Guaranteed admission to the Dept. of Animal Science; ANSC114 Canine Management; ANSC140 Small Animal Management	Successful completion of WT curriculum with a certificate of completion and 90% attendance rate; must meet SUNY Cobleskill admission requirement for intended major; WT instructor letter of rec	4 credits	Student must submit admission application with letter of recommendation from Wilson Tech instructor directly to Admissions. For questions about articulation, contact is Jane White, SUNY Cobleskill, Knapp Hall 106, Cobleskill, NY 12043, 518-255-5011
Welding	Lincoln Technical Institute Premier East Windsor CT Campus	Advanced standing TBD through Dean evaluation	Must have a minimum of 80 average, receive a WT certificate of completion and teacher recommendation	To be determined upon transcript review	Allan Sirkis, HS Admissions Rep, 97 Newberry Rd, East Windsor, CT 06088, 800-243-4242

Welding	Ohio Technical College	Up to 2 Ohio Technical College Welding Modules with corresponding tuition reduction	Graduation with at least a B average for Welding Class, pass prior knowledge exam at Ohio Technical College and must enroll within 1 yr of Completing HS; see contract for additional criteria. Students who do not pass prior knowledge exam will not be offered advanced recognition.	To be determined on an individual basis	Bill Hantl, Director of Technical Training Ohio Technical College, 1374 East 51st St, Cleveland Ohio 44103, 216-881-1700
Welding	Pennsylvania College of Technology	TBD	Successful completion of WT curriculum with a certificate of completion; Penn College assessment; support documentation provided by WS BOCES, *student must enroll within 2 years of Tech graduation	TBD	Elizabeth Biddle, K-12 Project Manager, Outreach for K-12. BWD, Rm. 166; 570-320-2400, ext. 7395; ebiddle@pct.edu
Welding	SUNY Delhi	WELD140 Blueprint Reading	WT instructor letter of rec; must successfully complete one semester at Delhi before articulated credit is awarded	3 credits	Eric Robert, Dean, Applied Sciences & Building Technologies Division, SUNY Delhi, Delhi, NY 13753 607-746-4073

# Education Expo

Wilson Tech presents its annual college and career fair, “Education Expo”, in mid-November each year. The “Expo” takes place at the Dix Hills campus. Students from all Tech campuses, as well as district high school students, are invited to attend and find out how they can continue their education/career training beyond high school. College admissions personnel and college representatives conduct presentations about the post-secondary school experience, college application process and financial aid. Institutions represented at Expo typically include:

The Art Institute  
Baltimore International College  
City University of New York (CUNY)  
The College of St. Rose  
Connecticut Culinary Institute  
Culinary Academy of Long Island  
The Culinary Institute of America  
DeVry University  
Electrical Training Center of Long Island  
Engine City Technical Institute  
Fashion Institute of Design and Merchandising  
Five Towns College  
The International Culinary School  
    at the Art Institute of Philadelphia  
International Yacht Restoration School  
Island Drafting and Technical Institute  
Johnson and Wales  
Laboratory Institute of Merchandising  
Long Island University/C.W. Post College  
Lincoln Culinary Institute  
Lincoln Technical Institute  
Molloy College  
Monroe College  
Morrisville State College  
Nassau County Community College  
New England Culinary Institute  
New York Air National Guard  
New York College of Health Professions

New York Institute of Beauty  
New York Institute of Technology  
Ohio Tech  
Polytechnic University  
St. John’s University  
Saint Joseph’s College  
SBI–Melville Campus  
Southern New Hampshire University  
Suffolk County Community College  
Suffolk County Police Department  
SUNY Alfred  
SUNY Cobleskill  
SUNY Delhi  
SUNY Farmingdale  
SUNY Geneseo  
SUNY Institute of Technology  
SUNY Maritime College  
SUNY Morrisville  
SUNY Oswego  
United States Air Force  
United States Army  
Universal Technical Institute  
University of New Haven  
University of Northern Ohio  
Vaughn College of Aeronautics and Technology  
Wilson Tech Adult Programs  
Wilson Tech Health Careers  
WyoTech

# Work-Based Learning

Work-based learning is based upon on-the-job observation and participation. Work-based learning can be acquired at Tech or at the home school.

## At Tech:

All Wilson Tech programs include a work-based learning component. Within the Career and Technical Education classes, students have the opportunity to participate in Work-Study and Job Shadowing, Clinical Affiliations, On-site Clinics and the Automotive Youth Educational Systems.

### Work Study Program

Based on teacher recommendations, second-semester seniors may participate in work-study. This allows students to work in a job related to their Tech program up to several days per week during their Tech time. Students must be legally employed and receive approvals from their home school and Tech counselors, parents and employer. Once all of the approvals are in place, a work/study coordinator visits the employer to verify employment. Pay stubs, evaluations and attendance verifications are kept on file. Working papers, available at the student's home school, are needed for those under 18. Transportation must be provided by the student.

### Job Shadowing

Opportunities for internships and job shadowing are available and encouraged for students interested in enhancing their knowledge of careers. Students can work with their teachers, counselors, job placement and/or work study coordinators to arrange for this program.

### Clinical Affiliations

Five of our CTE programs have a clinical or off site component added into the curriculum. Currently, students enrolled in Early Childhood Education, Nurse Assisting, Medical Assisting, Professional Health Careers and Medical Laboratory Assisting will spend several days per week at various related locations. This affords our students the opportunity to gain invaluable "hands-on" experience that enhances their overall learning and skill development. It is anticipated that additional programs will offer an off-site experience in the coming years. On-site clinical experiences are available.

### Employability Profile

The Employability Profile is an assessment tool used to evaluate students' "soft skills" and workplace performance. Districts may utilize the Employability Profile as part of a student's career plan and to meet one criterion of the Career Development and Occupational Studies (CDOS) Credential.

### Automotive Youth Educational Systems (AYES)

This national school-to-work program, initiated in 1998 by General Motors is available within our automotive technology and automotive body repair programs. Job shadowing, interview techniques and resumé writing are available to all students. Select juniors will work part-time as a paid intern, with a mentor in the summer and during their senior year during Tech time. All placements are with area car dealerships and certified collision shops affiliated with a dealership.

## At the Home School:

As a shared service, Wilson Tech provides work-based learning programs for district students staying at the home school. These programs include: Diversified Career and Technical Education or Cooperative Education and Internships.

### Diversified Career and Technical Education (DCTE) or Cooperative Education

This program focuses on developing employability skills through related instruction and outside work experience. Students receive credit and wages for part-time work of the student's choice. Work hours are recorded on time sheets and credit is awarded based on the total number of hours worked. Classroom instruction covers job skills, interviewing, completing job applications, negotiating salary, and labor laws. A growing area in DCTE is with the special education population. A work component is necessary for a student's transition plan.

### Internships

Unpaid internships are offered to participating districts in exchange for credit:

- American Sign Language – Cleary School for the Deaf
- Communications – local radio stations (WBLI, WBAB)
- Health and Education – James E. Allen Schools
- Pre-Med – Huntington Hospital
- Pre-Veterinary Science – Caleb Smith Park or Sweetbriar Nature Preserve
- Wall Street Internship – local financial firms.
- Elementary Education–Building Blocks Developmental Pre-School

# Youth and Leadership Organizations

Wilson Tech offers each student the opportunity to develop leadership skills through membership in several student leadership organizations.

## SkillsUSA and Future Farmers of America (FFA)

Youth leadership organizations develop leadership ability, citizenship, and character development. SkillsUSA and FFA emphasize respect for the dignity of work, high standards in trade ethics, craftsmanship, scholarship, and safety on the job.



SkillsUSA and FFA are “professional” organizations which provide students an added dimension to their Tech education. This co-curricular program presents practical opportunities for the development of leadership ability. Industry-sponsored “Skill Olympic Contests” are held on local, regional, state, and national levels.

Membership in these national organizations includes more than 280,000 students, of which more than 12,500 are from New York State. SkillsUSA and FFA are among the largest national youth organizations in America. Wilson Tech strongly advocates membership for all students.

Membership dues are typically \$20 for the school year. A student’s career & technical education teacher will collect these dues during the first week of school or thereafter.

FFA membership is geared for Equine Studies and Veterinary Assisting.

## Renaissance Program

Wilson Tech’s Renaissance program encourages students to meet academic, attendance and professional standards in their specific programs. Students who meet these criteria receive special acknowledgement for their efforts, on a quarterly basis.

## National Technical Honor Society (NTHS)



The National technical Honor Society is the acknowledged leader in the recognition of outstanding student achievement in Career and Technical Education. NTHS encourages higher scholastic achievement and cultivates a desire for personal excellence/ Students enrolled in CTE programs leading to a Technical Endorsement, must have a cumulative average of 92%, no more

than 6 absences, pass all academic subjects and have no suspensions by the end of the 3<sup>rd</sup> marking quarter.

Teachers must also recommend the students for membership. Students meeting NTHS criteria are eligible to attend an induction ceremony, earn a NTHS Certificate and receive up to three letters of recommendation to either a school or place of employment, during any point in their lifetime.

# School Conduct and Discipline Policy

## Conduct and Discipline Policy at Wilson Tech

### Policy Statement

Western Suffolk BOCES is committed to providing a safe and orderly educational environment where students receive educational services without disruption or interference and BOCES personnel deliver quality educational instruction. Western Suffolk BOCES is also committed to maintaining a climate of mutual respect and dignity in the schools to promote learning within a safe environment. Responsible behavior by students, teachers, other BOCES personnel, parents and visitors is essential to achieving these goals.

The Western Suffolk BOCES Board has a long-standing set of expectations for conduct on school property, at school functions, and while traveling to

and from school and school events. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Copies of the entire Code of Conduct for Western Suffolk BOCES may be obtained from any Building Administrator, from the internet at [www.wilsontech.org/conduct](http://www.wilsontech.org/conduct) or by calling (631) 549-4900, ext. 24.

# Calendar 2016 - 2017

## Western Suffolk BOCES School Calendar 2016-2017

**JULY 2016**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 4 Independence Day

**AUGUST 2016**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**SEPTEMBER 2016**

M	T	W	T	F
			1	2
5	(6)	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(18+1)  
September 5 Labor Day  
6 Staff Conference Day  
(staff only)  
7 First Day of School

**OCTOBER 2016**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(17)  
October 3-4 Rosh Hashanah  
10 Columbus Day  
12 Yom Kippur

**NOVEMBER 2016**

M	T	W	T	F
	1	2	3	4
7	(8)	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

(18+1)  
November 8 Supt's Conference Day  
(staff only)  
11 Veterans Day  
24-25 Thanksgiving Recess

**DECEMBER 2016**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(17)  
December 26 Christmas Observed  
December 26-30 Winter Recess

**JANUARY 2017**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(20)  
January 2 New Year's Day Observed  
16 Martin L. King Day

**FEBRUARY 2017**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

(15)  
February 20 Presidents Day  
February 20-24 (Mid-Winter Recess)

**MARCH 2017**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(23)

**APRIL 2017**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(14)  
April 11 Passover  
April 16 Easter  
April 10-17 Spring Recess

**MAY 2017**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

(22)  
May 29 Memorial Day

**JUNE 2017**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(17)  
June 23 Last Day of School

 Schools Closed

**TOTAL 181 + 2**

Adopted 2/9/16

The Board of Education reserves the right to revise this calendar if emergency school closings during the year require additional teaching days.



## Wilson Tech Calendar


Updated annually, the Wilson Tech calendar provides the prescribed number of hours of instruction. Because we serve 18 school districts, there are occasional conflicts between our calendar and a component district's calendar. When Tech is in session and the home school is closed or unable to provide transportation a student's absence will be un-weighted. If this should occur, please notify the CTE Executive Director's Office at: [mwinser@wsboces.org](mailto:mwinser@wsboces.org)

Sept. 5 ..... Labor Day  
Sept. 7.....First Day of School  
Oct. 3, 4..... Rosh Hashanah  
Oct. 10..... Columbus Day  
Oct. 12..... Yom Kippur  
Nov. 8..... Superintendent's Conf. Day  
Nov. 11..... Veterans' Day  
Nov. 24, 25..... Thanksgiving Recess  
Dec. 26–30..... Winter Recess

Jan. 2 ..... New Year's Day Observed  
Jan. 16 ..... Martin Luther King Day  
Feb. 20-24 ..... Mid-Winter Recess  
April 10-17 ..... Spring Recess  
May 29 ..... Memorial Day  
June 12 ..... Last Day of Tech for Students  
June 23 ..... Last Day of School

Dates may be subject to change.

**Wilson Tech – Major Dates 2016/ 2017**  
(Subject to change)

<b><u>Interim Periods End</u></b> 1 <sup>st</sup> Interim – October 7 2 <sup>nd</sup> Interim – December 14 3 <sup>rd</sup> Interim – February 17 4 <sup>th</sup> Interim – May 5	<b><u>Due in Tech Office by 9:00 AM</u></b> October 11 December 16 February 28 May 9	<b><u>On the WEB after 12PM</u></b> October 14 December 21 March 3 May 12	
<b><u>Marking Quarters End</u></b> 1 <sup>st</sup> Quarter – November 4 2 <sup>nd</sup> Quarter – January 20 3 <sup>rd</sup> Quarter – March 24 4 <sup>th</sup> Quarter – June 9	<b><u>Due in Tech Office by 9:00AM</u></b> November 8 January 24 March 28 June 12	<b><u>On the WEB after 12PM</u></b> November 15 January 27 March 31 June 15	<b><u>Incomplete Grades Due</u></b> December 8 February 10 April 21

**CTE/GCTE/DCTE Guidance Advisory Council Meetings: Wednesdays\***

<b>2016:</b> September 21 October 26 (Republic) December 7 (Wilsonian Room) January 18	<b>2017:</b> March 1 (Huntington) April 5 May 17 (Wilsonian Room)
---	---

**\*Unless otherwise noted, all GAC meetings are in Large Conference Room at Wilson Tech, Dix Hills – 8:30 a.m.**

First Day of Classes	<b><u>2016:</u></b> <b>September 7</b>	Wednesday
Meet the Teacher – All Campuses	<b>October 18</b>	Tuesday (7:00-8:30pm)
SkillsUSA/FFA Induction	<b>October 25</b>	Tuesday (6:30pm)
Fall Technical Advisory Committee Meetings	<b>November 1</b>	Tuesday
Skills Leadership Conference, Albany	<b>November 6-8</b>	Sunday through Tuesday
Education EXPO	<b>November 17</b>	Thursday
Holiday Board Dinner	<b>December 1</b>	Thursday
Guidance Advisory Holiday Brunch	<b>December 7</b>	Wednesday
Winter Recess	<b>Dec 26 – January 2</b>	Return Tuesday, January 3
GOV/ECO Finals	<b><u>2017:</u></b> <b>January 17-20</b>	Tuesday through Friday
January State Assessments	<b>January 24-27</b>	Tuesday through Friday
Visitor Days – 1st Session (AM)	<b>February 7,8,9</b>	Tuesday, Wednesday, Thursday
Mid-Winter Recess	<b>February 20-24</b>	Monday through Friday
Visitor Days – 2nd Session (AM)	<b>March 7,8,9</b>	Tuesday, Wednesday, Thursday
SkillsUSA Area VI Regionals, SCC & Crest Hollow	<b>March 14</b>	Tuesday
Visitor Make-Up Day (AM)	<b>March 16</b>	Thursday
PTA Night/Dinner	<b>March 16</b>	Thursday
Open House-WT-DH, Npt, Rep & Huntington	<b>April 4</b>	Tuesday (7:00pm)
COS Guild	<b>April 5</b>	Wednesday
Alive Spring Event-Crest Hollow	<b>April 5</b>	Wednesday (5:30pm)
Spring Recess	<b>April 10-17</b>	Monday through Monday
Spring Technical Advisory Committee Working Dinner	<b>April 25</b>	Tuesday (6:00-8:00pm)
SkillsUSA NYS Conference Fairgrounds Syracuse	<b>April 26-28</b>	Wednesday through Friday
NYS FFA Convention, SUNY Morrisville, NY	<b>May 10-12</b>	Wednesday through Friday
National Technical Honor Society Induction	<b>May 18</b>	Thursday-Elwood (7:00pm)
Student Awards Ceremony	<b>May 18</b>	Thursday (7:00-8:30pm)
Related Final Exams	<b>May 23-June 2</b>	Tuesday through Friday
Tech Written Final Exams	<b>June 5-8</b>	Monday through Thursday
Conflict Resolution/Make-up Exams	<b>June 9</b>	Friday
Last Day of Tech for Students	<b>June 12</b>	Monday
June State Assessments (Rating Day)	<b>June 14-22 (23)</b>	Wednesday through Thursday (Friday)
Wilson Tech Recognition Ceremony	<b>June 15</b>	Thursday-DH Campus-HHHE (7:00pm)
Wilson Tech Recognition Ceremony	<b>June 15</b>	Thursday-NPT/Huntington/Republic Campuses (7:00pm) - TBD
CAE Recognition Ceremony	<b>June 21</b>	Wednesday (7:00pm)
SkillsUSA National Leadership, Louisville, Kentucky	<b>June 19-24</b>	Monday through Saturday

# Center for Alternative Education (CAE)

The Center for Alternative Education, located at Wilson Tech's Dix Hills Central Campus, offers unique programming for "at risk" students. Programs are available in conjunction with Career & Technical Education.

## **Alternative High School Equivalency Program**

This is a state-approved alternative which provides students, between the ages of 16–21 years old, the opportunity to achieve the New York State High School Equivalency Diploma. Eligible students are those who cannot earn the number of credits necessary to receive a local diploma or Regents credit.

### **Program Components:**

- GED Test Preparation
- Career & Technical Education
- Assessment, Counseling, Work Experience
- Child Care and Parenting Education
- Basic Skills Instruction (as needed)

Hours depending on your home district:

7:55 AM–10:40 AM

11:40 AM–2:25 PM

## **Alternative High School Equivalency Program/Bilingual Components**

This is a state approved alternative which provides students between the ages of 16–21 years old, of limited English proficiency, the opportunity to achieve the New York State High School Equivalency Diploma in Spanish with English proficiency. The program offers the same components as the Alternative High School Equivalency Program. Half day VESL program is available for non or limited English speaking students.

Hours depending on your home district:

7:55 AM–10:40 AM

11:40 AM–2:25 PM

## **Alternative High School Program**

The Alternative High School provides "at risk" students the opportunity to complete their high school education with a high school Regents diploma granted by their home district. Students may earn 6 academic credits per year, (exclusive of Career & Technical Education) and meet Physical Education requirements.

### **Program Components:**

- Academic Instruction
- Career & Technical Education
- Child Care and Parenting Education
- Career and Personal Counseling
- Regents/RCT Remediation
- Online courses

Hours: CTE Session: 7:55 AM–10:40 AM,

CAE Session: 11:40 AM–2:25 PM

For more information call 667-6000 Ext. 304

## **Services for Parenting Teens**

This supportive program gives pregnant or parenting teens an opportunity to work toward their High School Diploma. Academic instruction is offered in the alternative high school, alternative high school equivalency program or 9th Grade Turn Around class. Daycare services are provided as well as parent education. Students also attend a career/technical class for half of their day.

## **Resource Room**

Resource room support is available to students attending the Center for Alternative education. This service is offered for an additional fee.

## **Ninth Grade Turn Around Program**

Students who are entering the ninth grade for the first time and who are failing or at risk of failing in academic areas are eligible for this one-year program. The program, housed in a specially designed, self-contained area at Wilson Tech, Dix Hills, aims to prepare the student to return to a regular classroom schedule at the student's home school for 10th grade. Courses include: English, math, science, global history and geography, and physical education as well as study skills, decision making and basic skills remediation. Electives include: Health, Introduction to Technology and Art.

# Equivalent Attendance Services

## Equivalent Attendance Services

Western Suffolk BOCES offers a comprehensive array of programs for out-of-school youth, ages 17–20, through equivalent attendance services. Call (631) 425-9050 for information regarding:

- Adult Basic Education (ABE)
- Career & Technical Education
- Child Care/Parenting
- English as a Second Language (ESL)
- Family Education
- Job Placement
- Life Skills
- School-to-Career Transition
- TASC – Test Assessing Secondary Completion

# Online Courses

## Online High School

With a connection to the internet, high school students can now complete or supplement their high school education at their own pace. Wilson Technological Center's Online Courses for High School Students offers online courses ranging from credit recovery to Advanced Placement.

With our online learning program, your students can:

- Choose when and where to study.
- Make-up missed credits to graduate on time.
- Solve scheduling conflicts.
- Accelerate to complete high school early.
- Take AP or other courses not offered.
- Study while on medical leave.

School districts can add online courses that meet NYS Learning Standards to their own curriculum through an agreement with Western Suffolk BOCES. Take a minute to see how easy it is to navigate our site. At [www.onlinehs.org](http://www.onlinehs.org) you will find courses that students can use in three ways:

### Virtual

Online courses provide 'anytime and anywhere' learning. Students can complete course material at their own pace in the comfort of their own home, in your school's library, or any remote location. Courses are available 24/7.

### Hybrid

Under this option, online courses with quizzes and homework assignments are offered in a classroom setting. Students can also access material from home. Hybrid courses can be utilized in a computer lab environment where a group of students take individualized courses that are proctored by one teacher.

### Traditional

Teachers in a traditional classroom setting can add an online component that incorporates related course material, practice tests and homework assignments.

### Are online courses different?

Online courses are no different than traditional courses other than in delivery. Course content, length, and assignments are the same as those that districts expect

from courses in your high school. Grades, credits, and exams are also the same as traditional courses.

### Credit

When students complete all assigned work, recommendation for credit is made to the home school. Credit determination, however, is the sole prerogative of the home school district.

### What is needed to enroll?

After the district has committed to enrollment, interested students must speak to their home school's counselor. Districts can link [www.onlinehs.org](http://www.onlinehs.org) to the website of the district or the high school. Once registered, students need only a password, user ID, and internet connectivity to begin an online course.

### Support

Western Suffolk BOCES offers technical support that is just a phone call or email away. A guidance counselor is also available to work in conjunction with the home school guidance counselor.

### Textbooks

Most courses include an online textbook. Textbooks are not included for AP courses and some elective courses.

### Credit Recovery

A diagnostic-driven credit recovery course provides another opportunity to students who did not succeed the first time in the course. Students must demonstrate their knowledge in each learning unit. If they demonstrate competency in the unit assessment, they will continue with the next unit. If they do not demonstrate competency, they must complete the entire unit before they attempt to demonstrate competency again.

### Frequently Asked Questions

We have compiled answers to your questions, information about student responsibilities and grade reporting at [www.onlinehs.org](http://www.onlinehs.org).

### Make BOCES Your Partner for Online Education

- Requires minimal district management
- Provides state-certified NYSED teachers
- Offers curriculum and technical support via email and phone calls

# Online Courses (cont'd)

- Includes course development, assessment and grading handled by seasoned, NYS certified educators
- Permits views of student progress anytime, anywhere through custom reports and time monitoring
- Helps all high school students, including home bound and home schooled students, to complete or supplement their high school education in an engaging, dynamic online format
- Expands your course offerings by using online instruction for courses that have low enrollment
- Classes available 24/7, 365 days/year
- Weekly progress reports

## Cost

Take advantage of our expertise and experience in online learning. Save development and management costs by becoming a partner in our Online Courses for High School Students.

Partnership includes:

- Block of 25 one-semester passwords (includes any combination of online courses for high school students). Unused passwords will rollover.
- Set-up and training fee
- User guide in Word format for you to provide to your students
- Unlimited phone support
- Student welcome letter template

Call for pricing, 1-888-972-6237

## Here's a sampling:

### Career Planning

Career Planning: 1 Semester

Journalism: 1 Semester

### English

English 9, 10, 11, 12: 2 Semesters each

### Language Learning

French 1 & 2: 2 Semesters each

German 1 & 2: 2 Semesters each

Spanish 1 & 2: 2 Semesters each

### Mathematics

Algebra 1 & 2: 2 Semesters each

Consumer Math: 2 Semesters

Integrated Math: 2 Semesters

Pre-Algebra 1: 2 Semesters

Pre-Calculus 1: 2 Semesters

Geometry 1: 2 Semesters

### Miscellaneous

Art Appreciation: 1 Semester

Nutrition & Wellness: 1 Semester

Physical Education

Health

### Science (Labs have to be provided by the high school)

Chemistry 1: 2 Semesters

Astronomy: 1 Semester

Earth Science: 2 Semesters

Health Science 1: 1 Semester

Physics 1: 2 Semesters

Living Environment–Biology 1: 2 Semesters

### Social Studies

Civics: 1 Semester

Macroeconomics–Economics: 1 Semester

Introduction to Psychology: 1 Semester

Global History 1 & 2: 2 Semesters each

Government & Genocide: 1 Semester

Sociology: 2 Semesters

US History–American History: 2 Semesters

### Technology

Web Design: 1 Semester

### Advanced Placement®

AP American History

AP Art History

AP Biology

AP Calculus AB

AP Calculus BC

AP Computer Science A

AP English Language & Composition

AP English Literature & Composition

AP Environmental Science

AP European History

AP Macroeconomics

AP Microeconomics

AP Physics B

AP Psychology

AP Statistics

AP US Government & Politics

AP US History

**View our complete course list  
at [www.onlinehs.org/courses.cfm](http://www.onlinehs.org/courses.cfm)**

# Career Opportunities for Adults (18 years and older)

Students, in secondary programs, have the opportunity to extend their studies through Wilson Tech's Adult programs. Wilson Tech offers more than 400 courses for adults to learn skills necessary for entering the job market for the first time, changing careers, or advancing in their present job. Evening and weekend classes are held at Tech's four campuses and neighborhood locations in Western Suffolk County.

Advanced-standing may be earned upon meeting the criteria in select programs. In addition, specific full-time programs for adults qualify for Title IV funding and financial aid. Students who are transitioning into post-secondary education through ACCES-VR can contact Tech's liaison. Call (631) 667-6000, x320 to speak with a counselor or request a current course catalog. Visit us at: [www.wilsontech.org/adult](http://www.wilsontech.org/adult)





# **Career Majors in Construction**

**Architectural Design/CAD**

**Carpentry**

**Construction Electricity**

**Heating/Ventilation/AC/Plumbing**

**Welding**



# Architectural Design/CAD

Curriculum Certified by American Design Drafting Association



ARCHITECTURAL DESIGN/CAD prepares students for entry-level positions in architectural firms and other related fields or to continue their education in post-secondary institutions. The course develops the basic skills necessary for both architecture and building construction. Methods for developing residential and commercial projects, as well as the proper techniques for the preparation of design presentation and construction drawings, will be taught. Detailed floor plans, foundation plans, building sections and elevations are covered in the coursework. In addition to obtaining the skills needed to understand Architecture and CAD, instruction also includes lessons about architectural history and “green” renewable technologies. Students will utilize computer aided drafting using the AUTODESK software program.

## Work Environment

Architects and their associates prepare clear and accurate working plans and detailed drawings from rough sketches. Those associates who specialize in AutoCAD are employed in a variety of firms including architectural, engineering, manufacturing, electronic, aeronautical and landscape companies as well as municipalities and government agencies. They work closely with engineers and other professionals in comfortable, well-lit environments. Travel to job sites may be required to provide accurate measurements for drafting, as well as inspections when construction occurs.

## Career Opportunities

Architect  
Business Owner (drafting, home improvement, technical consulting)  
CAD Operator  
Green Technology Consultant  
Construction Company Owner  
Detailer  
Engineer  
Estimator  
Expeditor  
Interior Designer  
Landscape Designer  
Manufacturer's Representative  
Project Manager  
Salesperson  
Specifications Writer

## Advanced Standing Available\*

Art Institute of Pittsburgh  
Island Drafting & Technical Institute  
New England Institute of Technology  
Pennsylvania College of Technology  
SUNY Delhi

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies:

No student-purchased supplies necessary.

## Academic Credits integrated:

Tech Math, Tech Phys Sci., Eng 12, Art, 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:  
Nat'l Occupational Competency Testing Exam (NOCTI) - Architectural Drafting.

## Average Annual Wage\*

National entry-level to experienced:

\$33,550 - \$59,390

NY entry-level to experienced:

\$34,430 - \$73,320

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Careers in Architecture
- Equipment & Supplies
- Construction Drawings
- Presentation Drawings
- Residential Design
- Commercial Design
- Site Planning
- Model Making
- Computer Aided Drafting
- Renewable Green Technology Building Systems
- Revit



# Carpentry

Accredited Training & Education Facility - National Center for Construction & Education Research



CARPENTRY develops skills and knowledge of constructing houses and commercial buildings. Students will receive instruction in the proper care and safety of tools and equipment and how to work from plans and specifications. Students will frame and complete the exterior of a structure. They will also complete the interior and construct and install cabinets and counters. They will be exposed to all areas of alterations.

## Work Environment

Carpenters work outdoors as well as indoors and should not be afraid of heights. Safety rules must be followed outdoors and in the shop. Hand tools and power tools are used. Advancement will require additional training and education beyond high school and/or experience.

## Career Opportunities

Cabinetmaker  
Carpenter Foreperson  
Estimator  
Finish Carpenter  
Flooring Installer  
Framer  
General Carpenter  
Roof Installer  
Siding Installer (all types)  
Stage-set Carpenter  
Trimmer (inside)

## Advanced Standing Available\*

New England Institute of  
Technology  
Pennsylvania College of  
Technology  
SUNY Alfred  
SUNY Delhi

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Apprentice

In agreement with Local 7 Carpenters Union, upon earning a 2 year certificate at Wilson Tech, students will have the opportunity to enter the union as a 2nd year apprentice earning approximately \$18 an hour.

## Student Supplies

1. Work shirt, jeans/carpenter's pants (no shorts)
2. Hard-soled work boots
3. 3 pencils, 3 carpenter pencils, loose leaf paper
4. Tape measure (25' min., 1" wide)
5. Carpenter's tool belt
6. Safety goggles or glasses

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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: National Center for Construction and Education Research (NCCER) Carpentry Exam.

## Average Annual Wage\*

National entry-level to experienced:

\$31,290 - \$54,800

NY entry-level to experienced:

\$31,290 - \$66,790

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Shop and Field Safety Procedure
- Basic Hand Tools: Care and Maintenance
- Power Tools: Care and Maintenance
- Interpretation of Blueprints and Drawings
- Green Technology
- Skills in Accurate Workmanship
- House Framing
- Roofing
- Sheetrock/Spackle
- Siding
- Stairs
- Railing
- Flooring
- Cabinet Assembly & Installation
- Moldings
- Door Installation
- Suspended Ceilings
- Metal framing
- Interior Finish



# Construction Electricity

Accredited Training & Education Facility - National Center for Construction & Education Research



CONSTRUCTION ELECTRICITY develops skills and knowledge necessary to pursue a career in the electrical construction industry or to continue on to post-secondary education. Instruction includes commercial and residential wiring methods, with a focus on implementing green technology. Solar and wind energy sources are explored. Students install solar panels for residential use, conduit systems which supply power and lighting for use in commercial settings and communication systems.

## Work Environment

The electrician may work indoors or outdoors. The construction electrician requires a working knowledge of the construction field, often working closely with other trades such as carpenters and plumbers. Skills in reading plans and schematics are essential. Work involves residential, business, and industrial applications, as well as installation and repair of various electrical devices, systems, and controls.

## Career Opportunities

Building Maintenance  
Business Owner–  
Electrical Contractor  
Designer  
Electrician  
Electrician Helper  
Engineer  
Estimator

## Advanced Standing Available\*

Electrical Training Center of L.I.  
Lincoln Technical Institute  
New England Institute of  
Technology  
Pennsylvania College of  
Technology  
SUNY Alfred  
SUNY Delhi

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Heavy-duty hard soled safety shoes
2. Work shirt and work pants/jeans

## Academic Credits integrated:

Tech Math, Tech Phys Sci,  
English 12, 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: National Center for Construction and Education Research (NCCER) Electrical Exam.

## Helpful Preparatory Courses

- Drafting
- Industrial Arts
- Ninth and Tenth Grade Math

## Average Annual Wage\*

National entry-level to experienced:  
\$22,560 - \$33,810

NY entry-level to experienced:  
\$25,440 - 42,060

For more information:  
[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Basic Electrical Theory
- Residential Wiring
- Commercial Wiring
- Industrial Wiring
- Installation of Wiring Systems
- Drawings and Schematics
- Control Equipment
- Test Equipment
- Electric Codes
- Motor Installation
- Troubleshooting
- OSHA Standards



# Heating/Ventilation/AC/Plumbing

Accredited Training & Education Facility - National Center for Construction & Education Research



HVAC/PLUMBING develops skills and knowledge of servicing and repairing refrigeration, air-conditioning, heating and ventilation systems for home, business and industry. In addition, students will be provided with a review of plumbing basics including piping for kitchens and bathrooms.

## Work Environment

Individuals in this trade work both indoors and outdoors, independently and in groups. Initiative and independence are required to install, maintain and repair plumbing and environmental control equipment.

## Career Opportunities

Assembler of Components  
EPA Certification  
Factory Representative  
Oil burner Repairperson  
Parts Salesperson  
Refrigeration, A/C and Heating Unit Repairperson  
Research and Development  
Sheet Metal Worker  
Systems Design/Layout

## Advanced Standing Available\*

Electrical Training Center of L.I.  
Lincoln Technical Institute  
New England Institute of Technology  
Pennsylvania College of Technology  
SUNY Alfred  
SUNY Canton  
SUNY Delhi

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook

## Student Supplies

1. Long sleeved coverall or work shirt and pants/ jeans
2. Heavy, sturdy leather safety shoes
3. 24' tape measure
4. Safety glasses
5. Gloves

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, 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: National Center for Construction and Education Research (NCCER) - HVAC Exam.

## Average Annual Wage\*

National entry-level to experienced:  
\$34,120 - \$56,300

NY entry-level to experienced:  
\$33,800 - \$63,790

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Basic Electrical Theory
- Heating and Ventilation
- Refrigeration and Air-Conditioning
- Sheet Metal
- OSHA
- Troubleshooting/Diagnosis
- System and Unit Repair
- Clean Air Requirements
- Plumbing



# Welding

Educational member of American Welding Society (AWS)



WELDING develops skills and knowledge in the fusing of different types of metals. Students will work from blueprints to layout, develop, fabricate, and form metals utilizing the Oxyacetylene Flame Cutting, Gas Welding, Electric Arc Welding, Aircomatic (MIG), Heliarc (TIG), and Plasma Arc Welding Processes.

## Work Environment

The welder may work indoors or outdoors depending on the type of job being performed. Extreme heat is used in the welding process and protective goggles, masks, gloves, shoes and coveralls must be worn. Very strict safety rules must be followed.

## Career Opportunities

Arc Welder  
Business Owner  
Certified Welder  
Flame Cutter  
Gas Welder  
Heliarc Welder  
Welding Engineer  
Welding Inspector  
Welder (Combo) Mechanic  
Welding Supervisor

## Advanced Standing Available\*

Lincoln Technical Institute  
Ohio Technical College  
Pennsylvania College of Technology  
SUNY Delhi

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. High top boots, long pants, long sleeved shirts, welding hat or baseball cap, welding gloves
2. Welding Equipment: welding hood, hammers (chipping, ball peen), wire brush, striker
3. Tools: Screwdrivers, tool box, tape ruler, adjustable square, pliers, wrench, scribe, vise grip

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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: National Occupational Competency Testing Exam (NOCTI) - Welding Exam.

## Average Annual Wage\*

National entry-level to experienced:

\$29,730 - \$44,970

NY entry-level to experienced:

\$25,480 - \$46,470

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Shop and Field Safety Procedures
- Basic Electricity/Fundamentals of Blueprint Reading
- Thermodynamics/Layout and Development
- Properties, Identification, and Use of Metals
- Welding Processes and Techniques including Production and Maintenance Welding
- Inspection and Testing of Weldments
- Basic Metallurgy
- Special Welding Techniques
- Preparation for Welder's Certification Exam in 3G, 4G and 6G Pipe



# **Career Majors in Graphics & Media**

**Advertising/Graphic Design**

**Audio Production**

**Digital Film and Video Production**

**Professional Photography**





# Advertising/Graphic Design

Approved by New York State Education Department (NYSED)



ADVERTISING/GRAPHIC DESIGN is for students who are interested in the field of graphic design and advertising. Students explore concepts in print and computer media, such as illustration (traditional and digital), lettering, layout design, logo images, advertising animation and portfolio development and setup. Students are encouraged to develop strong graphic design skills to gain artistic confidence in pursuing college or entry-level jobs. This course is excellent for students who are interested in artistic/visual design and want a creative experience working with computer design, animation software and graphic design tools.

## Work Environment

Most graphic artists work as staff or freelance artists for advertising departments of companies, printing and publishing firms, textile companies, media studios, and a variety of other businesses. Job duties include creating graphic concepts for print, multi-media design and web media. Other aspects of the job may include: developing advertising campaigns; designing logos, lettering designs, ads, stationery packages, illustrations, and cartooning.

## Career Opportunities

Graphic Designer Art Teacher  
Multimedia Artist/Fine Artist  
Package Designer Illustrator

## Advanced Standing Available\*

Art Institute of Philadelphia  
Art Institute of Pittsburgh  
New England Institute of Technology  
Pennsylvania College of Technology  
SUNY Canton  
SUNY Cobleskill  
Dual Enrollment–Suffolk County  
CC Excelsior Program\*\*

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

\*\*Eligible students may earn 3 college credits in Basic Graphic Design 101.

## Student Supplies

1. (3) #2 Pencils, Fine line black sharpie marker, Extra fine black sharpie marker
2. Several erasers
3. One steel 12" or 14" graphic art ruler (pica and inches)
4. One plastic 10" (30-90 degrees) triangle

## Academic Credits integrated:

Tech Math, Eng 12, Art, 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: National Occupational Competency Testing Exam (NOCTI) - Advertising and Design Exam.

## Average Annual Wage\*

National entry-level to experienced:

\$33,550 - \$59,390

NY entry-level to experienced:

\$34,430 - \$73,320

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Art Foundations
- Lettering
- Illustration
- Perspective
- Color Theory
- Drawing
- 2-D Design
- Job Interviewing
- Portfolio Development
- Graphic Design
- Layout
- Typography
- Digital Photography / Image Editing
- Design Preparation
- Digital Design
- Flash Animation
- Macintosh OS



# Audio Production

InfoComm International Member



AUDIO Production will give students the opportunity to learn about basic audio production techniques. Instruction will be provided for students to learn to set up, operate and maintain a variety of analog and digital equipment that are used in this industry. Students will practice their skills on audio mixing consoles, microphones, and digital multi-track recorders. Projects will include writing, producing, engineering and mixing projects in the fields of radio, television, broadcasts, concerts, plays, live musical recordings, films and commercial applications. Students will also explore music history and the development of diverse musical styles.

## Work Environment

Audio technicians and producers generally work indoors in pleasant surroundings. However, projects outside the studio would subject audio technicians to all types of weather conditions. Audio technicians may be required to set up heavy equipment. Producers may be under pressure to meet broadcasting deadlines and may need to work evening, weekend and holiday hours.

## Career Opportunities

- Audio and Video Equipment Technicians
- Broadcast Technicians
- Broadcast Field Supervisors
- Chief Engineers
- Field Technicians
- Radio Operators
- Sound Engineering Technicians
- Sound Mixers
- Recording Engineers
- Re-Recording Mixers
- Transmission Engineers
- On/Off Air Talent

## Advanced Standing Available\*

Art Institute of Pittsburgh  
Five Towns College  
Full Sail University  
New England Institute of Art  
New England Institute of Technology  
Pennsylvania College of Technology  
SUNY Cobleskill

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. 16 GB Flash drives
2. Wilson Tech t-shirt for location and field trips

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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: SkillsUSA Workforce Ready System - Audio Production.

## Helpful Preparatory Courses

- Algebra
- Science (Physical Science)
- Computer Applications

## Average Annual Wage\*

National entry-level to experienced:

\$31,140 - \$58,050

NY entry-level to experienced:

\$32,890 - \$70,220

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Apple Soundtrack recording
- Digital recorders
- Multi-track audio recording
- Electronic instrumentation, operation, and composition
- Audio-mixing consoles
- Microphone Techniques
- Pro Tools recording
- Music arrangement
- Live sound re-enforcement
- Multi-track editing systems
- Music history
- Audio for Film/Video
- Apple Logic Pro recording
- Room Acoustics and Design
- Channel Strip Plug-ins
- Mastering and Distribution



# Digital Film & Video Production

InfoComm International Member



DIGITAL FILM AND VIDEO PRODUCTION develops the skills necessary to enter the field of television and digital film production. Through course work and hands-on experience, students participate in business and creative aspects of pre-production, production, post-production and basic audio production techniques. Good communication skills, proper use of English and computer skills are stressed.

## Work Environment

Technicians may work in large city TV stations where jobs are specialized. In local stations, employees may handle several jobs simultaneously, working with the producer, director, announcer, art director, set director, makeup artist, graphic artist, wardrobe designer, music librarian, camera operator, film and tape editor, lighting director, floor director, sound-effects technician, researcher, property handler, and secretary.

Technicians also work closely with news directors, reporters, writers, researchers, on-air personalities, producers, and assignment editors as well as electricians, artists, carpenters and photographers.

## Career Opportunities

Assistant Cameraperson  
Audio Technician  
Camera Operator  
Casting Assistant  
Desk Assistant  
Event Videographer  
Film Editor/Video Tape Editor  
Gaffer/Grip  
Non Linear Editor  
Lighting Assistant  
Master Control Operator  
Multi-media Assistant/Technician  
News Videographer  
Production Assistant  
Prop Person  
Radio DJ  
Researcher  
Soundperson  
Video Engineering Assistant

## Advanced Standing Available\*

Art Institute of Pittsburgh  
Five Towns College  
Nassau Community College  
New England Institute of Technology  
SUNY Cobleskill

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Minimum 16gb flash drive, Compact Flash Card 8 gig or more, Lexar Professional CF Card (800X) UDMA7 is preferred
2. Wilson Tech t-shirt for location and field trips

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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: SkillsUSA Workforce Ready System - Television Video Production.

## Average Annual Wage\*

National entry-level to experienced:

\$31,140 - \$58,050

NY entry-level to experienced:

\$32,890 - \$70,220

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Fundamentals of Television/Digital Film & Production
- TV Equipment Use & Maintenance
- Non Linear Editing
- Audio Engineering
- Script Writing
- Set Design
- Set Building/Dressing
- Lighting
- Film Documentary Development
- Podcasting
- Youth Leadership Activities
- Career Opportunities



# Professional Photography

InfoComm International Member



PROFESSIONAL PHOTOGRAPHY develops skills and knowledge of commercial photography. Students are provided opportunities to obtain studio and darkroom skills as well as learn the business aspects of photography.

## Work Environment

The professional photographer may use a computer to work in a studio, a darkroom with chemicals, or outdoors on location. Photography is the cornerstone of graphic arts, television, video and arts of the stage. Well-paid opportunities in these fields are always open to trained persons.

Fashion, sports, science, education, research, publishing, government and the armed services look more and more to photography to report, dramatize, illustrate, clarify, explain, and sell. Vast and lucrative opportunities also exist for the special events photographer in every town.

## Career Opportunities

Biomedical/Medical Photographer  
Fashion Photographer  
Forensic Photographer  
Freelance Photographer  
Industrial Photographer  
Photographic Equipment Repair  
Photographic Salesperson  
Photojournalist  
Photo Lab Technician  
Special Events Photographer  
Wedding Photographer

## Advanced Standing Available\*

Art Institute of Philadelphia  
Art Institute of Pittsburgh  
Pennsylvania College of Technology

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Wilson Tech t-shirt for location and field trips
2. Students may use their own 35mm SLR or DSLR camera
3. 8 gig SD card
4. 8 gig flash drive

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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: Skill Connect Assessment and Skills USA Workforce Ready System - Photography.

## Average Annual Wage\*

National entry-level to experienced:

\$19,950 - \$43,930

NY entry-level to experienced:

\$21,290 - \$67,220

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Camera Theory and Applications
- Adobe Photoshop CS5
- Digital Cameras (DSLR)
- Small/Medium Format SLR Cameras
- Lighting Techniques
- Film Processing
- Composition
- Business Techniques
- Portraiture
- Color Slide Production
- Polaroid Emulsion Lift
- Publicity, Industrial Products, and Fashion work
- Black and White Darkroom
- Color Skills
- Computer Skills
- Advanced Photographic Printing Techniques

# **Career Majors in Health**

**Medical Assisting**

**Medical Laboratory**

**Nurse Assisting**

**Physical Therapy Aide**

**Professional Health Careers**



# Medical Assisting

Approved by New York State Education Department (NYSED)



MEDICAL ASSISTING is a fast paced rewarding career where your knowledge and skills will be in demand in many health care facilities. A medical assistant is a multi-skilled professional who works with patients and medical staff for the ultimate goal of quality patient care. A versatile member of any health care team, the medical assistant works with the physician in both administrative and clinical procedures in the medical office. Medical Assistants assist the physician with patient examinations and diagnostic procedures, perform EKGs and laboratory procedures. Students will also study anatomy and physiology, hematology, pharmacology and the administrative duties involved in running a medical office. Students spend one year studying medical administrative skills. In the next year, students develop advanced skills of a clinical medical assistant. A clinical internship in the second year of the program will be scheduled. At the completion of the program you will be eligible to apply for national certification as a Medical Assistant if all academic and attendance requirements are successfully completed.

## Work Environment

The medical assistant is prepared for entry-level employment in a variety of occupations in the health care industry. Various job titles are: Medical Assistant, Medical Secretary, Medical Receptionist, Billing Clerk, Insurance Claims Processor and Medical Collections.

## Career Opportunities

Laboratories	HMO's
Medical Clerks	Medical Offices
Clinics	Hospitals
Industry	Urgent Care Centers

## Advanced Standing Available\*

Monroe College  
Pennsylvania College of Technology  
SUNY Canton

Wilson Tech Adult Program

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

### First-Year Students

1. Scrub top
2. Scrub pants
3. Watch with secondhand

### Second-Year Students

After being approved for clinic students are required to have:

1. Scrub top
2. Scrub pants
3. Lab coat
4. White rubber soled leather shoes or sneakers
5. White crew socks or stockings
6. White crew neck tee shirt
7. Watch with second hand
8. Stethoscope
9. Name tag

Check with teacher for scrubs/uniform specifications and supplies. A physical examination is required for this class.

## Helpful Preparatory Courses

Biology

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Health, 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: Skills USA Workforce Ready System - Medical Assisting

## Course Outline

- Communications
- Medical Law and Ethics
- Anatomy & Physiology
- Phlebotomy/Venipuncture
- First Aid
- Laboratory Procedures
- Pharmacology
- Clinical Practices
- Sterilization Techniques
- Infection Control
- Medical Terminology
- Electrocardiography
- Medical Specialties
- Electronic Health Records
- Medical Administrative Duties
- Accounts Management
- Office Management
- Billing Procedures (including Electronic)
- Vital Signs
- Clinical Internship

## Average Annual Wage\*

National entry-level to experienced:

\$24,940 - \$35,380

NY entry-level to experienced:

\$25,330 - \$37,310

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# Medical Laboratory

Approved by New York State Education Department (NYSED)



MEDICAL LABORATORY includes instruction in the skills necessary for entry level employment as a health care professional or for further education in a post-secondary institution. Students will be involved in medical terminology, measuring vital signs, electrocardiography (EKG), laboratory lessons in hematology, blood banking, chemistry, urinalysis, microbiology and phlebotomy. Second year students who meet all standards have an opportunity to participate in a hospital internship.

## Work Environment

Laboratory tests play an important part in the detection, diagnosis, and treatment of many diseases. Medical laboratory workers, often called clinical laboratory workers, assist in the performance of tests under the direction of pathologists, medical technologists, and/or medical technicians. These tests are generally performed with a scientific team in modern surroundings on samples of blood, tissues, and body fluids to detect changes caused by various disease states. Laboratories are generally well lighted, clean, and present a pleasant atmosphere. Students will work with patients and, many times, follow their progress.

## Career Opportunities

Doctors' Offices	EKG Tech
Health Clinics	Hospitals
Industry	Medical Labs
Medical Clerks	Phlebotomists

## Advanced Standing Available\*

Pennsylvania College of Technology  
SUNY Canton  
Wilson Tech Adult Program

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

### First-Year Students

1. Scrub top
2. Scrub pants
3. Lab coat

### Second-Year Students

After being approved for clinic students are required to have:

1. Scrub top
2. Scrub pants
3. Lab coat
4. White crew neck tee shirt
5. White crew socks or stockings
6. Watch with second hand
7. White rubber soled leather shoes or sneakers
8. Stethoscope
9. Name tag

Check with teacher for scrubs/uniform specifications and supplies. A physical examination is required for this class.

## Helpful Preparatory Courses

- Living Environment
- Chemistry

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Health, 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: 2016-17 exam to be determined.

## Course Outline

- Orientation to the Medical Lab
- Basic Anatomy and Physiology
- Use/Care of Lab Equip.
- Intro. to Genetics
- Application of DNA Based Tests in Health
- Basic First Aid
- Blood Pressures/TPR
- Electrocardiography
- Infection Control
- Microbiology
- Urinalysis
- Blood Banking, Hematology
- Blood Chemistry
- Phlebotomy
- Standard Precautions
- Study Skills
- Telephone Comm.
- Introduction to Parasitology
- Resumé writing and job applications
- Applied language and math skills
- Interview Skills
- Clinical Internship
- Forensics
- Specimen Processing

## Average Annual Wage\*

National entry-level to experienced:  
\$24,940 - \$35,380

NY entry-level to experienced:  
\$25,330 - \$37,310

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# Nurse Assisting

Approved by NYS Department of Health



NURSE ASSISTING develops the skills, attitudes, and knowledge necessary to care for the sick in health care institutions and private homes. Practical application of theory is stressed. Skills developed in this program may be used as a direct entry to employment or as a preparatory course for Professional Health Careers or Adult Health Career Programs.

The Nurse Assisting class is available to juniors and seniors. At the completion of this one year program those juniors and seniors who are Certificate eligible (those who have passed the Nurse Assisting class, fulfilled their clinic hours, and met the attendance requirement) may sit for the Certified Nurse Aide (CNA) examination. Juniors who have met the above criteria, but who have not taken/passed the CNA exam, are still eligible to enter the Professional Health Careers program the following year as seniors, where they would qualify to take the CNA exam.

## Work Environment

Nurse Assistants engage in bedside nursing care under the direction of a LPN or registered nurse. Job duties include assisting the Practical or Registered Nurse, in caring for patients, including bathing, dressing, feeding, transporting, bed making and personal needs. The Nurse Assistant may work in a hospital, a nursing home, or provide care for patients in their home. The Nurse Assistant has the opportunity to work any shift including weekends.

## Career Opportunities

Certified Nurse Assistant  
Geriatric Aide  
Home Health Aide  
Psychiatric Attendant  
Rehabilitation Aide

## Advanced Standing Available\*

Pennsylvania College of  
Technology

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Scrub top
  2. Scrub pants
  3. Watch with second hand
- After being approved for clinic students are required to have:
1. Scrub tops
  2. Scrub pants
  3. White rubber soled leather shoes or sneakers
  4. White crew socks or stockings
  5. Watch with second hand
  6. White crew neck tee shirt
  7. Name tag
- \* Check with teacher for scrubs/uniform specifications and supplies. A physical examination is required for this class.

## Licensing Requirements

All students successfully completing this program will be eligible for the NYS DOH Nurse Aide Certification Examination provided they meet the clinical and classroom attendance requirements.

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng12, Health, 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: NYS Nurse Aide Competency Exam, Nurse Assisting Certification Exam (CNA), and

successfully complete Professional Health Careers in their senior year.

## Course Outline

- Introduction to Health Careers
- Interpersonal Relationships
- Anatomy and Physiology
- Nutrition
- Long-term Care
- Medical Terminology
- Supervised Off-site Clinical Experience (108 hrs)
- Legal and Ethical Responsibility
- First Aid
- Diseases and Disorders

## Average Annual Wage\*

National entry-level to experienced:  
\$19,380 - \$31,990

NY entry-level to experienced:  
\$29,650 - 42,360

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.





# Physical Therapy Aide

Approved by New York State Education Department (NYSED)

PHYSICAL THERAPY AIDES are a part of the rehabilitation team that help patients recover from injuries, improve their mobility and function, resume their daily activities and be able to enjoy life again. The student will gain the knowledge and skills necessary to assist Physical Therapists and Physical Therapy Assistants to set up and maintain treatment areas, organize equipment, assist patients to prepare for treatment and observe patients performing exercises as prescribed by the Physical Therapist. Additional skills will include CPR, customer service and office management procedures.

## Work Environment

Physical Therapy Aides require a moderate amount of strength because of the physical demands of the position: Lifting, kneeling, stooping, bending and standing for long periods of time are all part of the day. The hours and days physical therapy aides work vary according to the facility they work in allowing some to work in part time shifts. Many offices have evening and weekend hours to coincide with patient schedules.

## Career Opportunities

Nursing Care Facilities  
Hospitals  
Long Term Care Facilities  
Rehabilitation Centers  
Physical Therapy Offices  
Clinics  
Offices of Physicians

## Advanced Standing Available\*

Herkimer County Community College  
Nassau Community College

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Scrub top
  2. Scrub pants
  3. White rubber soled leather shoes or sneakers
  4. White crew socks or stockings
  5. White crew neck tee shirt
  7. Name tag
- \* Check with teacher for scrubs/uniform specifications and supplies. A physical examination is required for this class.

## Helpful Preparatory Courses

- Biology
- Medical Terminology

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, PE, Health, 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: NOCTI - Health Assisting

## Average Annual Wage\*

National entry-level to experienced:  
\$20,130 - \$29,000

NY entry-level to experienced:  
\$19,050 - \$31,260

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- History of Physical Therapy
- Body Mechanics
- Set up and maintain treatment area
- Workplace Safety
- Anatomy and Physiology
- Communication Skills
- Assisting with Ambulation and Gait Training
- Range of Motion
- Transferring and Transporting of Patients
- Infection Control
- Law and Ethics
- Customer Service
- Common physical disorders and treatment
- Therapy treatments and exercise
- Mobility training
- CPR
- Physical Agents and Modalities
- Vital Signs
- Growth & Development



# Professional Health Careers

Approved by New York State Education Department (NYSED)



PROFESSIONAL HEALTH CAREERS is available only to seniors who have previously taken the Nurse Assisting program. Seniors must have either passed the Certified Nurse Aide (CNA) examination during their junior year or, if not, be Certificate eligible (passed the Nurse Assisting class, fulfilled their clinic hours, and met the attendance requirement). Those seniors who complete the entire program sequence and are Certified Nurse Assistants will qualify to take the Patient Care Technician Certification examination. At Wilson Tech, opportunities for Advanced Standing in adult Practical Nursing and Surgical Technology are available provided that the student fulfills the stated criteria.

## Prerequisite

Students must complete Nurse Assisting in junior year.

## Work Environment

Health professionals work in a variety of health care facilities. Depending on the position, they can work any shift, including weekends and holidays.

## Career Opportunities

Hospitals, Physicians' Offices, Rehabilitation Centers, Clinics, Long Term Care Facilities

## Advanced Standing Available\*

Pennsylvania College of Technology

Wilson Tech Adult LPN and Surgical Technology:

- Students will be eligible to receive advanced standing with a minimum grade of 80%, in Therapeutic Communications and Study Skills for the Practical Nursing and Surgical Technology adult programs at Wilson Tech.
- Matriculation occurs within 6 months.
- Passing grade in pre-entrance exam for Practical Nursing and Surgical Technology.

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Scrub top
  2. Scrub pants
  3. Watch with second hand
- After being approved for clinic students are required to have:

1. Scrub tops
2. Scrub pants
3. White rubber soled leather shoes or sneakers
5. Watch with second hand
6. White crew socks or stockings
7. White crew neck tee shirt
8. Stethoscope
9. Name tag

\* Check with teacher for scrubs/uniform specifications and supplies. A physical examination (addendum) is required for this class.

## Certification Requirements

Those who complete the entire program who are Certified Nurse Assistants will qualify to take the NCCT Certification exam for Patient Care Technician.

## Helpful Preparatory Courses

- Biology
- Chemistry

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Health, 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: NYS Nurse Aide Competency Exam, Nurse Assisting Certification Exam (CNA).

## Course Requirements

Students must have a complete physical in order to participate in the clinical component and a two year Infant, Child & Adult CPR certification.

## Course Outline

- Fundamentals of Health Care
- Personal/Vocational Relationships
- Study Skills
- Therapeutic Communication
- Anatomy & Physiology
- Basic Computer Technology
- Human Body–Health & Disease
- Mental Health
- Clinical Practice–Offsite (students must meet criteria prior to clinical placement)

## Average Annual Wage\*

National entry-level to experienced: \$19,380 - \$31,990

NY entry-level to experienced: \$29,650 - 42,360

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# **Career Majors in Service Occupations**

**Certified Personal Trainer**

**Cosmetology**

**Criminal Justice**

**Culinary Arts**

**Early Childhood Education**

**Fashion Merchandising/Design**

**Veterinary Assisting**



# Certified Personal Trainer

Recognized Provider of National Council on Strength & Fitness of Pre-Professional Curriculum



CERTIFIED PERSONAL TRAINER includes topics in anatomy, physiology, kinesiology, injury prevention, supplementation and nutrition, and all aspects of weight and strength training. During the second year, students will be provided with more advanced training techniques and expand their knowledge in designing a creative workout program for a variety of clientele.

## Work Environment

Personal Trainers typically work in a variety of settings including gyms, health clubs, hospitals, universities, schools, yoga and Pilates studios, wellness centers, sports performance centers, resorts and clients' homes. Personal Trainers work with clients on a one-to-one basis or in small groups. The environment in which a Personal Trainer works tends to be indoors. Many jobs are part time and fitness workers often supplement their income by working at several different facilities or clients' homes. Night and weekend hours are common.

## Career Opportunities

- Business Owner
- Certified Personal Trainer
- Fitness Director
- Fitness Worker
- Group Exercise Instructor
- Strength & Conditioning Coach
- Supervisor

## Advanced Standing Available\*

Herkimer Community College

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Gym Bag
2. Athletic work-out pants or conservative shorts
3. Polyester t-shirt or conservative plain shirt
4. Sneakers

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Health, PE, CFM, Comp App

## Helpful Preparatory Courses

- Living Environment
- Health
- Physical Education

## 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: National Council on Strength and Fitness - Pre-Professional Personal Trainer.

## Average Annual Wage\*

National entry-level to experienced:

\$20,310 - \$47,250

NY entry-level to experienced:

\$20,660 - \$69,890

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Business Aspects
- Considerations for Special Populations
- Exercise Physiology
- Exercise Prescription and Programming Considerations
- Functional Anatomy
- Health and Physical Fitness
- Nutrition
- Screening and Evaluation
- Training Instruction/Safety
- Weight Management



# Cosmetology

Approved by New York State Education Department (NYSED)



COSMETOLOGY develops skills and knowledge of hair styling, coloring, chemical hair reconstruction, hair removal, nail and skin care. Practical application of theory is stressed. First year students work on mannequins and then practice on each other. Second year student's advance their skills by working in our clinic, which is open to the public two days a week.

## Work Environment

The ability to deal one-on-one with clients, the acquisition of commencement level math, reading, writing, and communications skills, attention to personal appearance and hygiene, and the development of responsible attributes are essential for cosmetologists. All states require beauty salon operators to be licensed. Before applicants are eligible to take the New York State licensing examination, they must successfully complete this NYS approved 1000-hour cosmetology course.

## Career Opportunities

Artificial Hair Technician  
Hair Color/Cutting Technician  
Hair Technician Assistant  
Hair Stylist/Educator  
Marketing/ Merchandising  
Nail Technician  
Receptionist  
Salon Owner/Manager  
Skin Care Specialist  
Waxing Technician

## Advanced Standing Available\*

Douglas Education Center  
Five Towns College  
Wilson Tech Adult Esthetics

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

### 1st Year Students

1. Uniforms:  
Black cotton/polyester blend uniform pants. Smock Top - provided by Tech. White professional-style leather low heel, closed toe shoes with appropriate hose.
2. Cosmetology Tool Kit containing all necessary tools, equipment, and a mannequin holder.

### 2nd Year Students

1. Uniforms remain the same
2. Purchase additional senior kit

## Licensing Requirements

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

Students may take cosmetology for one year, but are ineligible to sit for the NYS licensing exam. Seniors may elect to further their education/hours with an adult Wilson Tech cosmetology class the following year.

## Academic Credits integrated:

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

## Average Annual Wage\*

National entry-level to experienced:

\$18,520 - \$30,350

NY entry-level to experienced:

\$17,640 - \$35,140

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## 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: National Occupational Competency Testing Exam (NOCTI) - Cosmetology.

## Course Outline

- Professionalism
- Bacteriology
- Safety/Decontamination
- Infection Control
- Scalp & Hair care
- Haircutting
- Wet Hair Styling
- Thermal Hair Styling
- Hair coloring
- Artificial Hair Enhancements
- Make-up
- Skin care & disorders
- Superfluous hair removal
- Nail Care
- Life Skills
- Chemical Texture Services
- Cells, Anatomy & Physiology
- Light Therapy
- Salon Business skills
- Computer Imaging
- Salesmanship



# Criminal Justice

Member of Criminal Justice Studies / Technical Education Career Instructors



CRIMINAL JUSTICE will introduce students to laws that pertain to public and private security, investigative functions and techniques, patrol functions, security, access control, and emergency response. This course teaches appropriate skills to deal with social situations and security requirements as they affect the community. Students will receive preparation for CPR certification.

## Work Environment

Personnel employed in the field of Criminal Justice may work for public or private institutions, e.g. local police departments, court systems, prisons, military police, store detectives, private security agencies, and private businesses. Technicians also work in computer/data processing jobs related to the industry.

## Career Opportunities

Corrections Officer  
Court Officer  
Data Processor/Computer Processor  
Document Examiner  
Fingerprint Clerk  
Investigator/Investigator Assistant  
Military Police Officer  
Police Officer  
Probation/Parole Officers  
Security Guard  
Security Systems Salesperson  
Store Detective

## Advanced Standing Available\*

Farmingdale State College  
Herkimer Community College  
Monroe College  
Nassau County Community College

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

Appropriate clothing for indoor and outdoor work

1. Pen
2. Watch
3. Memo or agenda book

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Gov, PE, 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: National Occupational Competency Testing Exam (NOCTI) - Criminal Justice – Law Enforcement.

## Average Annual Wage\*

National entry-level to experienced:  
\$41,480 - \$72,480

NY entry-level to experienced:  
\$41,810 - \$74,320

For more information:  
[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Crime Scene Investigation
- Introduction to the Court System
- Patrol Functions
- Introduction to Computers
- Crisis Intervention/Emergency Response
- CCTV
- Access Control
- Social and Economic Impact of Alcohol and Drug Abuse
- Career Orientation: Job Seeking, Job Keeping Skills, Administration, Management
- Intro. to NYS Laws
- First Aid and CPR
- Investigative Functions/Techniques
- Code of Conduct - Public Relations
- Development of Physical Skills
- Private and Public Security
- Communications
- Current and Critical Issues
- Principles of Defensive Driving
- Surveillance Systems



# Culinary Arts

Certified by American Culinary Federation Education Foundation  
(Nat'l. Restaurant Assoc. ProStart Program)



CULINARY ARTS develops cooking skills through actual work experience using standardized recipes. Students are prepared to learn basic and advanced techniques of food preparation, along with the related safety, nutrition and sanitation requirements of New York State for restaurants, cafeterias and hospitals.

## Work Environment

Cooks/Chefs 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 Apprentice  
Nutritionist  
Chef  
Cook  
Food Stylist  
Counterperson  
Dishwasher  
Host/Hostess  
Fry Cook  
Line Cook  
Pantry Cook  
Prep Cook  
Restaurant Owner/Manager  
Sauté Cook  
Short Order Cook  
Sous Chef  
Garde Manger Cook  
Waiter/Waitress

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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 a national certification exam: National Occupational Competency Testing Exam (NOCTI) - ACF Certification Culinary Arts.

## Advanced Standing Available\*

Art Institute of Philadelphia  
Culinary Institute of America  
Johnson & Wales University  
Lincoln Culinary Institute  
Monroe College  
Nassau Community College  
Pennsylvania College of Technology  
SUNY Cobleskill  
SUNY Delhi  
National Restaurant Association Educational Foundation ProStart program participating schools:  
(Varies according to participating colleges.)  
Educational foundation ProStart Program participating schools: The Art Institute of Las Vegas, The Art Institute of Tampa, Bethune-Cookman College, California State Polytechnic University-Pomona, Conrad N. Hilton College of Hotel & Restaurant, The Culinary Institute of America, Johnson & Wales University, Kendall College, New England Culinary Institute, Oklahoma State University, Orlando Culinary Academy, Scottsdale Culinary Institute, Washington State University

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. White chef coats
2. Bib type apron
3. Chef pants
4. Chef Hat
5. Non-slip leather protective footwear
6. Uniform bag
7. Sharpie
8. Pocket Notepad
9. Pen/pencil
10. Pocket Thermometer (recommended)

## Course Outline

- Kitchen Safety and Sanitation
- Stocks, Soups, Sauces
- Cooking Methodology
- Baking & Pastry Arts
- Meat & Poultry ID
- Fish & Shellfish ID
- Dining Room Service
- Pasta, Grains and Starch Cooking
- Salad, Appetizer and Hors d'oeuvres Preparation
- Regional American Cuisine
- International Cuisine
- Food Plate Presentation & Styling
- Breakfast Cooking
- Garde Manager
- Nutritional Cooking

## Average Annual Wage\*

National entry-level to experienced:

\$31,360 - \$57,480

NY entry-level to experienced:

\$37,500 - \$84,250

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.





# Early Childhood Education

Approved by New York State Education Department (NYSED)



EARLY CHILDHOOD EDUCATION helps prepare students for entry-level employment in early childhood programs and continuation in post-secondary institutions. The course combines classwork and discussion on the development and behavior of young children with actual work experience in our Learning Laboratory Preschool and at offsite school internships.

## Work Environment

Upon completion of the Early Childhood Education Program, students can pursue employment at public or private schools and Early Childhood centers. Many students continue their education after Tech at both two and four year colleges.

## Career Opportunities

Teacher Aides/Assistants at:

- Child Care Centers
- Elementary Schools
- Nursery Schools
- Special Education Schools
- Before/After School Programs
- Recreation Programs

## Advanced Standing Available\*

Herkimer Community College  
Nassau Community College  
Pennsylvania College of Technology  
SUNY Canton  
SUNY Cobleskill

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

Uniforms:

- 1st year students are required to wear a navy blue warm up jacket, unisex style.
- 2nd year students are required to wear a royal blue polo shirt, unisex style.

In addition, the student will be required to wear black pants and white sneakers.

NYS childcare regulations require that students participating in the Early Childhood II internship program will be required to provide a completed medical clearance and immunization form, including Mantoux test, by their health provider.

## Academic credits integrated:

Tech Phys Sci, Eng 12, 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: National Occupational Competency Testing Exam (NOCTI) - Early Childhood Education and Care Exam.

## Course Outline

- Practical experience in the on-site Learning Laboratory Preschool.
- Internship experience in child care centers, primary schools, including working with the child with special needs
- Study of infants, toddlers, preschoolers, school age children and children with special needs.
- Study of areas of development: intellectual, physical, social, emotional and creative.
- Planning and guiding age appropriate activities including: literacy language arts, music, circle time, art, food experiences and games
- Child Nutrition
- Observation Techniques
- Theories of Child Development
- Employability Skills
- Health & Safety
- Guidance & Behavior Techniques

## Average Annual Wage\*

National entry-level to experienced:  
\$17,600 - \$23,940

NY entry-level to experienced:  
\$17,930 - 27,910

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# Fashion Merchandising/Design

Approved by New York State Education Department (NYSED)



FASHION MERCHANDISING/DESIGN helps to develop the skills and knowledge necessary to enter the fashion merchandising/design industry. Training emphasizes both the theory of fashion and practical applications such as pattern design and clothing construction and prepares the student for the business of fashion in retailing, human relations and store management.

## Work Environment

Fashion Merchandising/ Design involves planning ways to sell the right merchandise to customers at the right price, at the right time, in the right place, and in the right amounts. In this field, you work with displays, computers, fabrics, models, patterns, and machinery. There is ample opportunity for creativity and self-expression. Success requires a reasonable mixture of manipulative and cognitive skills in display techniques, clothing construction, designing, sketching, buying, and selling.

Graduates work in retail organizations and wholesale showrooms as sales associates where the atmosphere may be very busy. There can be high production quotas as well as deadlines to be met. Jobs can be very "fast track" and challenging. College graduates work as wholesale buyers and managers or as designers in textiles or clothing.

Field visits include: Fashion Institute of Technology, Nassau Community College and a garment factory.

## Career Opportunities

Business Owner  
Buyer  
Designer  
Fashion Coordinator  
Fashion Forecasting  
Fashion Illustrator  
Fashion Stylist  
Interior Decorating  
Modeling  
Sales Executive

## Advanced Standing Available\*

Fashion Institute of Design and Merchandising  
Five Towns College  
Laboratory Institute of Merchandising (LIM)

Nassau Community College

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Portfolio binder 11"x14"
2. Loose leaf paper and dividers
3. Protective sheets for portfolio sketches
4. Drawing or Sketch Pad (8 1/2" x 11")
5. Colored pencils - minimum 24 (Pentel, Prismacolor, Prang, Blick Studio or Chartpack)
6. Artistic markers - minimum 24 (Pentel, Prismacolor, Prang, Blick Studio or Chartpack)
7. Colorless Blender Marker and Pencil
8. Watercolor pencils
9. Pencils, #2
10. Bieffang Graphics 360 marker paper (11"x14" at least)
11. Plastic bin, no larger than 25"x15"
12. Prismacolor Fineline Marker Set - 005, 01, 03, 05, 08
13. Scissors & erasers
14. Fabric

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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: National Occupational Competency Testing Exam (NOCTI) - Apparel and Textile Production and Merchandising.

## Course Outline

- Fashion History
- Design
- Patternmaking
- Fabric Science
- Clothing Construction
- Draping
- Industrial Power Machines
- Visual Merchandising
- Fashion Illustration
- Fashion Show Producing and Participating
- Interior Design
- Retail Math

## Average Annual Wage\*

National entry-level to experienced:

\$44,630 - \$89,000

NY entry-level to experienced:

\$42,070 - \$101,520

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# Veterinary Assisting

Member of the New York Association of Agricultural Educators (NYAAE)



VETERINARY ASSISTING is an important part of the veterinary health care team in clinics, zoos, pet shops and research facilities. Students work with a large variety of animals such as dogs, cats, rodents, birds/poultry, farm animals, and reptiles. General care and feeding of various species as well as tasks the veterinary assistant performs are under the guidance of a veterinary technician or veterinarian. Tasks include: animal feeding, basic animal grooming, animal nursing, common office/clinic procedures, client education, exam room procedures, surgical and diagnostic lab procedures, maintenance of animal/medical records on computers and other skills as recommended by the National Association of Veterinary Technicians in America. Day students will participate in a vaccination clinic onsite at the Huntington Campus. Students may receive certificates in kennel maintenance, shelter worker, veterinary foundations and bite safety.

## Work Environment

Veterinary Assistants have a wide range of employment opportunities in animal clinics, veterinarian's offices, pet stores, laboratories, pet grooming shops, animal shelters, zoos, and preserves.

## Career Opportunities

Veterinary Assistant  
Lab Animal Technician  
Grooming Assistant  
Pet Shop employee  
Animal Caretaker  
Field Biologists Assistant  
Zookeeper

## Advanced Standing Available\*

SUNY Alfred  
SUNY Canton  
SUNY Cobleskill

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Scrub top/scrub pants or long pants
2. Non-slip closed toe shoes/sneakers
3. Current Tetanus vaccination is recommended

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, 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: National Occupational Competency Institute (NOCTI) - NYS Small Animal Science Assessment Exam.

## Helpful Preparatory Courses

- Biology with lab
- Chemistry with lab

## Course Outline:

- Individual Animal Care & Handling Bio-profiles
- Basics in Grooming
- Office, Hospital & Kennel Maintenance Procedures
- Small Animal Nursing & Pharmacology
- Client Communication/Medical Record Keeping
- Exam and Treatment Room Procedures
- Surgical Preparation and Assisting
- Laboratory Procedures
- Animal Disease & Health Maintenance
- Diagnostic Imaging Assisting

## Average Annual Wage\*

National entry-level to experienced:

\$19,220 - \$28,840

NY entry-level to experienced:

\$19,710 - \$32,500

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# **Career Majors in Technical Occupations**

**Computer Networking**

**Electronics/Robotics/**

**Computer Repair**



# Computer Networking

CompTIA Academy Partner Program



COMPUTER NETWORKING consists of instruction in operating systems and networking. This class will provide opportunities for students to test, troubleshoot, and install computer equipment and networks. Instruction will be provided in upgrading computer hardware and installing software in preparation to enter this expanding technical field. Students taking this advanced 2nd year class are provided a foundation in Electronics/Robotics/Computer Repair during their 1st year at Tech.

## Pre-requisite

Students must successfully complete the Electronics/ Robotics/ Computer Repair program during their junior year.

## Work Environment

This is a service-related job in which technicians troubleshoot, install and configure network devices in homes, industrial sites or offices. A workweek will vary from 37 hours to 40 hours and is generally performed during a daytime shift. Technicians may be required to travel.

## Career Opportunities

Junior Network Administrator  
Network Field Technician  
Network Technician

## Advanced Standing Available\*

Island Drafting and Technical Institute  
Monroe College  
Pennsylvania College of Technology  
SUNY Canton

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

No specific supplies are required.

## Academic credits integrated:

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

## CTE Endorsement

Students must meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, be High School diploma eligible, and pass the national Certification exam: CompTIA Network+ & Certification Exam.

## Average Annual Wage\*

National entry-level to experienced:

\$56,470 - \$92,370

NY entry-level to experienced:

\$53,340 - \$97,970

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Introduction to Networking
- Networking Fundamentals
- Networking Media
- Cabling LAN and WAN
- IP Addressing
- Routing Fundamentals and Subnetting
- Routing and Protocols
- Access Control Lists
- Switching Concepts
- Switches
- Switches Configuration
- Virtual LANS
- VLAN Trunking Protocol
- Scaling IP Addresses
- WAN Technologies
- VOIP – Voice Over IP
- Introduction to Network Administration
- Network+ Certification



# Electronics/Robotics/Computer Repair

ELECTRONICS/ROBOTICS/COMPUTER REPAIR program consists of a first year of instruction and practice in basic electronic theory with emphasis on circuit analysis and construction. Students will be provided with opportunities to learn electronic principles through theoretical class discussions coupled with experimentation and computer-aided instruction. Students will be introduced to Robotic Concepts and Kit Building. After the 1st year of instruction, students who successfully pass this class may advance to the 2nd year of Computer Networking.

## Work Environment

Electronic Technicians design, fabricate, experiment and test a variety of circuits utilizing electronic instruments. Computer Repair Technicians troubleshoot and repair computer equipment at homes, industrial sites or offices.

## Career Opportunities

Computer Repair Technicians  
Computer Equipment Repairperson  
Engineering Assistant  
Field Technician  
Communication Technician  
Electrical Assembler  
Electronic Field Technician  
Electronics Marketing  
Engineer Design Assistant  
Inspector

## Student Supplies

1. Scientific calculator
2. Small hand-tools
3. ESD wrist strap

## Helpful Preparatory Courses

- Math
- Science

## Academic credits integrated:

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

## Average Annual Wage\*

National entry-level to experienced:

\$28,330 - \$46,530

NY entry-level to experienced:

\$29,350 - \$49,500

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Game Console Repair
- Introductory Electronics
- Digital Electronics Concepts
- Computer Software Application
- Network Cabling
- Troubleshooting and Diagnosis
- Computer Components/ Installation
- Computer Peripherals
- Telecommunication
- Introduction to Robotics
- Routers and Switching Devices
- Introduction to Computer Networks
- Test Equipment
- Power Supplies
- Solid State Circuits
- Transmitters/ Receivers
- Audio Amplification
- Digital Concepts and Circuits
- Digital Test Equipment
- Computer Hardware Upgrades
- Computer Software
- Solar Panel Electronic Systems
- Home Theatre Design

# **Career Majors in Transportation**

**Aircraft Technology**

**Auto Body Repair**

**Automotive Technology**

**Aviation Science/Flight**

**Marine & Motor Sports Technology**





# Aircraft Technology

FAR approved to operate as a part 147 school, Member of Aviation Technical Education Council, and Member of Council of Airline Maintenance Managers



AIRCRAFT TECHNOLOGY provides both the hands-on experience and the related knowledge to service, repair and overhaul reciprocating and turbine engines and components, powerplant control systems, instrumentation, induction and exhaust systems. Students will work toward the Powerplant license by studying under regulations of the Federal Aviation Administration (FAA).

## Work Environment

Students will practice skills in airframe structures and powerplant overhaul, working under very rigid procedures and the close supervision of inspectors. Students will observe strict federal safety rules and regulations.

## Career Opportunities

Aviation Lawyer  
Aircraft Manufacturer  
Airframe & Powerplant Technician  
Airline Supervisor  
Avionics Technician  
Engineering Technician  
FAA Airworthiness Inspector  
Local Utility Powerplant Operator  
Military Crew Chief  
Repair Station Repairman  
Security Specialist  
Transportation

## Advanced Standing Available\*

Embry Riddle Aeronautical University  
Pennsylvania College of Technology  
Vaughn College of Aeronautics  
Check with the Aviation Technical Education Council. Further information on post-secondary schools may be provided at: [www.atecamt.org/schoolsmembers.htm/](http://www.atecamt.org/schoolsmembers.htm/)

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Black button down uniform shirt
2. Black Dickie work pants
3. Hard soled, safety work shoes

## Post-Secondary Opportunities

Upon successful completion of the Aircraft Maintenance Technology Program and enrollment in a college or university, students can be granted up to 64 credits because of Federal License Regulations. Wilson Tech has Articulation Agreements offering advanced standing with many post-secondary institutions that offer degrees in Aviation Technology and Aeronautical Science.

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Art, 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: Federal Aviation Administration (FAA) General Qualification Exam.

## Course Outline

- Federal Aircraft Safety Procedures
- Aircraft Blueprints/Drawings
- Basic Electricity
- Airframe and Powerplant Control Systems
- Airframe and Powerplant Electrical Systems
- Reciprocating and Turbine Engine Repair and Overhaul
- Powerplant Inspection and Operation
- Powerplant Systems and Components

\*Note: In order to meet FAA licensure requirements, students must have no more than 10 absences per academic year. In order to meet FAA criteria for obtaining an Airframe License, students must attend 3 additional semesters in the adult program.

## Average Annual Wage\*

National entry-level to experienced:  
\$45,670 - \$65,750

NY entry-level to experienced:  
\$44,090 - \$62,360

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# Auto Body Repair

National Automotive Technical Education Foundation (NATEF) Approved



AUTO BODY REPAIR provides instruction in basic and advanced auto body repair, with as much emphasis on theory as practical applications. Using up-to-date equipment, students explore the use of auto body plastics, specialized tools, and spray painting; develop the mechanical ability to restore damaged vehicles to their original condition; and how to estimate jobs.

## Work Environment

Auto body shops are noisy and dusty by nature where strict safety rules must be followed for welding, metal straightening, painting and replacing auto glass. Protective goggles, work shoes, ear protection, masks and work clothing are required.

## Career Opportunities

Automotive Detailing  
Fiberglass Body Repairperson  
Frame Alignment and Unitized Body Tech.  
Heavy Collisionperson  
Insurance Adjuster  
Masker/Helper  
Parts Counterperson  
Repair Shop Owner  
Shop Foreperson and Service Manager  
Spray Painter (custom painting)

## Advanced Standing Available\*

Lincoln Technical Institute  
Morrisville State College  
New York Automotive & Diesel Institute  
Ohio Technical College  
Pennsylvania College of Technology  
SUNY Alfred  
Wilson Tech Automotive Technology Adult Program

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Dark blue work shirt/work pants
2. Work shoes (hard-soled)
3. Safety glasses
4. Disposable paint respirator
5. Tube of hardener for Bondo

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, 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: National Occupational Competency Testing Exam (NOCTI) exam in Collision Repair and Assessment & Automobile Service Excellence Student Certification.

## Average Annual Wage\*

National entry-level to experienced:

\$29,930 - \$50,520

NY entry-level to experienced:

\$23,870 - \$44,150

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Paint mixing, Color matching
- Shop and Field Safety Procedures
- Power Tools
- Frame Straightening/Unibody Repair & Terminology
- Auto Body Plastics and Fiberglass
- Compounding and Polishing
- Hand Tools
- MIG Welding and Equipment
- Metal Stretching & Shrinking
- Painting-Spot Repair and Overall Refinishing
- Glass Replacement
- Estimating
- Automotive Detailing



# Automotive Technology

National Automotive Technical Education Foundation (NATEF) Approved



AUTOMOTIVE TECHNOLOGY provides the theory and skills needed for light and heavy duty repairs to the automobile engine, transmission, chassis and suspension system. Students use up-to-date test equipment to precisely diagnose today's sophisticated automobiles. This is a NATEF/ASE certified training program.

## Work Environment

The auto technician may work in service stations, small repair shops or new car dealerships to maintain, troubleshoot and repair the various automotive systems. The number of employees may vary from two to 20. The work week may vary from 40–50 hours. The work is primarily indoors; however, there is a percentage of on-the-road work.

## AYES Program

The Wilson Tech Automotive Technology program has met the requirements to participate in the Automotive Youth Educational Systems (AYES) program. In conjunction with local dealerships, students can participate in job shadowing, mentoring, and paid work study experience. Through the AYES program many of our students, both from the Northport and Dix Hills campuses are employed at dealerships such as: Huntington Honda, Habberstad BMW, Huntington Audi, and Babylon Honda to name a few.

## Career Opportunities

Automotive Technician  
Business Owner  
Parts Department  
Service Manager  
Service Writer  
Shop Supervisor  
Specialized Auto Repairperson

## Advanced Standing Available\*

Lincoln Technical Institute  
Morrisville State College  
New England Institute of Technology  
New York Automotive & Diesel Institute  
Ohio Technical College  
Pennsylvania College of Technology  
Suffolk County Community College  
SUNY Alfred  
SUNY Canton  
SUNY Delhi

Universal Technical Institute  
\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Dark blue work shirt/work pants
2. Safety work shoes (hard-soled)
3. Safety goggles

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, 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: Automobile Service Excellence Student Certification.

## Course Outline

**ASE/NATEF Certified Modules:**  
Brakes, Suspension & Steering, Electrical, Automatic Trans/Trans Axle, Manual Trans/Trans Axle, Engine Performance, Heating/Ventilation/AC, Engine Mechanical

- Lubrication
- Exhaust System Repair
- Front-End
- Engine Overhaul
- Alternator Service
- Electronic Test Equipment
- Tire Repair
- Brakes
- Alignment and Repairs
- Engine Tune-up
- Clutch Repairs
- Transmission Service/Repair
- Air-Conditioning Service
- Fuel Injection
- Computerized Controls

## Average Annual Wage\*

National entry-level to experienced:  
\$27,150 - \$48,230

NY entry-level to experienced:  
\$23,150 - \$48,340

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.



# Aviation Science/Flight

Approved by New York State Education Department (NYSED)



AVIATION SCIENCE/FLIGHT develops the skills, attitudes and related flight background required by the aviation industry. Students will receive ground school and flight instruction in a single engine training aircraft. All flight time earned will be recorded in student logbooks, and can be credited toward pilot certification. A Federal Aviation Administration (FAA) approved curriculum is used including practical test standards. A nationally recognized college level aviation fundamentals textbook is the core of the ground/academic instruction. Students will also use computers with flight training simulator programs and graphics as well as academic software to cover aviation science areas and FAA exam material.

## Work Environment

The professional pilot may work in several environments: commercial airlines utilizing large jets, regional airlines with smaller jets or turboprop airplanes, the military, or private businesses. Other positions may be in air traffic control, airport management, air carrier operations, or related governmental positions.

## Career Opportunities

Air Traffic Controller  
Airport Management  
Aviation Sales  
Aviation Law  
Dispatcher  
Flight Instructor  
FAA Flight Service Specialist  
Ground Instructor  
Passenger Agent  
Pilot (Airlines, Corporate, General)  
Tower Operations

## Advanced Standing Available\*

Colorado Northwestern Community College  
Embry Riddle Aeronautical University  
SUNY Farmingdale  
Vaughn College of Aeronautics

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. TSA background check
2. 3rd Class FAA Medical Exam (from an FAA medical examiner)\*
3. FAA Private Pilot Exam
4. Uniform: White pilot shirt, Black tie, Black pants

\*Please note that certain medications may disqualify a student from passing the FAA medical review.

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, 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: Federal Aviation Administration (FAA) Private Pilot Written Knowledge Exam (PPWKE).

## Average Annual Wage\*

National entry-level to experienced:

\$53,050 - \$96,810

NY entry-level to experienced:

\$43,200 - \$100,720

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Aviation History
- Airplanes and Aerodynamics, Aircraft Safety
- Airplane Instruments, Engine and Systems
- Airports, Air Traffic Control and Airspace
- Federal Aviation Regulations
- Airplane Performance and Weight and Balance
- Aeromedical Factors and Aeronautical Decision Making
- Aviation Weather and Weather Services
- Navigation, Charts, Publications, Flight Computers
- Navigation Systems
- Cross-Country Flight Planning
- Preparation for actual FAA Exams



# Marine & Motor Sports Technology

Equipment & Engine Training Council (EETC) Accredited School



MARINE TECHNICIANS who can service boat engines and operate marinas are in demand due to a growth in recreational boating on Long Island and nationally. This demand, along with the advances of marine propulsion, has created the need for competent and highly trained employees. While Marine Technology will be emphasized, this course will also teach students to make repairs and install engines, drivetrains, and control parts on landscape and industrial powered equipment.

## Work Environment

Marine Technicians are generally employed in outside boatyards, marinas, engine repair facilities, as well as on fleet boats. Those seeking employment working with small engines are generally employed in small shops and work both indoors and outdoors.

## Career Opportunities

Boat Transport  
Boat Yard Maintenance  
Business Owner  
Marine Service Person  
Salesperson  
Shop Foreperson  
Technician  
Technical Representative

## Advanced Standing Available\*

Kingsborough Community College  
New England Institute of Technology  
SUNY Cobleskill  
University Technical Institute

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements in Handbook.

## Student Supplies

1. Long or short-sleeved navy coverall
2. Hard-soled, safety work shoes
3. Safety glasses or goggles will be supplied for use in class

## Academic credits integrated:

Tech Math, Tech Phys Sci, Eng 12, 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: National Occupational Competency Testing Institute (NOCTI) - Small Engine Technology Exam.

## Average Annual Wage\*

National entry-level to experienced:

\$27,800 - \$45,390

NY entry-level to experienced:

\$25,010 - \$43,900

For more information:

[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

\*Salaries are subject to market fluctuations.

## Course Outline

- Boat Yard Skills
- Transport and Handling
- Fuel Ignition and Drive Systems
- Inboard Technology
- Outboard Technology
- Marine Engine and Service Fundamentals
- Outboard and Inboard Engines
- Safety and Navigation
- Fiberglass Boat Repair
- Boat Trailer Service
- Electric and Auxiliary Systems
- Servicing, Rebuilding, and Maintenance of Small Engines
- Landscape Equipment Maintenance



# **CTE Skill Programs & Exploratory Programs**

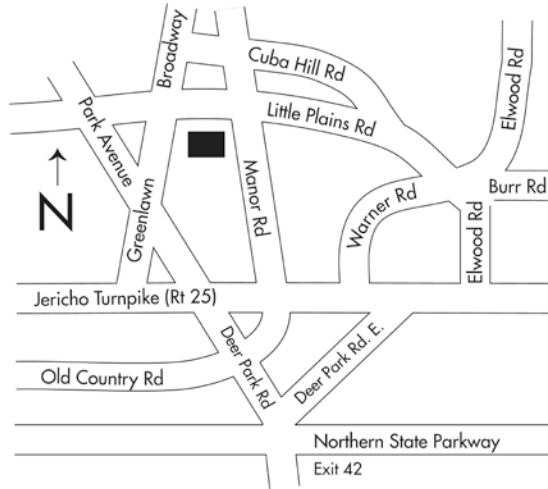
## **Overview**

# 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<sup>®</sup> 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.

<b><u>Interest Area</u></b>	<b><u>Definition</u></b>	<b><u>Occupational Examples</u></b>
<b>01 Artistic</b>	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
<b>02 Scientific</b>	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
<b>03 Plants &amp; Animals</b>	An interest in activities involving plants and animals, usually in an outdoor setting.	Gardener, Farmer, Landscaper, Forester, Animal Caretaker
<b>04 Protective</b>	An interest in using authority to protect people and property.	Police Officer, Firefighter, Security Guard, Bodyguard, Park Ranger, Prison Guard
<b>05 Mechanical</b>	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
<b>06 Industrial</b>	An interest in repetitive, concrete, organized activities in a factory setting.	Machinist, Assembler, Baker, Welder, Laborer
<b>07 Business Detail</b>	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
<b>08 Selling</b>	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
<b>09 Accommodating</b>	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
<b>10 Humanitarian</b>	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
<b>11 Leading-Influencing</b>	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
<b>12 Physical Performing</b>	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<sup>®</sup> 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.

<b>Aptitude</b>	<b>Definition</b>	<b>Specific Job Tasks</b>	<b>CareerScope Tasks</b>
<b>General Learning (G)</b>	The ability to "catch on" or understand instructions and underlying principles; ability to reason and make judgements. Closely related to doing well in school.  <u>Examples</u> 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
<b>Verbal Aptitude (V)</b>	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.  <u>Examples</u> 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
<b>Numerical Aptitude (N)</b>	The ability to perform arithmetic operations quickly and accurately.  <u>Examples</u> 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
<b>Spatial Aptitude (S)</b>	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.  <u>Examples</u> 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
<b>Form Perception (P)</b>	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.  <u>Examples</u> 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
<b>Clerical Perception (Q)</b>	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.  <u>Examples</u> 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
<b>Motor Coordination (K)</b>	The ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed.  <u>Examples</u> 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.
<b>Finger Dexterity (F)</b>	The ability to move the fingers and manipulate small objects with the fingers rapidly or accurately.  <u>Examples</u> 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.	
<b>Manual Dexterity (M)</b>	The ability to move the hands easily and skillfully; ability to work with the hands in placing and turning motions.  <u>Examples</u> 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.	

# **CTE Skill Programs**

**Auto Technology Skills**

**Computer Game Design Skills**

**Construction Skills**

**Cosmetology Skills**

**Culinary Skills**

**Electronic/Robotic Skills**

**Graphic Art Skills**

**Health Care Skills**

**Office Skills**

**Small Animal Care Skills**



# 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



# **Exploratory Programs**

**Hospitality & Office Procedures**

**Maintenance/Repair**

**Retail/Customer Service**





# 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



**Career & Technical Education Office  
507 Deer Park Road  
Dix Hills, NY 11746**

**Mailing Address  
Western Suffolk BOCES – CTE  
PO Box 8007  
Huntington Station, NY 11746-9007**

**(631) 425-9050  
[www.wilsontech.org](http://www.wilsontech.org)**