

# Wilson Tech Handbook

2020-21

Career & Technical Education Office  
507 Deer Park Rd.  
Huntington Station, 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**

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Ilene Herz, Esq., *Vice President*

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Maryann Zumpano

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Angelique Johnson-Dingle

*District Superintendent*

Nancy Kelsey

*Executive Director, Career & Technical Education*



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

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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, Hugh Gigante, who may be contacted at 507 Deer Park Road; PO Box 8007; Huntington Station, NY 11746-9007 or 631-549-4900, ext. 204 or email [hgigante@wsboces.org](mailto:hgigante@wsboces.org). Or, inquiries may be made by contacting the Office for 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, or fax 646-428-3843, or TDD 800-877-8339 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>

**Wilson Tech  
Career and Technical Education**

**2020–2021 Campus Directory—Administrative/Guidance Staff**

Nancy Kelsey	Executive Director	425-9050	Fax: 623-4949
Michele Falco	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**

Christopher Jackson	Principal	667-6000 x383
Mark Campbell	Assistant Principal	667-6000 x384/385
Kristen Pisano	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 x320
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**Center for Alternative Education, Fax: 623-4904**

Andra Ommen	Assistant Principal	667-6000 x304
Kasey Renna	TASC/ Parenting Counselor	667-6000 x232
Laura Raygada	Alternative HS Counselor	667-6000 x230

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

Karen Bowden	Principal	754-2900
Debra Latham	School Counselor	757-9274
Maureen Mitchell	School Counselor	757-9274
Joseph Stango	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
Valerie Lambert	School Counselor	752-1957

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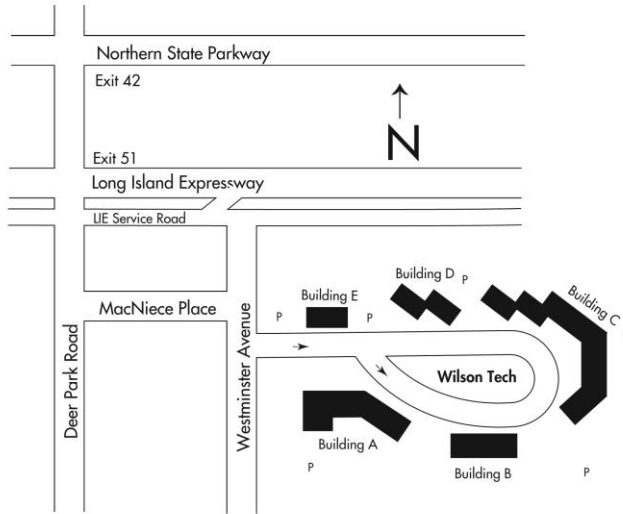


# Wilson Tech Program Sites

## Dix Hills Campus

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

- Advertising/Graphic Design
- Architectural and Interior Design/CAD
- Audio Production
- Auto Body Repair
- Automotive Technology
- Business & Hosp. Mgmt.
- Carpentry
- Computer Networking
- Construction Electricity

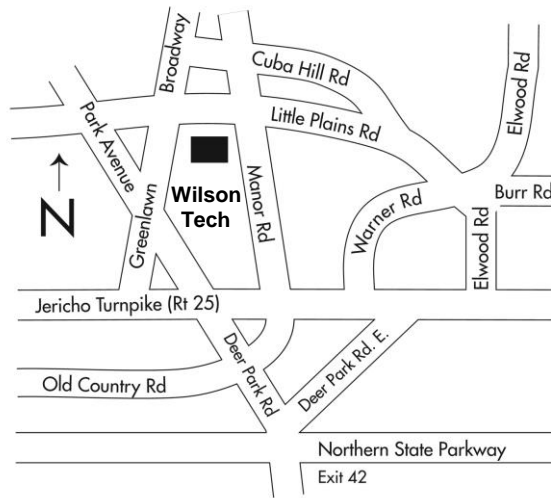


- Cosmetology
- Criminal Justice
- Culinary Arts
- Digital Film & Video Production
- Electronics/Robotics/Computer Repair
- Fashion Merchandising/Design
- HVAC/Plumbing
- Medical Assisting
- Medical Laboratory
- Nurse Assisting
- Physical Therapy Aide
- Professional Health Careers
- Professional Photography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

## Huntington Campus

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

- Computer Game Design (CTB)
- Early Childhood Education
- Esthetics
- Veterinary Medical Assisting
- Diversified Career & Technical Education



## CTE Skill Programs

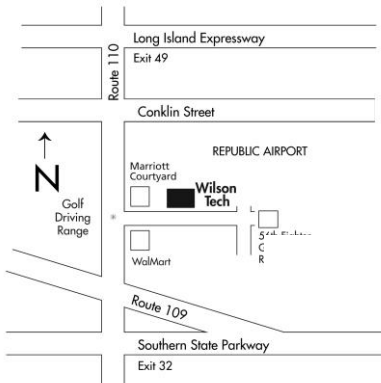
- Auto Technology Skills
- Computer & Business Skills
- Construction Skills
- Cosmetology Skills
- Culinary Skills
- Electronic/Robotic Skills
- Graphic Art Skills
- Health Care/Med Asst. Skills
- Small Animal Care Skills

## Exploratory Programs

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

## Republic Airport Campus

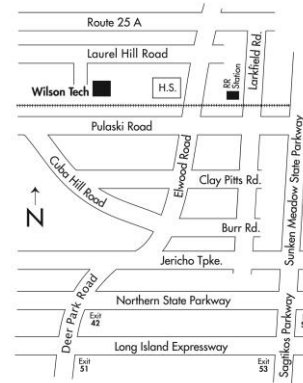
7200 Republic Airport  
Farmingdale, NY 11735  
631-752-1957



- Aircraft/Drone Technology
- Aviation Science/Flight
- Certified Personal Trainer
- Criminal Justice
- Nurse Assisting
- Professional Health Careers

## Northport Campus

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



- Automotive Technology
- Cosmetology

# 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 Central Administration at: [mwinser@wsbores.org](mailto:mwinser@wsbores.org)

Sept. 7 ..... Labor Day  
 Sept. 9 ..... First Day of School  
 Sept. 28 ..... Yom Kippur  
 Oct. 12..... Columbus Day  
 Nov. 3..... Superintendent's Conf. Day  
 Nov. 11..... Veterans' Day  
 Nov. 25-27 ..... Thanksgiving Recess  
 Dec. 24-31..... Winter Recess  
 Jan. 1 ..... New Year's Day

Jan. 18 ..... Martin Luther King Day  
 Feb. 15-19 ..... Mid-Winter Recess  
 March 29-April 5 ... Spring Recess  
 May 28-31 ..... Memorial Day  
 June 15 ..... Last Day of Tech for Students  
 June 25 ..... Last Day of School

Dates may be subject to change.

## WESTERN SUFFOLK BOCES REVISED School Calendar 2020-2021

**JULY 2020**

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

July 3 Independence Day Observed

**AUGUST 2020**

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				

**SEPTEMBER 2020**

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		

(15+3)  
 September 2, 3, 8 Staff Conference  
 7 Labor Day  
 9 First Day of School  
 28 Yom Kippur

**OCTOBER 2020**

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

(21)  
 October 12 Columbus Day

**NOVEMBER 2020**

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				

(16+1)  
 November 3 Supt's Conference Day  
 11 Veterans Day  
 25-27 Thanksgiving Recess

**DECEMBER 2020**

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	31	

(17)  
 December 24-31 Winter Recess

**JANUARY 2021**

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

(19)  
 January 1 New Year's Day  
 18 Martin L. King Day

**FEBRUARY 2021**

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

(15)  
 February 15-19 Mid-Winter Recess

**MARCH 2021**

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		

(20)  
 March 29-31 Spring Recess

**APRIL 2021**

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

(19)  
 April 1-5 Spring Recess

**MAY 2021**

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				

(19)  
 May 28-31 Memorial Day

**JUNE 2021**

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		

(19)  
 June 25 Regents Rating Day  
 25 Last Day of School


**TOTAL 180 + 4**

Schools Closed

\*May 28, 2021 and April 5, 2021 will be utilized, in that order, as school days if there is a need due to emergency school closings. The Board of Education reserves the right to revise this calendar if emergency school closings during the year require additional school days beyond those specified above. Adopted: 8/11/20



# Wilson Tech – Major Dates 2020/ 2021

<b>Interim Periods End</b> 1 <sup>st</sup> Interim – October 6 2 <sup>nd</sup> Interim – December 8 3 <sup>rd</sup> Interim – February 12 4 <sup>th</sup> Interim – April 26	<b>Due in Tech Office by 9:00 AM</b> October 9 December 11 February 23 April 29	<b>On the WEB after 12PM</b> October 14 December 16 February 26 May 4	
<b>Marking Quarters End</b> 1 <sup>st</sup> Quarter – November 4 2 <sup>nd</sup> Quarter – January 14 3 <sup>rd</sup> Quarter – March 19 4 <sup>th</sup> Quarter – June 14	<b>Due in Tech Office by 9:00AM</b> November 9 January 19 March 23 June 18	<b>On the WEB after 12PM</b> November 13 January 22 March 26 June 23	

<b>CTE/GCTE/DCTE Guidance Advisory Council Meetings: Wednesdays*</b>	
<b>2020:</b> September 23 November 4 (Republic) December 9 (Holiday) January 20	<b>2021:</b> March 3 (Huntington) April 14 May 19
<b>*Unless otherwise noted, all GAC meetings are in the Wilsonian Room at Wilson Tech, Dix Hills – 8:30 a.m.</b>	

First Day of Classes Meet the Teacher – All Campuses Fall Technical Advisory Committee Meetings SkillsUSA/FFA Induction Component District Transition Fair Skills Leadership Conference, Albany (Cancelled) Education EXPO Holiday Board Dinner Guidance Advisory Holiday Brunch Visitor Days 1 <sup>st</sup> Session (AM) Winter Recess	<b>2020:</b> September 9 October 6 October 20 October 27 October 29 November 8-10 November 19 December 3 December 9 December 15, 16, 17 December 24-Jan 1	Wednesday Tuesday (7:00-8:30pm) Tuesday (6:00-8:00pm) Tuesday (6:30pm) Thursday WT/DH (6:00-8:00pm) Sunday through Tuesday Thursday Thursday Wednesday Tuesday, Wednesday, Thursday Thursday through Friday
Visitor Days 2 <sup>nd</sup> Session (AM) GOV/ECO Finals January State Assessments Visitor Days 3 <sup>rd</sup> Session (AM) Mid-Winter Recess Visitor Days 4 <sup>th</sup> Session (AM) Visitor Make-Up Day (AM) Open House-WT-DH, Npt, Rep & Huntington SkillsUSA Area VI Regionals, SCC & Crest Hollow PTA Night/Dinner Spring Recess Alive Spring Event SkillsUSA NYS Conference Fairgrounds Syracuse COS Guild National Technical Honor Society Induction NYS FFA Convention, Syracuse Oncenter, NY Spring Technical Advisory Committee Working Dinner Student Awards Ceremony Related Final Exams Tech Written Final Exams Conflict Resolution/Make-up Exams Last Day of Tech for Students June State Assessments Wilson Tech Recognition Ceremony	<b>2021:</b> January 12 & 13 January 11-14 January 26-29 February 2 & 3 February 15-19 March 9 & 10 March 11 March 16 March 23 March 25 March 29-April 5 April 15 April 21-23 May 3 May 11 May 12-14 May 18 May 25 May 26-June 4 June 7-11 June 14 June 14 June 2, 15-17 & 21-25 June TBD	Tuesday & Wednesday Monday through Thursday Tuesday through Friday Tuesday & Wednesday Monday through Friday Tuesday & Wednesday Thursday Tuesday (7:00pm) Tuesday Thursday (6:30pm) Monday through Monday Thursday (5:30pm) Wednesday through Friday Monday-Huntington Hilton (5:30pm) Tuesday Elwood High School (7:00pm) Wednesday through Friday Tuesday (6:00-8:00pm) Tuesday (7:00-8:30pm) Wednesday through Friday Monday through Friday Monday Monday Tuesday through Friday NPT/Huntington/Republic Campuses-HHH-E (7:00pm) Dix Hills Campus-HHH-E (7:00pm) Monday through Saturday Tuesday WT/DH Campus Wilsonian Room (7:00pm)
Wilson Tech Recognition Ceremony  SkillsUSA National Leadership, Louisville, Kentucky CAE Recognition Ceremony	<b>June 17</b>  <b>June 21-26</b> <b>June 22</b>	June 17  Monday through Saturday Tuesday WT/DH Campus Wilsonian Room (7:00pm)

# 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<sup>st</sup>. 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 preceding the year for which the request is made, though the legal deadline is June 1<sup>st</sup>. 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	<b>CROSS CONTRACT FOR BOCES SERVICES</b>
<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): _____ Start Date: _____ Estimated Charge: _____ Potential Provider: _____ Estimated Cost: _____ School Superintendent Signature: _____		
<b>FORWARD TO LOCAL BOCES DISTRICT SUPERINTENDENT</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>FORWARD TO DISTRICT SUPERINTENDENT OF BOCES REQUESTED TO PROVIDE SERVICE</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		
jj/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.

# 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.

# Student Automobile Use Policy

From the Western Suffolk BOCES Policy Manual

Parking Space # _____	Permit # _____
-----------------------	----------------

**Western Suffolk BOCES  
Wilson Technological Center – Dix Hills Campus  
17 Westminister Avenue  
Dix Hills, NY 11746  
School Year 2020-2021**

**Reprint from the Western Suffolk BOCES Policy Manual**

Kindly read prior to completing this Application. Parental and student signature is required on the bottom of this form.

**STUDENT AUTOMOBILE USE**

Secondary Students

**A.** Inasmuch as transportation is provided from local high schools to the various campus locations of the Wilson Technological Center, secondary students may park personal automobiles at the Career and Technical Centers and Alternate Learning Centers only with permission of the component high school principal, parent and the Western Suffolk BOCES principal.

**B.** Permission for a student to park at a BOCES center is a courtesy extended to the student and may be rescinded by the administration for the following reasons:

- a) Reckless or inconsiderate driving;
- b) Carrying other students as passengers;
- c) Disciplinary reasons;
- d) Parking in unauthorized areas at the centers.

**C.** Western Suffolk BOCES assumes no responsibility, either real or implied for the personal property of any career and tech student. It is recommended that students review their own insurance coverage.

I understand the above regulations. Completion of this application does not constitute approval to park on campus property. If approved, an official parking permit will be issued to the applicant.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

\_\_\_\_ Photocopy of License Required  
\_\_\_\_ Photocopy of Registration(s) Required  
\_\_\_\_ Photocopy of Insurance Card Required

REV. 11/19



# Student Automobile Use Policy continued

Western Suffolk BOCES  
Wilson Technological Center  
Dix Hills Campus

## STUDENT DRIVERS RULES AND REGULATIONS

### WHO MAY DRIVE TO SCHOOL?

Only senior students who under New York State Vehicle and Traffic Law have a class D license (senior driver's license) are permitted to drive to school. The only exception to this is if you are entered in a work study program. A work study program is one in which you receive school credit for work, not just a part-time job. (Art. 19, Sec. 501).

### DOCUMENTATION REQUIRED:

- A) Written permission must be obtained from:
  - Parent or guardian
  - Your home school Principal
- B) A valid driver's license (class D)  
Proof of insurance  
Proof of registration

### HOW LONG ARE PERMITS VALID?

Parking permits are valid for the current school year only.

### WHERE TO PARK?

Students may **ONLY** park in designated student areas only with permit attached to the review mirror. Cars must be parked head-on.

### ADDITIONAL RULES AND REGULATIONS:

All New York State Vehicle and Traffic Laws apply on campus as well as BOCES rules and regulations i.e.:

- A) You may not drive other students to or from school
- B) Student drivers may not leave campus prior to the departing of school buses
- C) Parking permits must be displayed at all times
- D) Speed limit on campus is 10 miles per hour
- E) Consistent lateness can revoke driving privileges

Remember students are **NOT** permitted to transport other students. If violated, student will be subject to the policies of the *BOCES Code of Conduct*.

I have reviewed and agree to the rules and regulations and understand that if I violate them, I will forfeit my driving privileges.

Student \_\_\_\_\_ Date \_\_\_\_\_

\*Please visit the Principal's Office at your Wilson Tech Campus for a complete packet to apply.

WILSON TECHNOLOGICAL CENTER  
DIX HILLS CAMPUS  
APPLICATION FOR PERMANENT PARKING PASS  
School Year 2020/2021

(Please Print)

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Program \_\_\_\_\_

Session: A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

ALL DAY \_\_\_\_\_ TWILIGHT \_\_\_\_\_

Home Address \_\_\_\_\_

Grade: \_\_\_\_\_ 12 \_\_\_\_\_

Post-Graduate: Yes \_\_\_\_\_ No \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Home School \_\_\_\_\_

C.T.E. \_\_\_\_\_ AHS \_\_\_\_\_ G.E.D. \_\_\_\_\_

Home School Principal's Signature \_\_\_\_\_

**Section A**\*\*\*\*\*

If Pass is needed for employment purposes is employment related to training at Wilson Tech?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Telephone No. of Employer \_\_\_\_\_

Days/Hours of Employment \_\_\_\_\_

Employer Note Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Employer \_\_\_\_\_

**Section B**\*\*\*\*\*

Automobile (1): Year \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_ Body Style \_\_\_\_\_

License Plate # \_\_\_\_\_

Automobile (2): Year \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_ Body Style \_\_\_\_\_

License Plate # \_\_\_\_\_

Motorist Identification No. \_\_\_\_\_

Approved \_\_\_\_\_ Wilson Tech Principal \_\_\_\_\_

Disapproved \_\_\_\_\_ Date Issued \_\_\_\_\_

Car Pass Issued \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

# Tech Placement Options



	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, Student Progress/Year End 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

*\*Exploratory Programs are only available to returning students beginning 2019/20 school year.*

# Enrollment Information

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 number of students enrolled in campuses with multiple programs, students are divided according to geographic locations.

## Apply to Wilson Tech\*

Wilson Tech is available to students entering 11th and 12th grade. When the decision is made that a student will enroll at Tech, an application form must be fully completed and submitted electronically or via hard copy. 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. In addition, it is required that you include a copy of the student's most recent transcript, IEP/504 plan/ Psychological/ Behavior Intervention Plan (BIP), if applicable.

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

## Placement Recommendations

Appropriate placement is our utmost priority and our building counselors will work closely with you to assist with this process. In the event that a student is not meeting his/her full potential, Wilson Tech reserves the right to review and/or change a student's Tech placement when the appropriateness of the current program is called into question. Prior to any adjustment being made the student, district, and parent will be notified.

## Returning Student Enrollment

Most students attend programs at Wilson Tech for two 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.

## 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 two mornings in December and January as well as four mornings in February for home school visitations. There is also a scheduled Visitor Make-Up day in March. 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.**

\*For current availability please call the CTE Administration Office at 631-425-9050.

# 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; however districts must request these subjects in writing. (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.

Please keep in mind that pull-out and integrated academics affect CTE credits. See example below:

- 3 credits Tech
- 1 credit Applied Science or Tech Science
- ½ credit Health

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 should 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)

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)

## Withdrawal from Prep Classes

When students are enrolled in Regents Prep classes, and pass mid-year assessments, it is essential that Central Administration be notified. Requests to withdraw students from their prep classes may be emailed to [lfranzi@wsboces.org](mailto:lfranzi@wsboces.org)

# Integrated Academics

## ACADEMIC CREDITS

2020-21

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/DRONE TECH	X	X	X			X		X		X
ARCH & INT 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
BUSINESS & HOSP MGT	X		X					X		X
CARPENTRY	X	X	X			X		X		X
CERT PERSONAL TRAINER	X	X	X				X	X	X	X
COMP GAME DESIGN (CTB)	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
ESTHETICS	X	X	X			X		X		X
FASHION MERCH/DESIGN	X	X	X			X		X		X
HVAC/PLUMBING	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 MED 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 & BUSINESS SKILLS	X	X	X		X			X		X
CONSTRUCTION SKILLS	X	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	X					X		X
GRAPHIC ART SKILLS	X		X			X		X		X
HEALTH CARE/MED ASST SKILLS	X	X	X				X	X		X
SMALL ANIMAL CARE SKILLS								X		X

# 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: Key Ideas & Details, Craft & Structure, Integration of Knowledge & Ideas, Text Types & Purposes, Production & Distribution of Writing, Research to Build & Present Knowledge, Range of Writing, Comprehension & Collaboration and Presentation of Knowledge & Ideas.

## Social Studies

### Government, ½ credit

In Government, 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.

### 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 (Huntington Campus only)

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 (Dix Hills/Huntington Campuses only)

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 (Huntington Campus Only)

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. Health/Parenting is integrated into all of our Health Programs and Certified Personal Trainer.

## Art

### Art, 1 credit

In Art, fundamentals of Fine Art will be explored. Students will experiment with basic design elements such as line, shape, color, texture and value. (Refer to Integrated Academics chart for multiple programs that integrate art.)

# 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)

## 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.

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 CTE Programs and CTE Skill Programs.

## Regents Preparation

### Non-credit

Algebra I, Algebra II, English Language Arts, Geometry, Global History & Geography, Living Environment, Physical Setting/Chemistry, Physical Setting/Earth Science, Transition Exam in Global History & Geography, U.S History & Government.

# 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
- 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:

### Advanced Placement®

- AP Biology – 2 semesters
- AP Calculus AB – 2 semesters
- AP Calculus BC – 2 semesters
- AP English Language & Composition – 2 semesters
- AP English Literature & Composition – 2 semesters
- AP Environmental Science – 2 semesters
- AP Macroeconomics – 1 semester
- AP Microeconomics – 1 semester
- AP Psychology – 1 semester
- AP Statistics – 2 semesters
- AP World History – 2 semesters

## Electives

- Achieving Your Career & College Goals – 1 semester
- Archaeology – 1 semester
- Career in Criminal Justice – 1 semester
- Creative Writing – 1 or 2 semesters
- Criminology – 1 semester
- Forensic Science – 1 semester
- Gothic Literature – 1 semester
- Grammar & Composition – 2 semesters
- Great Minds in Science – 1 semester
- Journalism – 1 semester
- Nutrition & Wellness – 1 semester
- Personal Finance – 1 semester
- Veterinary Science – 1 semester

## English

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

## LOTE – Languages Other Than English

- American Sign Language – 2 semesters (based on enrollment)
- French 1 & 2 – 2 semesters (based on enrollment)
- German 1 & 2 – 2 semesters (based on enrollment)
- Spanish 1, 2,3 & 4 – 2 semesters each

## Mathematics

- Algebra 1 & 2 - 2 Semesters each
- Consumer Math - 2 Semesters
- Geometry – 2 semesters
- Pre-Algebra 1 – 2 semesters
- Pre-Calculus/Trigonometry – 2 semesters
- Probability & Statistics – 1 semester

## Miscellaneous

- Physical Education
- Health – 1 semester

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

- Astronomy – 1 semester
- Chemistry – 1 semester
- Earth Science - 2 Semesters
- Living Environment – Biology – 2 semesters
- Oceanography – 1 semester
- Physics – 2 semesters

## Social Studies

- American Government – 1 semester
- Civics - 1 Semester
- Economics - 1 Semester
- Government & Genocide - 1 Semester
- Introduction to Psychology – 1 semester
- Sociology - 2 Semesters
- US History - 2 Semesters

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

# 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.

## 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.

## ENL Students in CTE Programs

Students who have been identified as "ENL" will receive those accommodations as indicated by the home school. Districts will need to provide bi-lingual glossaries and/or assistive electronic devices for eligible students enrolled in CTE programs.

# 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:

- Test Assessing Secondary Completion (TASC) 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 Review
- 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.

# 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>
2 = OSS (home district)	1.00
3 = Excused Lateness	
5 = Remote Instruction	
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 = Released to Parent	
S = Home School Closed	
T = Tardy	.50
U = Home School Excused	
V = SkillsUSA/Youth Leadership	
W = Work Study approved by the district	
X = Suspension Makeup	
Y = Tardy	.06
Z = Home School Request	

# 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, only after the student has enrolled and attended Tech. (See “Home Instruction”.)

## Attendance Reports

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

**Wilson Technological Center**  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF WESTERN SUFFOLK COUNTY

*Be it known that*

*has satisfactorily completed training and instruction as prescribed by the  
New York State Education Department in the curriculum area of*

sample

<i>Chief Operating Officer</i>	<i>Executive Director, Career &amp; Technical Education</i>
<i>President Board of Cooperative Educational Services</i>	<i>Chairperson Career &amp; Technical Education Advisory Council</i>

# Grades/Reports

## Policy on Low Grade

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

## Other Grade Codes

- INC - Incomplete – Students have three (3) weeks to make up incomplete work before it converts to a failure. Grade will be adjusted within that time frame. 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.

## Final Grade

Upon the conclusion of each school year all grade codes will be converted to a numeric value and a Final Grade will be calculated for reporting purposes.

## Interim/Grade Reports

See Major Dates in Handbook (dates are subject to change).

# 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.

# Approved Exams: Multiple Pathway and Technical Endorsement (TE)

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 regulations recognize students' interests in the Arts, Biliteracy, Career/Technical Education, Humanities and Science, Technology, Engineering and Mathematics (STEM) by allowing an approved pathway assessment to meet the students' graduation requirements. *Please note: All exams below are Multiple Pathway Exams and are also used for Technical Endorsement Purposes.*

## CTE Program Exams

1	Advertising/Graphic Design	National Occupational Competency Testing Institute (NOCTI): Advertising and Design Exam
2	Aircraft/Drone Technology	Federal Aviation Administration (FAA)-Exam Title: General and Powerplant Qualifying Exam
3	Architectural Design/CAD	National Occupational Competency Testing Institute (NOCTI): Architectural Drafting Exam
4	Audio Production	SkillsUSA Work Career Essentials: Audio-Radio Production Exam
5	Auto Body Repair	Automotive Service Excellence (ASE) Student Certification: Collision/Refinish Technology Exams
6	Automotive Technology	Automotive Service Excellence (ASE) Student Certification: Maintenance and Light Repair and/or Auto Technology Exam
7	Aviation Science/Flight	Federal Aviation Administration (FAA): Private Pilot Written Knowledge Exam
8	Business and Hospitality Management	National Occupational Competency Testing Institute (NOCTI): Hospitality Management-Food and Beverage Exam
9	Carpentry	Certification and National Center for Construction Education and Research (NCCER): Academic Carpentry Level 1 Exam
10	Certified Personal Trainer	National Council of Strength and Fitness (NCSF)-Pre-professional Certified Personal Trainer Exam
11	Computer Game Design (CTB)	Microsoft Office Specialist: Word and PowerPoint Exams
12	Computer Networking	CompTIA: Network + Certification Exam



## CTE Program Exams

13	Construction Electricity	National Center for Construction Education and Research (NCCER)- Exam Title: Academic Electrical Level 1 Exam
14	Cosmetology	National Occupational Competency Testing Institute (NOCTI): Cosmetology NYS Customized Exam
15	Criminal Justice	National Occupational Competency Testing Institute (NOCTI): Criminal Justice Exam
16	Culinary Arts	National Occupational Competency Testing Institute (NOCTI)-Exam Title: American Culinary Federation (ACF) Culinary Arts Exam
17	Digital Film and Video Production	SkillsUSA Work Force Ready System and Championship Technical Standards: Television-Video Production Exam
18	Early Childhood Education	National Occupational Competency Testing Institute (NOCTI): Early Childhood Education and Care-Basic Exam
19	Esthetics	New York State Esthetics License
20	Fashion Merchandising/Design	National Occupational Competency Testing Institute (NOCTI): Apparel and Textile Production & Merchandising Exam
21	HVAC/Plumbing	National Center for Construction Education and Research (NCCER): Academic HVAC Level 1 Exam
22	Medical Assisting	SkillsUSA Work Career Essentials: Medical Assisting Exam
23	Medical Laboratory	National Center for Competency Testing (NCCT): Phlebotomy Technician Exam
24	Photography	SkillsUSA Work Career Essentials: Photography Exam
25	Physical Therapy Aide	National Occupational Competency Testing Institute (NOCTI): Health Assisting Exam
26	Professional Health Careers	New York State Nurse Aide Certification
27	Veterinary Medical Assisting	National Occupational Competency Testing Institute (NOCTI): NYS- Customized Small Animal Science Exam
28	Welding	National Occupational Competency Testing Institute (NOCTI): Welding Exam

# Diploma/Credential Requirements and Tech

Career and Technical Education (CTE) may be utilized to assist students in completion of high school. Upon successful completion of a CTE or CTE Skills programs districts may award a diploma or exiting credential. Below outlines the areas of credentialing that Career and Technical Education fulfills.

## TECH PROGRAMS

### **CTE Programs align with diplomas by offering**

- 4.5 credits per year towards commencement
- Career Development and Occupational Studies (CDOS)
- CTE Pathway Assessments

### **CTE Skills Programs align with diploma/credentialing by offering**

- 4.5 credits per year towards commencement
- Career Development and Occupational Studies (CDOS)

## Career Development and Occupational Studies (CDOS) Commencement Credential

1. May be used as a Pathway for graduation,
2. supplement diploma, or
3. serve as exiting credential

### **Districts Must Provide:**

- Opportunities to earn a high school diploma
- Student with an annually reviewed Career Plan

### **Tech Will Provide:**

- ✓ Career-related (CTE) coursework and Work Based Learning (WBL) experiences
- ✓ Employability Profile

# Digital Handbook/Forms/Reports

Register for Adult Education | Job Bank for Grads | Tech Locations | WSBoocs | Employee Login | School Counselors Login



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Wilson Tech Handbook

## WILSON TECH HANDBOOK

Wilson Tech Handbook

- Complete Handbook
- Details about CTE Skill Programs
- Construction Careers
- Graphics and Media Careers
- Health Careers
- Service Careers
- Technical Careers
- Transportation Careers

### 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 Counselors
- 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.

### Wilson Tech Handbook

The Wilson Tech Handbook 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 Counselors
- 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 Counselors on top bar
- Enter your username, password and login
- Click "Tech Forms" in the left hand sidebar

# 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, Physical Therapy Aide, 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/Pathway.

### 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 résumé 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 and Technical Education teacher will collect these dues during the first week of school or thereafter. FFA membership is geared for Veterinary Medical Assisting and Small Animal Care Skills.

## 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.

# Home Instruction/Early Dismissal

Home Schools may request home instruction (2 hours per week) for students with extenuating circumstances, long term illness, etc., in Career & Technical Education programs, only after the student has enrolled and attended Tech. To effectively monitor attendance, grades, and certificate requirements 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 stationary 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.
- 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.

## 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 including Surf Tech

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! 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/)

## 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.

## 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.

## 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.

## College Credit

Upon successful completion of select CTE programs, students at Wilson Tech may be eligible to receive post-secondary credit from participating post-secondary institutions. For current offerings please contact Renee Massari at (631) 425-9050.



## 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:

**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.**

# 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 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:

Alfred State College	New York Institute of Beauty
The Art Institute	New York Institute of Technology
City University of New York (CUNY)	New York School of Interior Design
The Culinary Institute of America	Ohio Tech
Fashion Institute of Technology	Polytechnic University
Fashion Institute of Design and Merchandising	Queensborough Community College
Five Towns College	St. John’s University
The International Culinary School at the Art Institute of Philadelphia	Saint Joseph’s College
International Yacht Restoration School	Suffolk County Community College
Island Drafting and Technical Institute	Suffolk County Police Department
Johnson and Wales	SUNY Cobleskill
Laboratory Institute of Merchandising	SUNY Delhi
Long Island University/C.W. Post College	SUNY Farmingdale
Lincoln Culinary Institute	SUNY Geneseo
Lincoln Technical Institute	SUNY Institute of Technology
Molloy College	SUNY Maritime College
Monroe College	SUNY Morrisville
Morrisville State College	SUNY Oswego
Nassau County Community College	United States Air Force
New England Culinary Institute	United States Army
New York Air National Guard	Universal Technical Institute
New York Automotive and Diesel Institute	University of New Haven
New York Academy of Makeup	Vaughn College of Aeronautics and Technology
New York College of Health Professions	Wilson Tech Adult Programs
	Wilson Tech Health Careers



# 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 the 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 School 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.***

***Students must meet all other admission criteria as set by individual colleges.***

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
All Wilson Tech CTE Programs	Western Suffolk BOCES Full-Time Adult Programs	All students who graduate from a 2 year Wilson Tech High School Program and enter a Full- Time Western Suffolk BOCES Adult Program can apply for a Career Pathways Scholarship	Successful completion of a two year Wilson Tech High School Program as evidenced by a two year certificate of completion. All other entrance requirements for program must be met. Career Pathway Scholarship Application.		Ila Gaffney, Career Counselor, Western Suffolk BOCES, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
All Wilson Tech CTE Programs	Western Suffolk BOCES: LPN, Surgical Technology, Radiologic Technology or Sonography Program	All students who graduate from a 2 year Wilson Tech High School Program and apply to one of the following Western Suffolk BOCES-ADULT Health Careers Programs (Diagnostic Medical Sonography, Licensed Practical Nursing, Surgical Technology or Radiologic Technology) will have their application fee waived and be able to take the pre-entrance exam for a reduced fee of \$75.	Successful completion of a two year Wilson Tech High School Program as evidenced by a two year certificate of completion. All other entrance requirements for program must be met. Career Pathway Scholarship Application.		RoseMary Nagler, Assistant Principal of Health Careers, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Advertising/ Graphic Design	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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 Rugg, Communications Coordinator, NEIT, 1 New England Tech Blvd, East Greenwich RI 02818-1258, 800-736-7744 x3324
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	Submit admission application & Wilson Tech letter of recommendation to Admissions. For questions about articulation, contact Debbie Richards, SUNY Cobleskill, Frisbie Hall 110, Cobleskill, NY 12043, 518-255-5460
Advertising/ Graphic Design	Farmingdale State College	DUAL ENROLLMENT VIS 101- Introduction to Drawing (3 Credits) VIS 140- Introduction to Graphic Design (3 Credits)	Student must sign up for this opportunity as a second year student at Wilson Tech Must currently be completing their second year of Advertising/Graphic Design 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.	Transcript can be used towards enrollment at Farmingdale or presented to any other college for consideration towards advanced standing. Each other college determines if they will or will not accept credit.	Renee Massari, Wilson Tech, 507 Deer Park Rd, Huntington Station, NY 11746, 631-425-9050

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
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	Edyn Weber, Local Admissions Representative gormane1@erau.edu, 386-226-6358, Advise Admissions and enrollment counselor of your FAA certification/s
Aircraft 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 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 and Interior Design/CAD	Farmingdale State College	DUAL ENROLLMENT ARC 101 Introduction to Architecture & Construction (3 credits).	Student must sign up for this opportunity as a second year student at Wilson Tech and must currently be completing their second year of Criminal Justice. Must have less than 18 absences in each academic year of Architectural Design/CAD. Must be holding a 80 or better average. Recommendation from the student's tech counselor and teacher.	Transcript can be used towards enrollment at Farmingdale or presented to any other college for consideration towards advanced standing. Each other college determines if they will or will not accept credit.	Renee Massari, Wilson Tech, 507 Deer Park Rd, Huntington Station, NY 11746, 631-425-9050
Architectural and Interior Design/CAD	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Architectural and Interior 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	\$1000 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 and Interior Design/CAD	New England Institute of Technology	ABT112 Technical Drafting & Graphic Communications; ABT114 Intro to CAD and if going into Archtitectural Building Engineering Technology Associates Degree Program; ABT115 Introduction to Structures	Minimum Wilson Tech grade of B+; acceptance into NEIT's Interior Design Technology Associates Degree Program or Architectural Building Engineering Technology Associate Degree Program; official transcript; must enroll within 1 yr of HS graduation	7 credits, students will get a tuition reduction for transferred credits which will be applied in the final quarter of curriculum at NEIT	Tara Rugg, Communications Coordinator, NEIT, 1 New England Tech Blvd, East Greenwich RI 02818-1258, 800-736-7744 x3324
Architectural and Interior 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	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters and AUD 101 Audio Recording Theory and <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters and AUD 303 MIDI Applications	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns. Advanced standing credits must be applicable towards degree program chosen	up to 6 credits and tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Audio Production	New England Institute of Technology	COM136 Audio Recording	Minimum Wilson Tech grade of B+; acceptance into NEIT; official transcript; must enroll within 1 yr of HS graduation	3 credits	Tara Rugg, Communications Coordinator, NEIT, 1 New England Tech Blvd, East Greenwich RI 02818-1258, 800-736-7744 x3324

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
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	Submit admission application & Wilson Tech letter of recommendation to Admissions. For questions about articulation, contact Debbie Richards, SUNY Cobleskill, Frisbie Hall 110, Cobleskill, NY 12043, 518-255-5460
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	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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 there 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	NYADI The College of Automotive and Diesel Technology	AT100 Performance Fundamentals (3 credits) AT101 Engine Repair (3 credits)	Student must have High School Diploma, Wilson Tech Certificate of Completion with 80% minimum GPA on transcript and attend NYADI within two years of graduation from Wilson Tech	6 credits	Diego Pinguil, 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	Western Suffolk BOCES Auto Technology Program	Tuition reduction of \$500 upon entry into Western Suffolk BOCES Full-time Adult Automotive Training program	Successful completion of two year Wilson Tech high school Auto Body program	\$500 tuition reduction	Ila Gaffney, Career Counselor, Western Suffolk BOCES, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Auto Body Repair and 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 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 with minimum average 80% in Wilson Tech class -Letter of Recommendation from your Wilson Tech instructor -Copy of employability profile from Wilson Tech 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. Students 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 lewispm@alfredstate.edu P: 607-587-3111 F: 607-587-3196

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
Auto Technology	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Auto Technology	Suffolk County Community College	DUAL ENROLLMENT AUT 111 Automotive Maintenance and Light Repair 3 credits	Student must sign up for this opportunity as a second year student at Wilson Tech. Must currently be completing their second year of Auto Technology with less than 18 absences in each academic year and an 80 or better average. Recommendation from the student's tech counselor and teacher are required.	Transcript can be used towards enrollment at SCCC or presented to any other college for consideration towards advanced standing. Each other college determines if they will or will not accept credit.	Renee Massari, Wilson Tech, 507 Deer Park Rd, Huntington Station, NY 11746, 631-425-9050
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 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 with minimum average 80% in Wilson Tech class -Letter of Recommendation from your Wilson Tech instructor -Copy of employability profile from Wilson Tech 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. Students 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 lewispm@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 VT certificate of completion and teacher recommendation	To be determined upon transcript review	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 there 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	TT106 Introduction to Vehicle Maintenance, AUT103 Automotive Engines, AUT 104 Automotive Engines Lab	Minimum Wilson Tech grade of B+; acceptance into NEIT's Automotive Technology Associate Degree Program; official transcript; must enroll within 1 yr of HS graduation	12 credits, students will get a tuition reduction for transferred credits which will be applied in the final quarter of curriculum at NEIT	Tara Rugg, Communications Coordinator, NEIT, 1 New England Tech Blvd, East Greenwich RI 02818-1258, 800-736-7744 x3324
Automotive Technology	NYADI The College of Automotive and Diesel Technology	AT100 Performance Fundamentals (3 credits) AT101 Engine Repair (3 credits)	Student must have High School Diploma, Wilson Tech Certificate of Completion with 80% minimum GPA on transcript and attend NYADI within two years of graduation from Wilson Tech	6 credits	Diego Pinguil, Admissions, NYADI, 178-18 Liberty Ave, Jamaica, NY 11433, 718-658-0006
Automotive Technology	SUNY Canton	Auto 101-Automotive Service-2 credits Auto 111-Automotive Service Lab-1 credit	Student must earn 85 or higher in Wilson Tech as documented by Wilson Tech transcript and two year certificate of completion. Students must meet admissions requirements to Automotive Technology AAS program.	3 credits	Brandon Baldwin, Curriculum Coordinator, Automotive Technology, SUNY Canton, 34 Cornell Dr, Canton NY 13617, 315-379-3866, baldwinb@canton.edu

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
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 Science/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	Dr. David Smith, VP of Instruction & Student Services, Colorado Northwestern Community College, 500 Kennedy Dr, Rangely, CO 81648 970-675-3293
Aviation Science/Flight	Embry-Riddle Aeronautical University	Up to 5 credits for Private Pilot Operations and the Private Pilots Licensing course towards BS in Aeronautical Science	Student must meet all entrance requirements for Embry-Riddle and have FAA Private Pilot Certificate	Up to 5	Edyn Weber, Local Admissions Representative gormane1@erau.edu, 386-226-6358, Advise Admissions and enrollment counselor of your FAA certification/s
Aviation Science/Flight	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Aviation Science/Flight	Vaughn College of Aeronautics	FLT110 General Aeronautics-4 credits	Successfully complete the Wilson Tech 2 year program and pass the FAA Private Pilot Written Knowledge Examination Admissions and enrollment counselor of your FAA certification/s	4 credits	Sharon DeVivo, Vice President, Vaughn College, 86-01 23rd Ave, Flushing NY 11369, 718-429-6600 Admissions and enrollment counselor of your FAA certification/s
Business and Hospitality Management	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters and BUS 111 Business Organization and Management and <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters and BUS 242 Professional Selling and Sales Management	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns. Advanced standing credits must be applicable towards degree program chosen	up to 6 credits and tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Business and Hospitality Management	New York Institute of Technology (NYIT)	Application Fee Waived (use fee waiver code ADMREP), possibility for scholarship, Up to 9 credits towards BPS in Hospitality Management HOSP 100 Introduction to Hospitality, HOSP 105 Travel & Tourism, HOSP 135 Culinary Theory & Style	Student must earn their Wilson Tech 2 year certificate of completion with 80 GPA and meet all NYIT Admission Requirements for the Hospitality Management BPS Degree Program	Up to 9 credits	James Dunne, Professor of Hospitality Studies, NYIT School of Management, Northern Boulevard P.O. Box 8000 Old Westbury, NY 11568-8000, 516.686.1000

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
Business Hospitality and Management	St. Joseph's College-Long Island Campus	DUAL ENROLLMENT HTM 100-Hospitality Management	Student must sign up for this opportunity as a second year Business and Hospitality Management student at Wilson Tech. Must currently be completing their second year of Business and Hospitality Management. Must have less than 18 absences in each academic year and be holding a 80 or better average. Recommendation from the student's tech counselor and teacher.	Transcript can be used towards enrollment at St. Joseph's College-Long Island or presented to any other college for consideration towards advanced standing. Each other college determines if they will or will not accept credit.	Renee Massari, Wilson Tech, 507 Deer Park Rd, Huntington Station, NY 11746, 631-425-9050
Carpentry	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Certified Personal Trainer	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Certified Personal Trainer	SUNY Canton	HEFI 299-Program Electives (up to 6 credits)	Students must submit BOCES transcript showing successful completion of Certified Personal Trainer class with minimum of 85 % GPA. Students must also be accepted and enrolled in SUNY Canton's Health and Fitness Promotion B-Tech Program	6 credits	Dr. Janet Parcell-Mitchell, SUNY Canton, Phone: 315-386-7947, mitchellj@canton.edu
Computer Game Design	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters and Art History Elective and <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters and ICG 125 Design Principles	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns. Advanced standing credits must be applicable towards degree program chosen	up to 6 credits	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Computer Game Design	SUNY Canton	GAME 110-Fundamentals of Game Design	Students must submit BOCES transcript showing successful completion of computer Game Design class with minimum of 85% GPA. Students must also be accepted and enrolled in SUNY Canton's Game Design and Development BS Program	3 credits	SUNY Canton, Curriculum Coordinator: Ryan Hewer, hewer100@canton.edu
Computer Game Design	Monroe College	IT 100-Introduction to Information Technology (3 credits) Optional credit with successful completion of MOUS Exam IT 115-Electronic Spreadsheet (3 credits), IT 130-Database (3 credits), IT 118-Integrated Business Applications (3 credits)	Be accepted to Monroe College, earn two year certificate of completion from Wilson Tech with minimum GPA of 80, earn high school diploma and provide letter of recommendation from Wilson Tech instructor. For optional credit consideration student must show proof of having passed MOS exams.	up to 12	LALIE ORTEGA Admissions Counselor 370 Main Street New Rochelle, NY 10801 914.740.6537
Computer Networking	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters and an Elective and <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters and COM 141 Computer Literacy	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns. Advanced standing credits must be applicable towards degree program chosen	up to 6 credits and tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163

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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 Drafting program	\$1000 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	IT 275-Networking in a Windows Environment (3 credits) Optional IT 120-Computer Hardware (3 credits), IT 125-Computer Software (4 credits) with successful completion of A+ certification	Be accepted to Monroe College, earn two year certificate of completion from Wilson Tech with minimum GPA of 80, earn high school diploma and provide letter of recommendation from Wilson Tech instructor and proof of having passed Network + Certification Exam. For optional credit consideration student must show proof of having passed A+ Certification	up to 10	LALIE ORTEGA Admissions Counselor  370 Main Street New Rochelle, NY 10801 914.740.6537
Computer Networking	SUNY Canton	CITA 220 Data Communications and Networking 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), Computer Information Systems (A.A.S.) program or Cybersecurity (BS) program	6 credits	Minhua Wang, Curriculum Coordinator- Computer Information Systems, Cybersecurity, IT, 315-386-7691, wang@canton.edu
Construction Electricity	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	up to 6 credits	Thomas Murphy, Recruitment and Articulation, 2530 South Brooklyn Ave, Wellsville, NY 14895, 607-587-4133
Construction Electricity	Electrical Training Center of LI	Scholarship towards Electrical training program	Student must have 80% GPA in Wilson Tech, receive their 2 year certificate and enter 600 hour program at ETC, Inc within 2 years of high school graduation, letter of recommendation from Wilson Tech teacher, 250-500 word essay answering "Based on your opinion, how would you explain how the building trades affect our economy and quality of life?"	scholarship tuition discount	Liz Goldner, Compliance Manager, Electrical Training Center, Inc. 65 Elm St, Copiague, NY 11726, 631-226-8021
Construction Electricity	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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 Rugg, Communications Coordinator, NEIT, 1 New England Tech Blvd, East Greenwich RI 02818-1258, 800-736-7744 x3324
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

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Cosmetology	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Cosmetology	Western Suffolk BOCES Esthetics Program	100 hours advanced standing toward Western Suffolk BOCES Adult 600 hour Esthetics program	Hours awarded conditionally upon student obtaining NYS Cosmetology license prior to completing 500 hour Wilson Tech esthetics program	100 advanced standing hours	Ila Gaffney, Career Counselor, Western Suffolk BOCES, 152 Laurel Hill Rd, Northport NY 11768, 631-261-3600
Criminal Justice	Farmingdale State College	DUAL ENROLLMENT 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 and 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.	Transcript can be used towards enrollment at Farmingdale or presented to any other college for consideration towards advanced standing. Each other college determines if they will or will not accept credit.	Renee Massari, Wilson Tech, 507 Deer Park Rd, Huntington Station, NY 11746, 631-425-9050
Criminal Justice	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters and an Elective and <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters and Liberal Arts Elective	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns. Advanced standing credits must be applicable towards degree program chosen	up to 6 credits and tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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	Nassau Community College	CRJ105 Foundations of Justice; CRJ101 Police Organization and Administration	Successful completion of WT curriculum with a GPA >=80%; Attendance >=80%; HS GPA >=75%	6 credits	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
Criminal Justice	SUNY Canton	Students must be accepted to one of the following programs to be awarded credit: Criminal Justice, AAS Criminal Investigation, BTech Criminal Justice: Law Enforcement Leadership, BTech Homeland Security, BTech JUST 101 Intro to Criminal Justice 3 credits General Elective 3 credits	To be considered for credit, students must be accepted to Criminal Justice AAS, Criminal Justice: Law Enforcement Leadership BTech, Criminal Justice Investigation BTech or Homeland Security BTech degree program and present their Wilson Tech 2 year certificate of completion and transcript with minimum 80% GPA.	6 credits	Dr. Elizabeth Brown, Department Chair-Criminal Justice, erickson@canton.edu
Criminal Justice	Monroe College	CJ 101-Introduction to Criminal Justice (3 Credits) CJ102-Introduction to Law Enforcement (3 credits)	Be accepted to Monroe College, earn two year certificate of completion from Wilson Tech with minimum GPA of 80, earn high school diploma and provide letter of recommendation from Wilson Tech instructor	Up to 6	LALIE ORTEGA Admissions Counselor 370 Main Street New Rochelle, NY 10801 914.740.6537
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



CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
Culinary Arts	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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	David Mc Gurn, Culinary Program Manager, Lincoln Culinary Institute, 1760 Mapleton Ave, Suffield CT 06078, 866-672-4337
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	New York Institute of Technology (NYIT)	Application Fee Waived (use fee waiver code ADMREP), possibility for scholarship, Up to 9 credits towards BPS in Hospitality Management HOSP 125-Culinary Theory & Style HOSP 135 Culinary Techniques HOSP Elective	Student must earn their Wilson Tech 2 year certificate of completion with GPA of 80 and meet all NYIT Admission Requirements for the Hospitality Management BPS Degree Program	Up to 9 credits	James Dunne, Professor of Hospitality Studies, NYIT School of Management, Northern Boulevard P.O. Box 8000 Old Westbury, NY 11568-8000, 516.686.1000
Culinary Arts	SUNY Cobleskill	Provided student meets admission requirements and there is room in the program, WT students are guaranteed admission into the AOS Culinary Arts or AAS Restaurant Management or BBA Technology Management Culinary Arts major with advanced standing of CAHT111 Basic Food Prep (3 credits); CAHT103 Food Service Sanitation (2 credits) if student has ServSafe Certificate or equivalent and CAHT140 Hospitality Math (3 credits) after earning a 75% on math challenge exam given first week of classes at SUNY Cobleskill.	Student must show successful completion of WT curriculum with an 85 avg, proof of high school graduation, letter of recommendation from WT instructor submitted with application and indication that WT has articulation agreement for their program and must meet all other admission requirements.	up to 8 credits	Kelly Yacobucci Articulation Agreement Coordinator SUNY Cobleskill Frisbie Hall 110 Cobleskill, NY 12043 518-255-5460, YacobuKR@cobleskill.edu
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 "Teacher Recommendation for College Course Credit" and "Course Competencies Checklist", have 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	8 credits	Hospitality Department Chair, David Brower, SUNY Delhi, 111 Alumni Hall, Delhi, NY 13753, 607-746-4318

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
Digital Film and Video Production	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters and VID 121 <u>Introduction to Filmmaking and With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters and VID 131 Television Workshop	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns. Advanced standing credits must be applicable towards degree program chosen	up to 6 credits and tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Digital Film and Video Production	Nassau Community College	Art140 Visual Communications; ART108 Advertising Art; ART130 Microcomputer Graphics	Successful completion of WT curriculum with a GPA >=80%; Attendance >=80%; HS GPA >=75%; Quality Portfolio Review will determine what classes student can get credit for on individual basis	up to 9 credits	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
Digital Film and 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 Rugg, Communications Coordinator, NEIT, 1 New England Tech Blvd, East Greenwich RI 02818-1258, 800-736-7744 x3324
Digital Film and Video Production	SUNY Cobleskill	Guaranteed admission to AS of Communications, BS of Communication with Technology major, AA in Graphic Design or BS in Graphic Design. COM 210 Single Camera Video Production COM 290 Special Projects in Communication	Successful completion of WT curriculum with an 85avg; WT instructor letter of rec; must meet other admissions requirements; including high school diploma.	6 credits	Submit admission application & Wilson Tech letter of recommendation to Admissions. For questions about articulation, contact Debbie Richards, SUNY Cobleskill, Frisbie Hall 110, Cobleskill, NY 12043, 518-255-5460
Digital Film and 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	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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 >=80%; Attendance >=80%; HS GPA >=75%	8	Dianne Guarino, Associate Director of Admissions, Nassau Community College 1 Education Drive Rm. V210 Garden City, NY 11530
Early Childhood Education	SUNY Canton	ECHD 121 Wellness in Young Children; Promoting Health, Safety and Nutrition (3 credits); ECHD 200 Planning Programs for Young Children (3 credits)	To be considered for credit, students must be accepted to Early Childhood AS program and present to SUNY Canton Early Childhood Program Director the following items and written request prior to pre-scheduling for second semester at SUNY Canton: WT 2 year certificate of completion and transcript with minimum 80% GPA, Portfolio with completed assignments and evidence of content learned, including senior project prior to taking ECHD 121 and ECHD 200 letter of recommendation from Wilson Tech Early Childhood Instructor.	6 credits	Maureen Maiocco, Curriculum Coordinator, Program Director, Early Childhood Studies, maiocco@canton.edu

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
Early Childhood Education	SUNY Canton	ECHD 121 Wellness in Young Children; Promoting Health, Safety and Nutrition (3 credits); General Elective (3 credits)	To be considered for credit, students must be accepted to Early Childhood Care and Management BBA program and present to SUNY Canton Early Childhood Program Director the following items and written request prior to pre-scheduling for second semester at SUNY Canton: WT 2 year certificate of completion and transcript with minimum 80% GPA, Minimum grade of B (80%) in ECHD 101 Intro to Early Childhood at SUNY Canton, Portfolio with completed assignments and evidence of content learned prior to ECHD 121. Present CTE senior project prior to ECHD 200, letter of recommendation from Wilson Tech Early Childhood Instructor.	6 credits	Maureen Maiocco, Curriculum Coordinator, Program Director, Early Childhood Studies, maiocco@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.	up to 3 credits	Submit admission application & Wilson Tech letter of recommendation to Admissions. For questions about articulation, contact Debbie Richards, SUNY Cobleskill, Frisbie Hall 110, Cobleskill, NY 12043, 518-255-5460
Equine Studies	Alfred State College	Student will be awarded 3 agricultural 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	3 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
Esthetics	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Fashion Merchandising and Design	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters and Mathematics Elective and <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters and THE 313 Costume Design/Makeup	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns. Advanced standing credits must be applicable towards degree program chosen	up to 6 credits and tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Fashion Merchandising/ Design	Fashion Institute of Design and Merchandising, The	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	LIM	ELEC9999 6 General Elective credits if student completed 2 years of Wilson Tech 3 General Elective credits if student completed 1 year of Wilson Tech	Student must be a high school graduate accepted to LIM college as a matriculated student. Student must earn a 1 or 2 year certificate of completion from WT with a minimum average of B/80%. Student should inform LIM College Admissions Counselor that they completed the Wilson Tech/Western Suffolk BOCES program.	Up to 6 credits	Dr. Jacqueline LeBlanc, Assistant Vice President, LIM, 216 East 45th Street, New York, NY 10017 646-218-2155
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

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
HVAC/ Plumbing	Electrical Training Center of LI	Scholarship towards HVAC/R training program	Student must have 80% GPA in Wilson Tech, receive their 2 year certificate and enter 600 hour program at ETC, Inc within 2 years of high school graduation, letter of recommendation from Wilson Tech teacher, 250-500 word essay answering "Based on your opinion, how would you explain how the building trades affect our economy and quality of life?"	scholarship tuition discount	Liz Goldner, Compliance Manager, Electrical Training Center, Inc. 65 Elm St, Copiague, NY 11726, 631-226-8021
HVAC/ Plumbing	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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	HS Admissions Rep, 97 Newberry Rd, East Windsor, CT 06088, 800-243-4242
HVAC/ Plumbing	New England Institute of Technology	AH114 Refrigeration Systems Fundamentals; AH116 Refrigeration Systems Fundamentals Lab, AH212 Refrigeration Technician Certification	Minimum Wilson Tech grade of B+; acceptance into NEIT's Refrigeration/Air Conditioning/Heating Technology Associate Degree Program; official transcript, must enroll within 1 yr of HS graduation	9 credits, 12 credits, students will get a tuition reduction for transferred credits which will be applied in the final quarter of curriculum at NEIT	Tara Rugg, Communications Coordinator, NEIT, 1 New England Tech Blvd, East Greenwich RI 02818-1258, 800-736-7744 x3324
HVAC/ Plumbing	SUNY Delhi	RFAC120 Fundamentals of Refrigeration lab after successful completion of one semester	Wilson Tech certificate of completion; demonstrated mastery of listed course competencies; WT letter of recommendation	4 credits	Robert Mazzei, Coordinator of the Academic Exploration Program, SUNY Delhi, 271 Bush Hall, Delhi, NY 13753 (607) 746-4550
Medical Assisting	Monroe College	HA 106-Introduction to Contemporary Health Issues (3 credits) Option to test out of HC 108- Anatomy and Physiology (3 credits) and HC 126-Medical Terminology (3 credits)	Be accepted to Monroe College, earn two year certificate of completion from Wilson Tech with minimum GPA of 80, earn high school diploma and provide letter of recommendation from Wilson Tech instructor	Up to 9	LALIE ORTEGA Admissions Counselor 370 Main Street New Rochelle, NY 10801 914.740.6537
Medical Laboratory	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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, 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
Physical Therapy Aide	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
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
Physical Therapy Aide	SUNY Canton	Students will be considered for 3 bonus points on their Admission Rubric to the Physical Therapy Assistant A.A.S. Program. The 3 bonus points would be for completion of 20 hours of professional observation.	Students must be applying to Physical Therapist Assistant A.A.S. Program. Student must show Wilson Tech 2 year certificate of completion and minimum of 85 GPA on transcript. Admission is not guaranteed, student must still meet all admission criteria.	Advantage in Admission Process	Deborah S. Molnar, PTA Program Director, 315-386-7394, molnard@canton.edu
Professional Health Careers	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Professional Photography	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
Professional Photography	Mohawk Valley Community College	Credit for PT101 if finish Year 1 of Wilson Tech and PT207 if finish Year 2 of Wilson Tech	For students who are admitted to the MVCC programs in Digital Animation, Fine Arts, Graphic Arts, Graphic Design, Illustration or Photography/ Students must complete Wilson Tech with a minimum GPA of 85, provide MVCC with a letter of recommendation from Wilson Tech teacher indicating if student should be given credit for PT101 and/or PT 207 with transcript. Dean and faculty must review student application for final approval.	Up to 6 credits	
Veterinary Assisting	Alfred State College	Student will be awarded 6 Veterinary Technical Elective credit 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 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	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163

CTE PROGRAM	POST SECONDARY INSTITUTION	CLASS/CREDITS WAIVED	CRITERIA	CREDIT	CONTACT AT COLLEGE
Veterinary Assisting	SUNY Delhi	1 credit hour of restricted elective credit *Student must meet with SUNY Delhi Veterinary Science Technology program chairperson to receive credit	Student must earn a 2 year certificate of completion from Wilson Tech with 85 minimum average, be accepted to the SUNY Delhi Veterinary Science Technology AAS program and complete SUNY Delhi's VETS 120 Introductory to Veterinary Science course with a C or better.	1 credit	Misty Fields Associate Director of Admissions SUNY Delhi 454 Delhi Drive Delhi, NY 13753 607-746-4546
Welding	Five Towns College	<u>With 1 year certificate from Wilson Tech:</u> 15% tuition scholarship for up to 8 consecutive full-time semesters <u>With 2 year certificate from Wilson Tech:</u> 25% tuition scholarship for up to 8 consecutive full-time semesters	Earn a certificate of completion from Wilson Tech with a 70% average or better as indicated on an official High School transcript and have completed Wilson Tech within 5 years of time of application to Five Towns.	tuition scholarship	Carolann Miller, Provost, Five Towns College, 305 North Service Rd, Dix Hills NY 11746, 631-656-2163
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	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	SUNY Canton	2 credits (AUTO 104 Basic Welding) to go towards Automotive Technology A.A.S. Degree	Student submit a transcript showing at least an 85 average in the Wilson Tech Welding class and 2 year certificate of completion and be accepted to the Automotive Technology A.A.S. Degree program	2 credits	Brandon Baldwin, Curriculum Coordinator, Automotive Technology, SUNY Canton, 34 Cornell Dr, Canton NY 13617, 315-379-3866, baldwinb@canton.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

# Adult Career Opportunities (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.

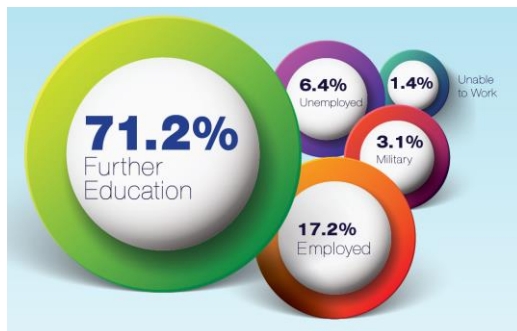
Advanced-standing may be earned upon meeting the criteria in select programs. In addition, specific full-time programs for adults qualify for Title IV funding and financial aid. Students who are transitioning into post-secondary education through ACCES-VR can contact Tech's liaison. Call (631) 667-6000,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

# 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 2019?

(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	36%	48%	2%	11%
<b>Graphic &amp; Media Arts Careers</b> Advertising/Graphic Design, Audio Production, Digital Film & Video Production, Professional Photography	5%	90%	0%	5%
<b>Health Careers</b> Medical Assisting, Medical Laboratory, Nurse Assisting, Professional Health Careers, Physical Therapy Aide	7%	86%	2%	3%
<b>Service Careers</b> Business and Hospitality Management, Certified Personal Trainer, Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Education & Care, Fashion Merchandising/Design, Veterinary Medical Assistant	19%	72%	2%	6%
<b>Technical Careers</b> Computer Networking, Electronics/Robotics/Computer Repair	4%	80%	8%	8%
<b>Transportation Careers</b> Aircraft/Drone Technology, Auto Body Repair, Automotive Technology, Aviation Science/Flight, Marine & Motor Sports Technology	22%	61%	7%	7%



# **Career Majors in Construction Occupations**

**Architectural and Interior Design/CAD**

**Carpentry**

**Construction Electricity**

**Heating/Ventilation/AC/Plumbing**

**Welding**



# Architectural and Interior Design/CAD

Curriculum Certified by American Design Drafting Association



ARCHITECTURAL AND INTERIOR 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 AUTODESK software programs 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  
HERS Rater  
Construction Company Owner  
Detailer  
Engineer  
Estimator  
Expeditor  
Interior Designer  
Landscape Designer  
Manufacturer's Representative  
Project Manager  
Salesperson  
Specifications Writer

## Student Supplies

No student-purchased supplies necessary.

## Advanced Standing Available\*

Five Towns College  
Island Drafting & Technical Institute

New England Institute of Technology  
SUNY Delhi

Dual Enrollment:

Farmingdale State College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: Nat'l Occupational Competency Testing Exam (NOCTI) - Architectural Drafting.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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
- Sketch UP
- Interior Space Planning



# 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 and finish the interior of a small house. 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\*

Alfred State College  
Five Towns College  
New England Institute of  
Technology  
SUNY Delhi

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: National Center for Construction and Education Research (NCCER) Carpentry Exam.

## Student Supplies

Additional supplies will need to be purchased for this program.

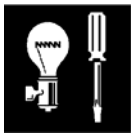
## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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\*

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

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: National Center for Construction and Education Research (NCCER) Electrical Exam.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Helpful Preparatory Courses

- Drafting
- Industrial Arts
- Ninth and Tenth Grade Math (Highly Recommended)

## 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  
HVAC/P installer

## Advanced Standing Available\*

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

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: National Center for Construction and Education Research (NCCER) - HVAC Exam.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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
- Circuit board buildout
- EPA 608 License



# 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, Shielded Metal Arc Welding (stick), Gas Metal Arc Welding (MIG), Gas Tungsten Arc Welding (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\*

Five Towns College  
Lincoln Technical Institute  
Ohio Technical College  
SUNY Canton  
SUNY Delhi

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

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

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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 Occupations**

**Advertising/Graphic Design**

**Audio Production**

**Digital Film & Video Production**

**Professional Photography**





# Advertising/Graphic Design

Approved by New York State Education Department (NYSED)



ADVERTISING/GRAPHIC DESIGN is an excellent choice for a student with a background in art, and is interested in advancing their artistic and visual design abilities. The student will be developing strong board design skills, along with computer-generated design skills. Students are encouraged to develop strong design proficiency, to gain creative knowledge and develop a portfolio to pursue a college pathway in the field of design.

## 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 and illustrations.

## Career Opportunities

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

## Advanced Standing Available\*

Five Towns College  
New England Institute of Technology  
SUNY Canton  
SUNY Cobleskill  
Dual Enrollment–Farmingdale State College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Academic Credits integrated:

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

## Helpful Preparatory Courses

- Digital Art
- Drawing
- Painting
- Studio Art

## 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 exam: National Occupational Competency Testing Exam (NOCTI) - Advertising and Design Exam.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations. For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- 2-D Design & Layout
- Advertising Flash Animation
- Color Theory
- Design Production & Output
- Digital Image Editing
- Foundations in Art & Design
- Graphic Design Layout
- Illustration
- Job Skills
- Perspective
- Portfolio Development
- Typography – board/digital



# Audio Production

InfoComm International Member



AUDIO PRODUCTION will give students the opportunity to learn about basic audio production techniques. Students will learn to set up, operate and maintain a variety of analog and digital electronic equipment that is 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, film, broadcasts, concerts, plays, live musical recordings and commercial applications. Students will also learn 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 Equipment Technician  
Studio Technician  
Field Recording Personnel  
Chief Engineer  
Field Technician  
Radio Operator  
Sound Engineering Technician  
Sound Mixer  
Studio Recording Engineer  
Mastering Engineer  
Foley Artist  
Live Sound Technician  
Transmission Engineers  
On/Off Air Talent

## Advanced Standing Available\*

Five Towns College  
New England Institute of Art  
New England Institute of Technology  
SUNY Cobleskill

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: SkillsUSA Career Essentials Exam - Audio Production.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- Adobe Audition recording
- Digital recorders
- Multi-track audio recording
- Electronic instrumentation, operation, and composition
- Audio-mixing consoles
- Microphone Techniques
- Pro Tools 12 recording
- Live sound re-enforcement
- Multi-track editing systems
- Audio for Film/Video
- Apple Logic Pro X recording
- Room Acoustics and Design
- Channel Strip Plug-ins
- Mastering and Distribution
- Copyrighting
- Music History
- Graphic Design Album Covers



# 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\*

Five Towns College  
Nassau Community College  
New England Institute of Technology  
SUNY Cobleskill  
Dual Enrollment: Suffolk County Community College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: SkillsUSA Career Essentials Exam - Television Video Production.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.  
For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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  
Portrait Studio Photographer  
Special Events Photographer  
Wedding Photographer

## Advanced Standing Available\*

Five Towns College  
Mohawk Valley Community College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: Skill Connect Assessment and Skills USA Career Essentials Exam - Photography.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- Camera Theory and Applications
- Adobe Photoshop CC7
- Digital Cameras (DSLR)
- 35mm SLR Camera
- Lighting Techniques
- Film Processing
- Composition
- Business Techniques
- Portraiture
- Color Slide
- Fuji Emulsion Lift
- Publicity, Industrial Products, and Fashion work
- Black and White Darkroom
- Computer Skills
- Advanced Photographic Printing Techniques

# **Career Majors in Health Occupations**

**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 and one year developing advanced skills of a clinical medical assistant. A clinical internship in the second year of the program will be scheduled for those students meeting the criteria.

## 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\*

Five Towns College  
Monroe College  
SUNY Canton  
Wilson Tech Adult Program

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: Skills USA Career Essentials Exam - Medical Assisting

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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



# 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  
Hospitals  
Health Clinics  
Medical Labs  
Industry  
Phlebotomists  
Medical Clerks

## Advanced Standing Available\*

Five Towns College  
SUNY Canton  
Wilson Tech Adult Program

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: National Center for Competency Testing (NCCT) - Phlebotomy Technician Exam

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

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



# 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. 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. Practical application of theory is stressed while performing hands on patient care to simulate industry standard practice.

Upon completion of this one year program students who are Certificate eligible (those who have passed the Nurse Assisting class, fulfilled their clinic hours, and met the attendance requirement) will sit for the Certified Nurse Aide (CNA) examination. Students who have met the above criteria, and have attempted the CNA exam, are eligible to enter the Professional Health Careers program the following year.

## 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 and holidays.

## Career Opportunities

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

## Advanced Standing Available\*

Upon successful completion of Professional Health Careers (PHC)

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Certification 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 state certification exam: NYS Nurse Aide Competency Exam, Nurse Assisting Certification Exam (CNA).

Please note: In order to take the NYS Exam, students must also complete required clinical hours.

\*In addition, students who complete their 2<sup>nd</sup> year in Professional Health Careers, and meet all criteria, may be eligible for CTE Endorsement.

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations. For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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

- 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





# 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. A clinical internship in the second year of the program will be scheduled for those students meeting the criteria.

## 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\*

Five Towns College  
Herkimer County Community College  
Nassau Community College  
SUNY Canton

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: NOCTI - NYS Health Assisting

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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 and attempted the CNA exam. Those seniors who complete the entire program sequence and are Certified Nurse Assistants will qualify to take the Patient Care Technician Certification examination. A clinical internship in the second year of the program will be scheduled for those students meeting the criteria. Clinical students will participate in an off-site experience at partnering facilities to further refine their practical application. 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

Nurse Assisting  
CNA Exam Attempt

## 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\*

Five Towns College  
Wilson Tech Adult Medical programs (check with teacher)

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Patient Care Technician 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 state certification exam: NYS Nurse Aide Competency Exam, Nurse Assisting Certification Exam (CNA).

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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)



# **Career Majors in Service Occupations**

**Business & Hospitality Management**

**Certified Personal Trainer**

**Cosmetology**

**Criminal Justice**

**Culinary Arts**

**Early Childhood Education**

**Esthetics**

**Fashion Merchandising/Design**

**Veterinary Medical Assisting**



# Business & Hospitality Management

Approved by New York State Education Department (NYSED)



BUSINESS AND HOSPITALITY MANAGEMENT cultivates the skills and knowledge needed to create and guide a business through all stages of growth. Training emphasizes entrepreneurship, legal and ethical business concepts, marketing, technological applications, human resources development, purchasing, accounting and cost control. The practical application of customer service procedures and professional communication skills will lead students toward gaining the knowledge and confidence to own, operate, or manage a successful business.

## Work Environment

Managers typically work in pleasant, technology rich, air conditioned indoor surroundings. The ability to interface one-on-one with customers requires communication skills, professional demeanor and attention to personal appearance and hygiene. General responsibilities may include: making presentations, business planning, finance, purchasing, human resources, inventory controls, security, marketing, training, sales, and promotional advertising. Some travel may be required.

## Career Opportunities

Accounting  
Business Manager  
Business Operations Manager  
Business Owner  
Catering Manager  
Concierge/Guest Services  
Convention, Meeting and Event Planning  
Entrepreneur  
Food and Beverage Manager  
Franchisee  
Hotel Manager  
Human Resources Management  
Marketing  
Operations Officer  
Purchasing Agent  
Restaurant Owner/Manager

## Advanced Standing Available\*

Five Towns College  
New York Institute of Technology  
Dual Enrollment: St. Joseph's College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Academic Credits Integrated:

Tech Math, 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 exam: National Occupational Competency Testing Exam (NOCTI): Hospitality Management - Food and Beverage.

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.++

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- Accounting Practices
- Business Planning
- Customer Service
- Entrepreneurship
- Management Training
- Marketing
- Personal Development
- Purchasing and Receiving
- Technology Applications



# 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\*

Five Towns College  
Herkimer Community College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

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

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

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



# 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

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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

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

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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\*

Five Towns College  
Herkimer Community College  
Monroe College  
Nassau County Community College  
Dual enrollment - Farmingdale State College  
SUNY Canton

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: National Occupational Competency Testing Exam (NOCTI) - Criminal Justice – Law Enforcement.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.  
For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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\*

Culinary Institute of America  
Five Towns College  
Johnson & Wales University  
Lincoln Culinary Institute  
Monroe College  
Nassau Community College  
New York Institute of Technology  
SUNY Cobleskill  
SUNY Delhi

Students who earn the ProStart National Certificate of Achievement (COA) should download the National ProStart Collegiate Passport for information about 60+ post-secondary schools that offer college credit &/or scholarships.  
[https://chooseresaurants.org/NationalRestaurantAssociation/media/NRAEF/Donors/ProStart\\_Passport\\_2017.pdf](https://chooseresaurants.org/NationalRestaurantAssociation/media/NRAEF/Donors/ProStart_Passport_2017.pdf)

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.  
For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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



# 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. Tasks include: guidance of children, lesson planning, weekly textbook assignments that require strength in English Language Arts and observation of children. Students are offered CPR Training In the Second year of the program.

## 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\*

Five Towns College  
Herkimer Community College  
Monroe College  
Nassau Community College  
SUNY Canton  
SUNY Cobleskill

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Academic credits integrated:

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

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.  
For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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



# Esthetics

Approved by New York State Education Department (NYSED)



ESTHETICS is an appearance enhancement specialty in the field of skincare and make-up which requires a separate NYS license in Esthetics. This course introduces and develops the skills and knowledge required in order to successfully prepare for the NYS State Board Esthetics licensing examination.

## Work Environment

The ability to deal one on one with clients, the integration of commencement level math, reading, writing and communication skill, attention to personal appearance and hygiene, and the development of responsible attributes that are essential for Estheticians.

## Career Opportunities

Spa Salon Employee  
Skin Care Specialist  
Wax Technician  
Laser Hair Technician  
Receptionist  
Spa Salon Owner/Manager  
Makeup Artist  
Marketing and Merchandising Specialist  
Aroma Therapy Specialist  
Advanced Esthetics Technician  
Product Distributor  
Specialist/Trainer  
Eye Lash Extension Technician

## Advanced Standing Available\*

Five Towns College

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

## Student Supplies

### 1st Year Students

Uniform consisting of white cotton/polyester blend uniform top and pants. White professional-style leather low heel, closed toe shoes with appropriate hose.

### 2nd Year Students

Uniforms consisting of blush color cotton/polyester blend uniform top and pants. White professional-style leather low heel, closed toe shoes with appropriate hose.

## Licensing Requirements

All students successfully completing this program (Two year, 600 hours) will be eligible to sit for the NYS Licensing Examination in Esthetics. In addition to training in various specialty services within the Esthetics field.

## Academic Credits integrated:

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

## Average Annual Wage

Salaries are subject to market fluctuations. For the most current updates on local and national wages go to job search engines on the internet and

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

## CTE Endorsement

Students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, be Regents eligible, and pass the following national certification exam: New York State Esthetics License

## Course Outline

- Professionalism
- Bacteriology
- Safety/Infection Control
- Decontamination
- Make-up
- Post Mortem Makeup
- Skin care, Analysis and Disorders
- Facial Treatments
- Back Treatments
- Superfluous hair removal
- Cells, Anatomy and Physiology
- Chemistry as applied to Esthetics
- Electricity/Light Therapy
- Spa Salon Business Skills
- Career Skills
- Aromatherapy
- Laser Hair Removal
- Microblading
- Microneedling
- Microdermabrasion
- Eye Lash Extension
- Nutrition



# 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  
Dual enrollment - Long Island University, CW Post  
\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: National Occupational Competency Testing Exam (NOCTI) - Apparel and Textile Production and Merchandising.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.  
For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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
- Fashion Buying
- Retail Merchandising
- Textile Fabrics and Finishes
- Textile and Apparel Careers



# Veterinary Medical Assisting

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



VETERINARY MEDICAL 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\*

Alfred State  
Five Towns College  
SUNY Cobleskill

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: National Occupational Competency Institute (NOCTI) - NYS Small Animal Science Assessment Exam.

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.  
For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Helpful Preparatory Courses

- Biology with lab
- Chemistry with lab
- Algebra 1

## 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

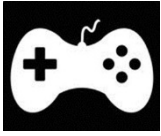


# **Career Majors in Technical Occupations**

**Computer Game Design (CTB)**

**Computer Networking**

**Electronics/Robotics/Computer Repair**



# Computer Game Design (CTB)

Certipoint Authorized Testing Center



COMPUTER GAME DESIGN (Computer Technology for Business) 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.

## Career Opportunities

- Game Designer
- Computer Programming
- Graphic Arts
- 2D/3D Modeler
- Artist
- Music & Sound Designer
- Coding
- Entrepreneur
- Event Planning
- Sales
- Office Worker

## Advanced Standing Available\*

- Five Towns College
- Monroe College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: Microsoft Office Specialist Exam (MOS)

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations. For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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
- App design and planning





# 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\*

Five Towns College  
Island Drafting and Technical Institute  
Monroe College  
SUNY Canton

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 following exam: CompTIA Network+ Certification Exam.

## Student Supplies

No additional supplies are needed for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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

## Advanced Standing Available\*

Upon successful completion of Computer Networking

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Helpful Preparatory Courses

- Math
- Science

## Academic credits integrated:

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

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- Introductory Electronics
- Digital Electronics Concepts
- Computer Software Application
- Network Cabling
- Troubleshooting and Diagnosis
- Computer Components/ Installation
- Computer Peripherals
- 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



# **Career Majors in Transportation Occupations**

**Aircraft/Drone Technology**

**Auto Body Repair**

**Automotive Technology**

**Aviation Science/Flight**



# Aircraft/Drone 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/DRONE 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). Drone Technology will be incorporated into this program as the aviation industry has a high demand for skilled workers. Focus is on training students toward FAA Part 107 Drone Pilot Certification by the completion of the 1st year of instruction.

## Work Environment

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

## Career Opportunities

Accident Investigator  
Aviation Lawyer  
Aircraft Manufacturer  
Powerplant Technician  
Engineering Technician  
FAA Airworthiness Inspector  
Military Crew Chief  
Repair Station Repairman  
Security Specialist  
Transportation  
Aerial Film Production  
Field Survey Technician  
Drone Pilot  
Law Enforcement Surveillance

## Advanced Standing Available\*

Embry Riddle Aeronautical University  
Five Towns College  
Mohawk Community College  
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/)

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Post-Secondary Opportunities

Upon successful completion of the Aircraft/Drone 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 exam: Federal Aviation Administration (FAA) Powerplant Qualification Exam.

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations. For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- Federal Aircraft Safety Procedures
- Powerplant Electrical Systems
- Reciprocating and Turbine Engine Repair and Overhaul
- Powerplant Inspection and Operation
- Powerplant Systems and Components
- Propulsion Theory
- US Airspace Restrictions and Regulations
- Aviation Weather Applications
- FAA Drone Requirements

\*Note: Students have the option of enrolling into the Adult Aviation Maintenance Technology program for an additional three semesters in order to obtain their FAA- Airframe Certification. In order to meet FAA licensure, students must have no more than 10 absences per academic year.



# 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\*

Alfred State  
Five Towns College  
Lincoln Technical Institute  
Morrisville State College  
New York Automotive & Diesel Institute  
Ohio Technical College  
Wilson Tech Automotive Technology Adult Program

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: Automobile Service Excellence (ASE) Student Certification.

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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

Automobile Service Excellence (ASE) Student Certification 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 an Automobile Service Excellence (ASE) student 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\*

Alfred State College  
Five Towns College  
Lincoln Technical Institute  
Morrisville State College  
New England Institute of Technology  
New York Automotive & Diesel Institute  
Ohio Technical College  
SUNY Canton  
SUNY Delhi  
Universal Technical Institute  
Dual Enrollment: Suffolk County Community College

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: Automobile Service Excellence Student Certification.

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- ASE Education Foundation 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



# Aviation Science/Flight

Approved by New York State Education Department (NYSED)



AVIATION SCIENCE/FLIGHT course provides the skills 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. 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

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## 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 exam: Federal Aviation Administration (FAA) Private Pilot Written Knowledge Exam (PPWKE).

## Student Supplies

Additional supplies will need to be purchased for this program.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## 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



# **CTE Skill Programs and Overview**

**Auto Technology Skills**

**Computer & Business Skills**

**Construction Skills**

**Cosmetology Skills**

**Culinary Skills**

**Electronic/Robotic Skills**

**Graphic Art Skills**

**Health Care/Medical Assisting Skills**

**Small Animal Care Skills**

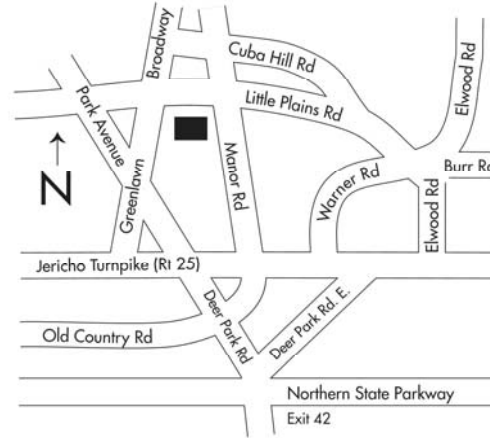
# Program Site

## Huntington Campus

631-754-2900, Fax 631-623-4909  
Karen Bowden, Principal

## AM/PM Sessions

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



GCTE designation enables students with special needs (ages 16-21), who would otherwise have difficulty in meeting the goals of the program, receive additional support services. This includes classified students within CTE Programs and CTE Skills Programs. Students, referred to the program by their local school districts, spend one-half day at their home high school and one-half day at a Tech campus.

## Secondary CTE Skill Programs

CTE SKILL PROGRAMS follow the same curriculum as their respective CTE Program counter-parts, except at a moderate pace, in a smaller setting with extra support. Students will receive preparation for entry-level employment and/ or post-secondary education and are expected to function autonomously. Transfer into more advanced programs (CTE Programs) is contingent upon a student's success.

Employability Profiles will be utilized to evaluate students' universal foundation skills and work-based technical skills.

Districts may utilize the Employability Profile as part of the criteria to meet the Career Development and Occupational Studies (CDOS) Credentials and the CDOS Multiple Pathway option.

Our Career Assessment center, located at Wilson Tech's Huntington campus, evaluates students' career and academic strengths and weaknesses. The Career Scope is utilized as a Level 2 Assessment. A summary is derived from the students' responses and a list of appropriate career choices is presented.

The following Secondary CTE Skill Programs are available:

- Auto Technology Skills
- Computer & Business Skills
- Construction Skills
- Cosmetology Skills
- Culinary Skills
- Electronic/Robotic Skills
- Graphic Art Skills
- Health Care/Med. Asst. Skills
- Small Animal Care Skills

# Level 1, 2, 3 Assessment

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 a career pathway choice.

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 631-754-2900.

## 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>Interest Area</b>	<b>Definition</b>	<b>Occupational Examples</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. <b>Examples</b> 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. <b>Examples</b> 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. <b>Examples</b> 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. <b>Examples</b> 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. <b>Examples</b> 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. <b>Examples</b> 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. <b>Examples</b> 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. <b>Examples</b> 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. <b>Examples</b> Move, stack, turn, or place objects; make coordinated movements of the arms and hands.	Stack bricks to construct a wall; pack oranges into crates; position dolls in a toy store window display.	



## Auto Technology Skills

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

### Work Environment

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

### Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

### Job Opportunities

Service Consultant, Service Dispatcher, Service Manager, Parts Manager, Automotive Salesperson, Automotive Engineer, Tire Technician, Lube Technician, Automotive Technician

### 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 & Business Skills

Certiport Authorized Testing Center

COMPUTER & BUSINESS SKILLS will provide students with the opportunity to immerse themselves into a virtual work environment. This program will explore, simulate and analyze the different skills necessary for a business to be successful. Students will actually visit other businesses (Tech programs) in order to discover business needs and, at a basic level, apply organizational strategies to the "businesses" explored. Students will have the opportunity to experience working for both service and product-focused businesses. In addition, students will be provided with instruction in basic money management on a personal and business level. Opportunities will be available for students to work together as entrepreneurs and provide the school with a service or product for their enjoyment.

### Work Environment

Today, most large and small companies require their employees to have skills in using personal computers and to have an understanding of business applications. Workspaces are usually located in well-lighted, comfortable areas. Workers will be expected to participate in group projects as well as work individually.

### Academic Credits integrated:

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

### Job Opportunities

Office Clerk, Data Entry Worker, Civil Service Employee, Receptionist

### Course Outline:

- Advertising
- Basic Record Keeping
- Co-Worker Collaborations
- Customer Service
- Data Entry
- Entrepreneurship

### Course Outline: (Con't)

- Interpersonal/Communication Skills
- Job Interview Skills
- Microsoft Office Instruction
- Google Classroom (Docs, Sheets, Slides, and Classroom)
- Office Routines
- Paychecks
- Resume Development
- Telephone Skills
- Using/Creating forms
- Typing
- Workplace Professionalism



## 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.

### Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

### Academic Credits integrated:

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

### Job Opportunities

Carpenters Helper, Plumbers Helper, Home Remodel Contractor, Helper, Landscape Worker, Cabinet Shop Worker, Builder's Helper, Mason's Helper, Electrician's Helper

### Course Outline

- Safety Procedures
- Hand Tools
- Power Tools
- Stationary Power Tools
- Measurements
- Painting Materials and Techniques
- Basic Electric
- Basic Plumbing
- Building Maintenance Skills
- CNC Woodworking Equipment
- Home Automation Devices
- Rough Framing
- Fine Carpentry



## 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.

### Student Supplies

Additional supplies will need to be purchased for this program.

### Job Opportunities

Cosmetology Retailer, Salon Receptionist, Salon Shampoo Assistant, Salon Manicurist, Salon Facial Esthetician, Product Distributor, Product Demonstrator, Salon Stylist/Operator, Pedicurist, Colorist, Cosmetology Platform Artist, Salon Manager

### 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.

### Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

### Academic Credits integrated:

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

### Job Opportunities

Bus Person, Prep Cook, Steward, Dish Washer, Garde Manager, Line Cook, Fast Food Cook, Catering Cook, Baking/Pastry Assistant, Barista

### 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:

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

### Student Supplies

All necessary equipment will be provided by Wilson Tech

### Job Opportunities

Electronic Technician, Robotic Technician, Electronic Operator, PC Board Assembler, Hand Soldering, Wiring, Robotic Maintenance Technician

### 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.

### Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

### Academic Credits integrated:

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

### Job Opportunities

Copier, Print Shop Assistant, Photographer, Photoshop Color Corrector, Photo Retoucher, Package Designer, Pre-Press Technician, Pre-Press Proofer, Animator

### Course Outline

- Foundations in Art and Design
- Introduction to the History of Graphic Design
- Graphic Design
- Drawing
- Painting
- Color Theory
- Layout
- Typography
- Digital Photography
- Mechanical Preparation and Manipulation
- Poster Designs
- Textile Designs
- T-Shirt Design
- Novelty Designer



## Health Care/Medical Assisting Skills

HEALTH CARE/MEDICAL ASSISTING SKILLS students will have the opportunity to learn about health-related topics and practice a variety of basic skills with emphasis on the Medical Assisting profession. Instruction will include safety hazards, first aid, nutrition, client care and hygiene, communication, interpersonal skills, team work, electronic health records, and basic anatomy and physiology. There will be an emphasis on the development of Patient Care Skills in Health Care facilities.

### Work Environment

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

### Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

### Academic Credits integrated:

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

### Job Opportunities

Candy Striper, Hospital Gift Shop Worker, Sunshine/Hospitality Worker, Cafeteria Worker, Transporter, Housekeeping in Health Care Facility, Receptionist in Health Care Setting, Alternative and Holistic Medicine, Laboratory and Research, Clinical and Therapeutic Services, Unit Clerk, Central Supply Attendant, Pharmacy Runner, Admitting Department, Nursing Home Activity Attendance, Health Coach

### Course Outline

- Health and Safety
- Infection Control
- Communication and Interpersonal Skills/Cultural Diversity
- First Aid/CPR
- Basic Anatomy & Physiology
- Electronic Health Records
- Medical Office Management
- Nutrition
- Client Care/Human Needs
- Body Mechanics
- Health Care Facilities
- Computer Skills
- History of Health Care
- Ethical Considerations
- Patient Assessment



# 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.

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Academic Credits integrated:

CFM, Comp App

## Job Opportunities

Pet Supply Retail Worker, Animal Shelter Worker, Kennel Attendant, Dog Walker (Private), Dog Sitter (Private), Animal Trainer (in a retail store or private business), Animal Groomer, Animal Caretaker, Animal Hospital Receptionist

## 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**

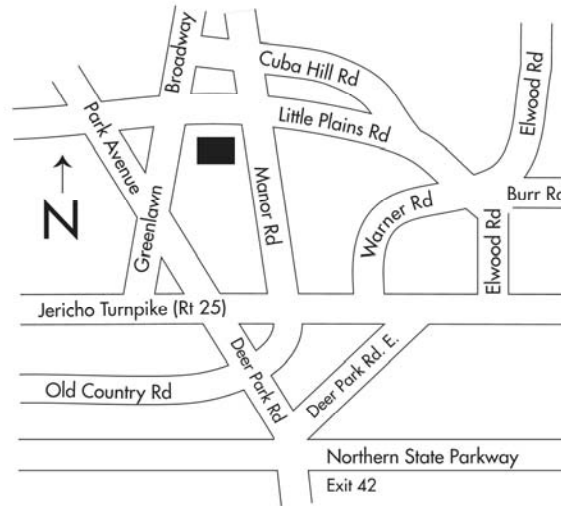
# Program Site

## Huntington Campus

631-754-2900, Fax 631-623-4909  
Karen Bowden, Principal

## AM/PM Sessions

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



## Exploratory Programs

EXPLORATORY PROGRAMS offer students, benefitting from a more individualized curriculum and structured setting, the opportunity to familiarize themselves with workplace skills. As in all of our programs, students have the opportunity to learn and practice their hands-on skills on a daily basis. In addition, exploratory programs offer students the opportunity to work at off-site retail stores and restaurants, job shadow, apply their skills to on-campus projects and go on field trips.

The following Exploratory Programs are available:

- 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 workplace learning. Student's individual needs, interests, abilities and learning styles will be addressed. This program integrates hands on and project-based instruction that may be delivered through participation in school and out-of-school activities such as laboratory training, internships, mentoring, or job shadowing. Twice per week, students will be bused to community work sites where they will have the opportunity to learn and perform tasks essential for the workplace environment.

## Course Outline

### Job Readiness:

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

### Office Procedures:

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

### 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 become participants in the M&O (Management & Operation) team, at the Huntington campus, as they use their hands-on skills to work on campus improvements. Students will be exposed to a variety of jobs available in home improvement centers through field trip opportunities.

## Course Outline

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



# Retail/Customer Service

RETAIL/CUSTOMER SERVICE offers students the opportunity to participate in the operations of a school store, located at the Huntington Campus. 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. Twice a week, students will be bused to off-site stores where they can apply their skills in a real-world setting.

## 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
- Interpersonal Skills









**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)