Welcome to the Southern Westchester BOCES Center for Career Services!

On behalf of the Career and Technical Education faculty, staff, and administration, I am delighted to share our Course Offerings & Programs catalog with you.

At the Center for Career Services (CCS), we are proud to offer programs that provide all students with the technical, academic and employability skills needed to be well prepared for the future. Our students go on to careers in their areas of interest or to post-secondary education. Of the most recent graduating seniors, 25% pursued careers in their areas of preparation at CCS, and 40% pursued higher education at institutions such as:

- Clarkstown International
- College of Westchester
- Dutchess Community College
- Electrical Union (IBEW)
- Fashion Institute of Technology
- John Jay
- Keene State College
- LIM College
- Manhattanville College
- Mercy College
- NY Institute of Technology
- Onondaga Community College
- Pace University
- Rockland Community College
- SUNY Cobleskill
- SUNY Delhi
- SUNY Morrisville
- SUNY Purchase
- SUNY Oneonta
- Syracuse University
- University of Hartford
- U.S. Air Force
- U.S. Army
- U.S. Coast Guard
- U.S. Marine Corps
- U.S. Navy
- Westchester Com. College
- Western State

CCS offers 20 career and technical education programs that are taught by certified teachers who each bring many years of industry experience to their classrooms. Our instructors provide our students with authentic learning experiences in classroom environments that mimic current industry settings.

Please review our course offerings and talk with your school counselor and parent/guardian to choose the program that is the best fit for you. When your counselor invites you to participate in a virtual tour of the Center for Career Services, we hope to meet you and answer any questions you may have to assist in your decision making.

For more information and to learn more about CCS, please see our website: http://careers.swboces.org

We look forward to meeting with you and welcoming you to the Center for Career Services.

Sincerely,

Dahlia Jackson
Director
Southern Westchester BOCES Center for Career Services
Who is eligible to attend the Center for Career Services (CCS)?
Any student who attends a participating BOCES school district and is in Junior or Senior standing at their home school is eligible.

How do I enroll in CCS?
If you are a Junior or Senior in high school and want to enroll in a CCS program, you should meet with your home school counselor to discuss the enrollment process. Your application will be considered complete when everything is properly submitted and you have approval from your parent/guardian and home school counselor.

When do I attend CCS?
Students who are in their junior or senior year of high school can attend CCS. Every program is a two-year program. Some students may elect to only participate in one year of CTE coursework.

Can I attend more than one CCS program?
No. Students enroll in one CTE program and are in that same program for two years.

What time do classes meet at CCS?
CCS is a half-day program, Monday through Friday, and runs on the same academic calendar as your home school. The AM session is from 8:25-10:55 a.m. and the PM session is from 11:55 a.m.-2:25 p.m. Students only attend one session and spend the rest of their time at their home school.

Can I eat breakfast or lunch while at CCS?
Yes. CCS has a full cafeteria for student use.

Can I still participate in activities back at my home school?
Yes.

Can I drive to CCS?
You may only drive to CCS if your home school approves you to do so. Students who want to drive must fill out an application at CCS and include a copy of their driver’s license and automotive insurance card. Students may not drive other students without permission.

Will CCS help me meet my graduation requirements?
Yes, your classes are counted towards your credits necessary to graduate high school. Some classes may lead to 4+1 career pathways, which include the four core Regents subject areas plus an approved CTE program or successfully completed CDOS credential.

Does CCS offer Academic courses?
Yes, students may receive academic credit over the course of two years. This means that you can earn your academic credits as part of assignments that you work on that are both CTE- and academics-related. Depending upon the program, students can earn credits in ELA, Science and Math.

Will CCS help me meet my CDOS commencement credential requirements?
Yes. The CTE programs are designed to assist students in meeting the state requirements for the Career Development and Occupational Studies (CDOS) commencement credential. Students are required to complete 216 hours of CTE coursework and 54 hours of work-based learning during high school. Students will participate in the required hours, obtain work-based learning hours, be instructed on the CDOS standards, develop a career plan, draft a resume, and complete an employability profile as part of their training.

Do I graduate from my home school or CCS?
You graduate from your home school. CCS holds a recognition ceremony at the end of June for all students who have successfully completed their CTE program.

What is a college articulation?
Our programs have agreements, known as articulations, with various post-secondary institutions. Students can earn college credits while enrolled in a CTE program.

Do you have a Work-Based Learning Program?
Our Work-Based Learning Program provides students with opportunities to gain hands-on, real-world experience in a variety of industries. As they immerse themselves in a professional work environment, students begin to understand the education and training they will need to...
be successful. Students work with local businesses where they learn about the employee/employer relationship in professional surroundings. The experience is also significant for students in further developing a passion for their chosen profession.

All 20 CCS programs offer students industry certifications. During their tenure at SWBOCES, students engage in 216 hours of CTE class time and 54 hours of work-based learning. After their BOCES training, students are employable, hardworking, and ready to meet employers’ needs.

What is Transition planning?
Transition planning is an important and mandated part of the IEP in the school year when a student turns 15. Transition Planning is the student-centered process of preparing your student for life after they exit high school: Where will your student live, work, or continue their education? Families are an important part of the planning process. Your input matters!

Who is involved in the transition process?
Transition planning involves the student, the family, school staff, personnel from outside agencies, and other relevant community members who engage in developing a purposeful transition plan.

What is Adult Career & Continuing Education Services - Vocational Rehabilitation (ACCES-VR)?
ACCES-VR is an agency run through the New York State Education Department that offers vocational/career assistance for eligible adults of all ages, backgrounds, and disability types. ACCES-VR can assist in defining a realistic employment goal and in helping to achieve the steps needed to obtain this vocational goal, be it career development, post-secondary education, and job placement.

What is the Dignity for All Students Act (DASA)?
DASA is the law that promotes civility and creates a safe nurturing environment for all students. DASA provides a response and protects students who are harassed and/or bullied at school. The CCS campus has a DASA coordinator available to all students and staff as needed.

What are the categories provided and protected under DASA?
Categories protected under DASA include race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, and sex.
Committed to Your Success

School Counseling Department

School Guidance Counselors

The mission of the school counseling department at the Center for Career Services is to collaborate with all students, parents, faculty, and the community so that students may achieve the highest level of success in their academic career, vocational training, and in their personal lives. Our school counselors partner with home school districts, teachers, administrators, community-based affiliations, and families to assist students with educational, social, and emotional needs as well career development. Our comprehensive school counseling program’s curriculum provides students with the opportunity to explore their career interests and gain the knowledge, skills, and experience to pursue competitive employment or continue their education at post-secondary schools. The school counseling department also coordinates with home school districts to assist students in meeting exiting requirements for graduation and in developing a personal transition plan including work and/or continued education.

School Social Worker

The goal of the school social worker is to assist students in gaining the skills necessary to help them move forward into the world of work and/or post-secondary education. The school social worker is available to all students who attend the Center for Career Services campus. The school social worker collaborates with counselors, teachers, administrators, school nurses, parents/guardians, component school personnel, and community affiliates.

The school social workers provide counseling services, which include intervention and behavioral and social-emotional support. Goals are set for students during counseling sessions, and action plans are established. All conversations are confidential, except when information is dangerous to the student or others. At that time, we are obligated to notify all parties of interest to protect the welfare of individuals and the community. The social worker has experience working with a range of concerns that are common to most teenagers.

Dignity for All Students Act (DASA)

The goal of DASA is to create a safe and supportive school climate where students can learn and focus, rather than be in fear of being discriminated against or verbally or physically harassed. The Dignity Act applies to behavior on all school property, including classrooms, bathrooms, hallways, or buses or other school transportation, as well as during any school-sponsored event. DASA promotes civility and creates a safe nurturing environment for all students. DASA provides a response and protects students who are harassed and/or bullied at school. The CCS campus has a DASA coordinator available to all students and staff as needed.

Student Support Services

Our Guidance Team, along with our School Social Worker, works with home districts to assist students with personal, career and academic development.

Student Activities

Students are provided opportunities to participate in extra-curricular activities on our campus. These include the National Technical Honor Society, SkillsUSA, HOSA Future Health Professionals, and volunteer and internship opportunities.
**Transition Specialist**

Transition throughout a student’s school career, and into adulthood, can be among the most daunting times for families. As students age out of school and become adults, families need to have systems in place to ensure that their students’ needs are met in post-secondary endeavors. The Transition Coordinator can be a guide and resource for students and their families by linking two very different worlds: school and community.

The Transition Specialist helps bridge the gap between school staff, families, and community service providers. Community agencies include Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Office for People with Developmental Disabilities (OPWDD), and the Office of Mental Health (OMH), as well as other entities. These service providers can assist students as they begin their journey into the adult world. In preparation for life after school, the Transition Coordinator can assist in navigating the transition planning process by offering workshops to empower families and provide career exploration activities for students during their school day, such as career assessments, career exploration activities and related counseling services.

---

**Work-Based Learning Coordinator**

Our Work-Based Learning Program provides students with opportunities to gain hands-on, real-world experience in a variety of industries. As they immerse themselves in a professional work environment, students begin to understand the education and training they will need to be successful. Students work with local businesses where they learn about employee/employer relationships in professional surroundings. The experience is also significant for students in further developing a passion for their chosen profession.

All 20 CCS programs offer students industry certifications. During their tenure at SWBOCES, students engage in 216 hours of CTE class time and 54 hours of Work-Based Learning. After their BOCES training, students are employable, hard-working, and ready to meet employers’ needs.

**Work-Based Learning provides opportunities for:**

- Career exploration
- Professional and technical skill expansion
- Mentoring in a variety of fields
- Working with some of the most dynamic organizations and businesses in the region
- Attaining a New York State CTE-endorsed diploma

---

**How to enroll in a Program at the Center for Career Services**

- Speak with your school counselor
Our Career and Technical Education programs offer students the opportunity to focus on a specific field of study while working toward their career goals. Each day junior and senior students spend half their school day on the Careers Campus. Our programs provide students with hands-on technical instruction in a job-oriented, academic setting with an emphasis on employability and professionalism. Students will also gain valuable real-world experience through internships and required Work-Based Learning hours.

- Animal Science
- Architecture/Interior Design & 3D Art
- Automotive Technology
- Cisco
- Computer Information System & Medical Administrative Assistant (CISMAA)
- Collision Technology
- Commercial Art & Multimedia
- Construction/Plumbing
- Culinary Arts
- Electrical Construction
- Emergency Medical Services
- Fashion Design & Merchandising
- Nursing Assistant
- Pre-Engineering/AutoCAD
- Security, Law & Policing
- Sound Production
- TV/Video Production
CTE Program Descriptions

ANIMAL SCIENCE

This program provides students the opportunity to learn how to care for animals, both at their homes and in veterinary medicine. Students learn the importance of various veterinary procedures and how they impact the care and health of animals. This is a foundational course in veterinary terminology that will prepare students for entry-level positions at a veterinary facility or other animal-related career.

**Units of Study**
- Anatomy and Physiology
- Animal Behavior
- Exam Skills
- Grooming
- Wound Treatment
- Medical Terminology

**Career Paths and Opportunities**
- Veterinary Assistant
- Veterinary Technicians
- Veterinarian
- Animal Groomer
- Animal Trainer
- Nutritionist
- Certified Pet Sitter

**Industry Certifications**
- NOCTI:
  - Small Animal Science
  - Pet Grooming

**Academics**
- Upon completion of 2 years:
  - 1.0 credit English
  - 1.0 credit Science
  - 1.0 credit Math
  - 5.0 Elective CTE credits

**Successful Student Characteristics**
- A passion for animals
- Interest in science

ARCHITECTURE/ INTERIOR DESIGN & 3D ART

The Architecture/Interior Design and 3D Art program begins with an introduction to the elements and principles of art and design. The program combines architecture, interior design and 3D art skills using multiple computer programs. A student completing the two-year program leaves with a comprehensive portfolio highlighting aspects of interior design, architecture and 3D design projects aligned with their interests. Students also gain experience using such industry standard programs as Illustrator, Photoshop and AutoCAD.

**Units of Study**
- Rendering & Perspective Drawing
- Illustrator
- Drafting
- Photoshop
- Residential Interiors
- Commercial Interiors
- AutoCAD
- 3D Modeling
- Health & Safety in Design
- Portfolio

**Career Paths and Opportunities**
- Interior Designer
- Architecture
- Real Estate
- Graphic Design, Industrial Design
- Architectural Photographer
- Project Manager

**Industry Certifications**
- NOCTI:
  - Visual Communications
  - Interactive Media Design
  - AutoCAD

**Industry Articulation Agreements**
- The College of Westchester:
  - Up to 12 college credits
- LIM: Up to 6 credits

**Academics**
- Upon completion of 2 years:
  - 1.0 credit English
  - 1.0 credit Math
  - 6.0 Elective CTE credits

**Successful Student Characteristics**
- A passion for design and creative processes
- Display fine and gross motor skills
- Technical skills and aptitude for computer applications related to art & design
AUTOMOTIVE TECHNOLOGY

Students will pursue Automotive Technician certification as they learn to diagnose, repair and maintain automobile engines, brakes, electrical systems and suspensions. Students receive work-based experience in our National Automotive Technician Education Foundation-certified classrooms. Opportunities exist to receive college incentives and paid summer internships. All students are eligible to earn an Automotive Service Excellence (ASE) certification.

Units of Study
- Maintenance and Light Repair
- Safety and Pollution Prevention
- Hydraulic Systems
- Brakes: Diagnostic and Repair
- Electrical/Electronic Systems
- Suspension and Steering Systems
- Engine Performance

Career Paths and Opportunities
- Service Technician
- Brake and Alignment Technician
- Tune-up Technician
- Repair Shop Foreman
- Auto Parts Specialist

Industry Certifications
Automotive Service Excellence (ASE) student certification in:
- Brakes
- Suspension and Steering
- Electrical/Electronic Systems

Engine Repair
- Maintenance and Light Repair (MLR)
- SP2 Industry Safety Certification
- Valvoline Certification

Articulation Agreements
- SUNY Alfred State College: First year requirements waived
- Lincoln Technical Institute: Up to 360 hours
- RCC: 3 credits
- SUNY Cobleskill: Up to 3 credits
- SUNY Delhi University: 8 credits
- SUNY Morrisville: 3 credits

Academics
Upon completion of 2 years:
- 1.0 credit English 12
- 1.0 credit Math 12
- 6.0 Elective CTE credits

Successful Student Characteristics
- Fine and gross motor skills
- Basic automotive knowledge and technical skills
- Strong foundation in Math

CISCO

Are you an aspiring computer tech? The Cisco Academy curriculum is designed for students who are seeking entry-level information technology jobs or plan to pursue more specialized skills. This course provides comprehensive coverage of networking topics ranging from fundamentals to advanced applications and services.

Units of Study
- Data Migration in Windows
- Manage Virtual Memory in Windows
- Perform installation of Microsoft Windows operating systems
- Read and interpret charts, tables and graphs of manufacturer’s specifications
- Principles of Networking: Explain components and types of computer networks
- Laptop Configuration: Explain how to configure laptop power settings and wireless settings
- Mobile Operating Systems: Explain the purpose and characteristics
- Basic Troubleshooting: Process for Mobile, Linux, and OS X Operating Systems
- Installing and Configuring Printers
- Configure printer sharing
- Maintaining and Troubleshooting Printers: Explain how to improve printer availability

Career Paths and Opportunities
- Computer Technician
- Computer Networking
- Network Designer
- Network Engineer
- System Administrator
- Software Development
- Application Developer
- IOT Device Manager

Articulation Agreements
- The College of Westchester: up to 12 credits
- WCC: up to 6 credits
- SUNY Canton: 2 credits
- SUNY Cobleskill: 9 credits
- SUNY Morrisville: 3 credits

Academics
Upon completion of 2 years:
- 1.0 credit English 12
- 1.0 credit Math 12
- 1.0 credit Science 12
- 5.0 Elective CTE credits

Successful Student Characteristics
- Interest in Math
- Interest in Computers & Networking
CISMAA Computer Information Systems & Medical Administrative Assistant

This program imparts the skills needed to become an integral member of a medical office team while qualifying for a variety of Microsoft Office Suite certifications. As a Medical Administrative Assistant, you will use your skills to help patients make appointments, fill out insurance claims, track procedures and medications, verify tests and design/revise billing procedures in a simulated office setting. An exciting career in the medical field awaits upon completion of this program.

Units of Study
- Receptionist, Copying, Filing, Mailing, & other Office Procedures
- Keyboarding and Data Entry
- Microsoft Office Suite
- Medical Administrative Assistant
- Business Simulations
- Retail, Marketing and Business Planning
- Inventory Control

Career Paths and Opportunities
- Office Assistant
- File/Copy Clerk
- General Office Clerk
- Medical Office Assistant
- Receptionist
- Customer Service Representative
- Secretary

Industry Certifications
- NOCTI: Medical Assisting

Articulation Agreements
- The College of Westchester: Up to 6 college credits
- WCC: Up to 9 college credits
- Sullivan County Community College: Up to 6 college credits

Academics
Upon completion of 2 years:
- 1.0 credit English 12
- 1.0 credit Math 12
- 6.0 Elective CTE credits

Successful Student Characteristics
- Interest in relevant computer software
- Display fine and gross motor skills
- Ability to work both independently and as a part of a team

CISMAA Computer Information Systems & Medical Administrative Assistant

COLLISION TECHNOLOGY

Learn complete Automotive Collision repair, and gain valuable experience overhauling accident-damaged vehicles. Acquire safe working habits. Learn refinishing, custom painting (including graphics and airbrushing), detailing and polishing, mechanical and electrical components, estimating costs, welding and rust repair, sheet-metal fabrication techniques, interior and glass service, and more.

Units of Study
- Industry Safety and Personal Protection
- Refinishing, Custom Painting, Graphics, and Airbrushing
- Detailing and Polishing
- Mechanical Components (Brakes, Steering and Suspension, Heating & A/C)
- Electrical Components (Electrical Systems, Airbag Service)
- Estimating (CCC One Software)
- Non-structural Damage

Analysis & Repair

Career Paths and Opportunities
- Auto Body Technician
- Custom Painter/Refinisher
- Sheet Metal Technician
- Glass Technician
- Body Shop Owner/Manager
- Service Representative
- Insurance Adjuster/Estimator
- Welding and Fabrication
- Rust and Repair Technician
- Supply Sales Representative

Industry Certifications
- NOCTI: Collision Repair
- ASE
- ICAR

Articulation Agreements
- SUNY Alfred State College
- SUNY Morrisville: Up to 4 credits
- New England Institute of Technology (NEIT): Up to 4 credits

Academics
Upon completion of 2 years:
- 1.0 credit English 12
- 1.0 credit Math 12
- 6.0 Elective CTE credits

Successful Student Characteristics
- Basic technical knowledge and ability in the area of auto body repair
- Strong motor skills and manual dexterity
- Ability to work both independently and as a part of a team
COMMERCIAL ART & MULTIMEDIA

Students will use their creativity and technology skills to create logos, advertisements, package design, illustrations, animation, layout design and more. They will create their own portfolio to enter the job market as a graphic designer, animator, illustrator or other creative career paths. Gain real-world experience working with the latest Adobe Creative Suite using Photoshop, Illustrator, InDesign, and Animate.

Units of Study
- Photoshop
- Illustrator
- Advertising Design
- Animation
- Art History
- Figure Drawing
- Illustration/Drawing Skills
- Logo Development
- Marketing

Career Paths and Opportunities
- Post-Secondary degree in advertising, graphic arts or fine arts
- Animator
- Graphic Artist
- Illustrator

Industry Certifications
NOCTI:
- Advertising and Design

Articulation Agreements
- The College of Westchester: Up to 12 college credits
- SUNY Cobleskill: 3 credits
- LIM: Up to 6 credits

Academics
Upon completion of 2 Years:
- 1.0 credit English 12
- 1.0 credit Math 12
- 6.0 Elective CTE credits

Successful Student Characteristics
- Basic knowledge and technical or creative ability in the area of design
- Interest in learning computer application related to art & design
- Ability to work both independently and as a part of a team

CONSTRUCTION/PLUMBING

Students will learn basic plumbing and construction skills through a variety of authentic, work-based projects and activities. The Construction/Plumbing program is supported by the OSHA curriculum that provides students with needed construction work-site safety knowledge. In addition, this course follows the National Center for Construction Education and Research (NCCER) constructionplumbing curriculum. Upon completion of this program, students will be eligible for many apprenticeship plumbing and construction work opportunities.

Units of Study
- Introduction to Hand & Power Tools
- Ladder and Scaffold Safety
- Introduction to Construction Drawings, Layouts and Building Codes
- Basic Communications & Employability Skills
- “House as a System” Concept and Practice
- Site Layout - Distance and Leveling Measurements
- Introduction to Concrete, Reinforcing
- Materials & Forms
- Introduction to Masonry
- Floor, Wall, Ceiling & Roof Framing

Career Paths and Opportunities
- Construction Manager/Supervisor
- Trade Foreman
- Contractor
- Carpenter
- Mason
- Plumber
- Electrician
- Home Improvement Sales Associate
- Construction Estimator
- Building Maintenance Worker

Industry Certifications
NOCTI:
- C.O.R.E.

Articulation Agreements
- SUNY Alfred State College: Up to 10 college credits
- SUNY Delhi: Up to 8 college credits
- Industrial Management & Training Institute: Waive First Course

Academics
Upon completion of 2 years:
- 1.0 credit English 12
- 1.0 credit Math 12
- 6.0 Elective CTE credits

Successful Student Characteristics
- Aptitude for construction and basic plumbing skills
- Strong motor skills and manual dexterity
- Ability to work both independently and as a part of a team
COSMETOLOGY

Learn hands-on skills to express creativity in hair design, hair color, make-up artistry, and skin and nail care. The two-year program offers the 1,000 hours of training in beauty and wellness necessary to pass the New York State Cosmetology Licensing Exam and begin a career in the field. Topics of study include hair styling, coloring, natural hairstyling, cosmetics, nails, and aesthetics.

Special Note: Students must be comfortable working closely with other students and having other students practice on them using practical techniques.

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Career Paths and Opportunities</th>
<th>Industry Certifications</th>
<th>Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of Cosmetology</td>
<td>Hair Stylist/Color Specialist</td>
<td>NOCTI: Cosmetology</td>
<td>Upon completion of 2 years:</td>
</tr>
<tr>
<td>Career Opportunities</td>
<td>Hair Design/Texture Specialist</td>
<td>Temporary New York State</td>
<td>1.0 credit English 12</td>
</tr>
<tr>
<td>Infection Control</td>
<td>Make-up Artist</td>
<td>Cosmetology License</td>
<td>1.0 credit Math 12</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>Special Effects</td>
<td>New York State Cosmetology License</td>
<td>6.0 Elective CTE credits</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Make-up Artist</td>
<td>(upon passing state exam – must be 18 years old)</td>
<td></td>
</tr>
<tr>
<td>Properties of the Hair, Scalp,</td>
<td>Nail Specialist</td>
<td>Articulation Agreements</td>
<td>Successful Student</td>
</tr>
<tr>
<td>Skin and Nails</td>
<td></td>
<td>The College of Westchester: Up to 6 college credits</td>
<td>Characteristics</td>
</tr>
<tr>
<td>Hair Design, Cutting, Coloring</td>
<td></td>
<td></td>
<td>Creative interest and basic cosmetology skills</td>
</tr>
<tr>
<td>Make-up Artistry</td>
<td></td>
<td></td>
<td>Ability to work both independently and as a part of a team</td>
</tr>
<tr>
<td>Facials and Hair Removal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CULINARY ARTS

Working in an authentic commercial culinary training environment, students enrolled in the program will acquire entry-level culinary skills and learn the fundamental concepts and techniques of commercial food preparation. Our culinary students cater campus events, extending the learning to include menu planning and serving. This gives students a well-rounded background in food service.

<table>
<thead>
<tr>
<th>Units of Study</th>
<th>Career Paths and Opportunities</th>
<th>Articulation Agreements</th>
<th>Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitation, Health &amp; Safety</td>
<td>Chef or Pastry Chef</td>
<td>Sullivan Community College: Up to 5 college credits</td>
<td>Upon completion of 2 years:</td>
</tr>
<tr>
<td>Basic Kitchen &amp; Knife Skills</td>
<td>Specialty Cook</td>
<td>SUNY Alfred State College: Up to 6 college credits</td>
<td>1.0 credit English 12</td>
</tr>
<tr>
<td>Care &amp; Cleaning of Equipment</td>
<td>Caterer</td>
<td>SUNY Cobleskill: Up to 8 college credits</td>
<td>1.0 credit Math 12</td>
</tr>
<tr>
<td>Customer Service &amp; Communication Skills</td>
<td>Restaurant Manager</td>
<td>SUNY Delhi: Up to 8 college credits</td>
<td>6.0 Elective CTE credits</td>
</tr>
<tr>
<td>7 Cooking Principles: Roasting,</td>
<td>Internships and Capstone opportunities in local area</td>
<td>SUNY Delhi: WCC: Up to 5 college credits</td>
<td>Successful Student</td>
</tr>
<tr>
<td>Simmering, Steaming, Frying,</td>
<td>culinary establishments</td>
<td>CIA: Up to 3 credits</td>
<td>Characteristics</td>
</tr>
<tr>
<td>Braising, Sautéing &amp; Boiling</td>
<td></td>
<td></td>
<td>Basic cooking ability and interest in food service industry</td>
</tr>
<tr>
<td>ABCs of Nutrition</td>
<td></td>
<td></td>
<td>Strong motor skills and manual dexterity</td>
</tr>
<tr>
<td>Butchering Techniques</td>
<td></td>
<td></td>
<td>Ability to work both independently and as a part of a team</td>
</tr>
<tr>
<td>Preparation of Meats &amp; Fish</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ELECTRICAL CONSTRUCTION

Meeting increasing demand for trained electricians, this program offers the opportunity to learn basic electrical skills and progress to cutting edge, green technologies. In each class and lab, students have the opportunity to construct circuits and gain skills and experience as they move from residential into commercial and industrial wiring. The materials, meters and methods used in this program give students the knowledge needed to work with the latest environmentally friendly technologies.

### Units of Study
- Safety and Grounding Essentials
- Device Wiring
- Reading Prints and Wiring Circuits
- Wiring Methods
- Electrical Circuit Theory and Components
- The Service Entrance/Planning Branch Circuits
- Understanding Residential Wiring Systems
- Generators
- Transformer Theory (Induction; Transformer; Power/losses; Phase Relationship)
- Transformer Applications

### Career Path and Opportunities
- Electrician's Assistant
- Plant Maintenance Electrician
- Residential Electrician
- Lineman
- Industrial Electrician
- Communications Installer
- Locomotive Electrician
- Electrical Materials Salesperson
- Utility Company Repairer, Crane Maintenance Technician
- Electrical Inspector
- Elevator Service

### Industry Certifications
- NCCER-C.O.R.E.: Introductory Craft Skills

### Articulation Agreements
- SUNY Alfred State College: Up to 6 college credits
- SUNY Delhi: Up to 4 college credits
- New England Institute of Technology (NEIT) Up to 13 credits
- Industrial Management & Training Institute: Waive First Course

### Academics
- Upon completion of 2 years:
  - 1.0 credit English 12
  - 1.0 credit Math 12
  - 6.0 Elective CTE credits

### Successful Student Characteristics
- Basic electrical knowledge and interest in construction industry
- Strong finger and manual dexterity
- Ability to work both independently and as a part of a team

## EMERGENCY MEDICAL SERVICES

Learn lifesaving skills and techniques such as CPR and treatment of traumatic injuries that are necessary for certification as a Certified First Responder (CFR). There is also the opportunity to become a certified Emergency Medical Technician (EMT-B), able to work in emergency dispatching, private ambulances, or in hospital emergency rooms. This EMT training is a good foundation for a career in medicine. Students complete a minimum of 10 hours of observation under the supervision of a preceptor at a designated ambulance company or hospital. Students who successfully complete this program are eligible to take the New York State Certified First Responder (CFR) and/or Emergency Medical Technician (EMT) Examination.

### Units of Study
- First Aid/CPR/AED
- Patient Assessment
- Airway Management
- EMS Operations
- Pharmacology
- Medical Emergencies
- Shock/Resuscitation
- The Human Body
- Trauma
- Special Patient Populations

### Career Path and Opportunities
- EMT/Paramedic
- Firefighter
- Healthcare professional (paramedic, nurse, doctor, physician's assistant)

### Industry Certifications
- NOCTI:
  - EMS
  - First Aid/CPR/AED

### Articulation Agreements
- WCC: Up to 8 college credits

### Academics
- Upon completion of 2 years:
  - 1.0 credit English 12
  - 1.0 credit Math 12
  - 6.0 Elective CTE credits

### Successful Student Characteristics
- Comfortable working in close proximity to others
- Strong foundation in Science
- Strong reading comprehension skills
- Ability to work both independently and as a part of a team
FASHION DESIGN & MERCHANDISING

This program is for anyone who has ever dreamed of having their own designs displayed during New York City’s famous Fashion Week. The Fashion Design and Merchandising program provides a supportive and rigorous training ground for a career in the fashion and retail merchandising industry. The program provides an introduction to the world of fashion through a comprehensive curriculum that mirrors the courses required by industry-recognized fashion design colleges. In addition, blending the design, marketing and business components of the industry enables students in this course to choose their favorite niche in this exciting world of work.

Units of Study
• Introduction to Fashion/Fashion History/Careers in Fashion
• Industry safety
• Creating an Individual Portfolio
• Creating a Business Plan
• Computer Aided Design Merchandising
• Flat Sketching: Model Drawing
• Croquis Development
• Creation of Mood Boards
• Textiles: The Art & Science of Fabric
• Basics of Sewing Machine Operation

Career Paths and Opportunities
• Fashion Designer
• Fashion Consultant
• Fashion Coordinator
• Seamstress

Articulation Agreements
• WCC: Up to 9 college credits
• LIM: Up to 6 credits

Academics
Upon completion of 2 Years:
• 1.0 credit English 12
• 7.0 Elective CTE credits

Successful Student Characteristics
• Display fine and gross motor skills
• Ability to work both independently and as a part of a team

NURSING ASSISTANT

The Certified Nursing Assistant program is a two-year course that will provide classroom and practical experience for students interested in becoming a Certified Nurse Assistant or pursuing a career in other healthcare professions.

Students enrolled in this program will be trained in basic bedside nursing skills, cardiopulmonary resuscitation (CPR), and first aid appropriate for use in a Long Term Care facility. They will learn the technical skills needed to provide safe and effective care in a variety of medical settings in a holistic and compassionate manner. This is a comprehensive program that will also serve to develop behavioral, communication and critical thinking skills needed by students interested in becoming a Certified Nurse Assistant, Licensed Practical Nurse or Registered Nurse.

Units of Study
• An overview of the Healthcare system & the Healthcare Team
• Client and Resident Rights
• Medical terminology
• Human growth and development, changes in the elderly
• Anatomy and physiology & common disorders
• Infection control
• Workplace and Resident safety
• Job related skills such as hand hygiene, obtaining vital signs, assisting with ambulance and transfers, bed baths, oral care, range of motion exercises, etc.

Career Paths and Opportunities
• Certified Nurse Assistant*
• LPN
• Pediatric Nurse
• Hospice Nurse
• School Nurse

Industry Certifications
NOCTI:
• Nurse Assistant
• Certified Nursing Exam**

Articulation Agreements
• The College of Westchester: Up to 9 credits
• WCC: Up to 3 college credits

Academics
Upon completion of 2 years:
• 1.0 credit English 12
• 1.0 credit Science 12
• 6.0 Elective CTE credits

Successful Student Characteristics
• Display fine and gross motor skills
• Comfortable working in close proximity to others
• Strong foundation in Science
• Strong reading comprehension skills
• Ability to work both independently and as a part of a team

Special Notes
First Year Students: PM Session Only
Second Year Students: AM Session Only

* Students may seek employment as a Certified Nurse Assistant upon passing the Prometric Exam.
** Students must maintain 85% avg. or higher to be recommended for this exam and be at least 18 years old.
PRE-ENGINEERING/AUTOCAD

This two-year course is designed to introduce students to the world of technology and engineering. Students may design a mousetrap vehicle, build a wind turbine or program a dancing robot. The course provides opportunities to apply science, technology, mathematics, physics and communication skills through project-based instruction with real-world applications. Many different fields of engineering (Mechanical, Electrical, Civil, and Computer) as well as engineering concepts and principles will be explored. Working in teams, students learn to apply the design process and develop their organizational, problem solving, creative and analytical skills.

Units of Study
• Overview of Engineering Careers & Opportunities
• Engineering Design Process: Principles & Problem Solving
• Design of Structures
• Identifying Simple Machines: Pulley & Spring Systems
• Investigating Natural vs. Artificial Energy Cranes/ Catapults/Trebuchets
• Hydraulic Robotic Arm/Electromagnet

Construction Career Paths and Opportunities
• Upon successful completion of this program, students may receive college credits pending established procedures. Students may also receive an industry certification pending successful completion of an industry certification exam. All students completing this program and passing the appropriate industry certification exam will receive an endorsed high school diploma.

Industry Certifications
NOCTI:
• AutoCAD Certification

Articulation Agreements
• WCC: Up to 9 college credits
• SUNY Canton: Up to 2 credits

Academics
Upon completion of 2 years:
• 1.0 credit English 12
• 1.0 credit Math 12
• 1.0 credit Science 12
• 5.0 Elective CTE credits

Successful Student Characteristics
• Aptitude for engineering-related applications and activities
• Display fine and gross motor skills
• Strong interest in Math & Science
• Strong reading comprehension skills

SECURITY, LAW & POLICING

Explore a career in law enforcement and discover the many aspects of crime scene investigation. This two-year program provides both classroom and practical experience for students interested in becoming first responders and law enforcement officers. Students enrolled in this program are trained in policing techniques and weapons of mass destruction awareness. This comprehensive program is a starting point for students interested in entering the field of law enforcement and/or security.

Units of Study
• Criminal Law
• Civil Law
• Penal Law
• Criminal Procedure Law
• Family Court Act
• Crime Scene Investigation
• Handcuffing
• Searching
• Arrest Procedures
• Fingerprinting
• Latent Fingerprinting
• Weapons of Mass Destruction Awareness
• Court System
• Correction Law

Career Paths and Opportunities
• Security Guard
• Law Enforcement

Industry Certifications
• First Aid/CPR/AED
• New York State Security Guard
• FEMA Weapons of Mass Destruction Awareness Certificate
• FEMA Incident Response to Terrorist Bombing Certificate
• Prevention and Response to Suicide Bombing

Industry Certifications
NOCTI:
• Criminal Justice

Articulation Agreements
• Monroe College: Up to 6 credits
• Sullivan Community College: Up to 6 credits
• SUNY Delhi: Up to 3 credits
• Hibert College: Up to 12 credits

Academics
Upon completion of 2 years:
• 1.0 credit English 12
• 1.0 credit Science 12
• 6.0 Elective CTE credits

Successful Student Characteristics
• Comfortable working in close proximity to others
• Strong foundation in Science
• Eighth-grade reading level
• Ability to work both independently and as a part of a team
• Strong reading comprehension skills
CTE Program Descriptions

SOUND PRODUCTION

The Sound Production program is focused on the art, science and creative nature of sound recording. Integrating history, future technologies and business techniques will aid the student in becoming a true professional in the field. The program includes the use of the latest professional hardware and software such as Pro Tools, which is the industry standard in recording and production houses. The program will touch upon all aspects of sound in the analog and digital realm but specializes in the areas of music and field post-production. With a high-end recording booth and control room, students have the opportunity to learn professional techniques for performing and recording music as well as discovering and expressing their own creativity. Learn in an environment designed to mimic real-world recording and broadcast studios. All of these factors foster well-rounded skills and help ensure a strong start to a career in the industry.

Units of Study
- Sound Orientation
- Safety and Maintenance Techniques
- Vocabulary/Definitions/Theory
- Introduction to Audio Production
- Equipment and Connections
- Broadcast Principles and Techniques
- Microphone Principles and Techniques
- Digital Multi-track Recording Applications & Principles
- Sound Re-enforcement (Psychoacoustics)
- Creating a Sound Effect/Foley Library
- Editing and Mixing
- Mastering and Duplication

Career Paths and Opportunities
- Audio Engineer
- Assistant Engineer
- Studio Manager
- Musician
- Audio Programmer
- Mastering Engineer
- Mixing Engineer
- Broadcast Engineer
- Broadcast Technician
- Producer
- Sound Mixer & Boom Operator
- Sound Editor
- Sound Designer
- Post-Production Engineer
- Foley Artist

Industry Certifications
- Skills USA: Audio/Radio Production

Articulation Agreements
- WCC: Up to 6 credits

Academics
- Upon completion of 2 years:
  - 1.0 credit English 12
  - 1.0 credit Science 12
  - 6.0 Elective CTE credits

Successful Student Characteristics
- Comfortable working in close proximity to others
- Strong foundation in Science
- Eighth grade reading level
- Ability to work both independently and as a part of a team

TV/VIDEO PRODUCTION

The New York City area has countless jobs in audio and video production. This two-year project-based experience in digital media focuses on audio and video production in the studio and in the field. In this program, students are encouraged to learn through an in-depth exploration of creative ideas.

Gain technical knowledge as well as the aesthetic conventions of different genres, such as news, documentary, narrative and live studio programming. In this program, where upgraded and advanced materials and equipment are in place, students have access to partnerships with two- and four-year colleges that allow accelerated coursework for program graduates.

Units of Study
- Video
- Audio
- Camera
- Lighting
- Editing
- Writing
- Producing
- Directing
- Live Studio Production
- Field Production

Career Paths and Opportunities
- Web Developer
- Videographer
- Recording Technician
- Audio Technician
- Assistant Engineer
- Director
- Producer
- Film/Video Editor
- Production Assistant
- Graphic Artist
- Lighting Technician
- Special Effects Technician

NOCTI:
- Television Production

Articulation Agreements
- Sullivan Community College: Up to 3 credits
- SUNY Cobleskill: Up to 3 credits

Academics
- Upon completion of 2 years:
  - 1.0 credit English 12
  - 7.0 Elective CTE credits

Successful Student Characteristics
- Display fine and gross motor skills
- Technical aptitude and basic knowledge of video production applications
Introduction to Career & Technical Education

Students enrolled in the Introduction to Career & Technical Education program will receive support in building a portfolio that includes: Résumé & Cover Letter; Career Plan; Vocational Assessment Report; Employability Profile of CDOS Standards Met; Employability Profile of Skills in Career Area of Training; and Sample Student Work.

The Introduction to CTE Program is a half-day career exploration and training program designed to meet the specific education goals of students in need of a smaller learning environment.

Students enrolled in the iCTE program will have the opportunity to fulfill the learning Standards for the career development and occupational studies (CDOS) exiting credential

iCTE Program Descriptions

Auto Body & Detailing
In this program, students will learn proper shop safety, detailing, polishing, dent repair, sheet metal fabrication, refinishing, custom painting, and other aspects of collision repair. In addition, students will gain experience in problem solving, teamwork, decision making, critical thinking, and professionalism while learning a marketable skill.

Potential career paths include:
Auto detailer, auto body shop apprentice, stocking and inventory, or shop assistant in a related occupation.

Automotive Trades & Maintenance
Students learn entry level automotive repair, maintenance and shop safety skills required to become employable in the automotive industry. Training areas include: wheels and tires, lubrication, brakes, steering and suspension, engine tune-ups, electrical systems, and small engine repair.

Potential career paths include:
Tire shops, service centers, automotive dealerships, small equipment dealers, lubrication centers, or automotive parts stores.

General Maintenance Assistant
Students will be exposed to basic plumbing, electrical, carpentry, painting, sheetrocking, tapping, tiling, cleaning, and maintenance. Students will learn proper shop safety procedures, measuring, tool identification and usage while they gain the required social skills and collaboration to secure employment in the industry.

Potential career paths include:
Plumber, electrician, or carpenter’s assistant; as a custodian or maintenance worker, or at hardware stores, home improvement centers, warehouses, electrical and plumbing supply houses.

Intro to Applied Art and Design
Students in this program will be exposed to basic art design skills including drawing, sketching, model making, and 3D art. Students will learn how to apply the elements of art principles to various art and design related fields. Students will have the opportunity to be exposed to Adobe Illustrator and Adobe Photoshop, which are commonly used in many entry-level design fields.

Potential career paths include:
Customer Service, Design Assistant (in any related field), Photo Assistant, Photo Researcher, Photo Stylist, Retail Operations, Copy/Scan Assistant, Junior Graphic Designer and Drafter.
Intro to Fashion & Retail
Students in this program learn entry-level skills linked to the exciting world of Fashion/Retailing. Students will be exposed to retail math, sales, stock and inventory control, merchandising, color theory, customer service and elements of design.

Potential career paths include:
Fashion designer, fashion consultant, fashion coordinator, seamstress, boutique manager/owner, fashion buyer and other related occupations.

Office Skills & Occurrences
This program prepares students for entry-level office positions. Coursework includes instruction in the Microsoft Office Suite, Business Simulations, filing, shredding, office machine operation, and Google Applications.

Potential career paths include:
Receptionist, copy clerk, general office clerk, file clerk and administrative assistant.

Retail Food Skills & Services
This is an industry-based class that exposes students to the entry-level jobs found in food retail and food service.

The curriculum revolves primarily around customer service, while focusing on the various skills needed to seek employment in high-end supermarkets, basic food service and concession jobs.

The class is set in a live working cafeteria that serves the campus with meals and snacks daily. While assisting the chefs, students will learn the basics of food and baking preparations, label pricing, stocking & rotating retail and cafeteria food items, cashier and bagging skills, setting and busing tables, operating a commercial dish washer and pot washing station, and the importance of sanitation and safety.

Potential career paths include:
Introductory jobs found in food retail and food service, high-end supermarkets, basic food service and concession jobs.

Did you know?
• The Center for Career Services provides Career & Technical Education to students from approximately 33 school districts located mostly in Southern Westchester county.
GED
GED is a half-day program that will give students an opportunity to strengthen core academic skills in a smaller instructional setting focusing on English, math, social studies, and science. The curriculum is supported with workforce-ready skills that will benefit students preparing to enter a career or post-secondary education.

GED is designed to provide academic instruction for students who are at substantial risk of not meeting the requirements of a traditional high school diploma. Instruction is provided in a supportive environment as students build skills to pass the New York State High School Equivalency exam. The GED program can also include a half-day workforce component that supports career exploration and readiness skills.

Vocational Assessment - Level 2
For districts requiring in-depth vocational assessments for students, these include a career-interest inventory, a work-readiness assessment, and measures of vocational strengths and weaknesses. Aptitudes measured include: manual dexterity, finger dexterity, hand-eye-foot coordination, clerical perception, and color discrimination. This service includes a detailed post-assessment report that offers students, districts, and parents insight into potential career paths that best match an assessed students’ vocational interests and aptitudes.

What are the CDOS standards?
The Career Development & Occupational Studies (CDOS) standards are a set of general employability learning standards. These are the framework upon which the new CDOS Commencement Credential is built. The CDOS learning standards are broken down into the following:

STANDARD 1: CAREER DEVELOPMENT
Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

STANDARD 2: INTEGRATED LEARNING
Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

STANDARD 3A: UNIVERSAL FOUNDATION SKILLS
Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

STANDARD 3B: CAREER MAJORS
Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in post-secondary programs.

CDOS Checklist
For a student to be eligible to obtain a CDOS Commencement Credential through Option 1, the student must have:

- Developed a Career Plan within the last year of high school
- Demonstrated achievement of commencement-level CDOS Learning Standards 1, 2 & 3a
- Successfully completed 216 Hours of CTE coursework and/or Work-Based Learning (of which at least 54 hours are in WBL)
- Completed at least one Employability Profile

Contact Us
For additional information about the Center for Career Services or CDOS Support Services, please contact us at 914-761-3400 or visit us on the web at http://careers.swboces.org
SWBOCES NON-DISCRIMINATION POLICY

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status. This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573, (914) 937-3820.

SWBOCES MISSION STATEMENT

The job of BOCES is to support the work being done in schools by providing services and supports they are not able to provide for themselves.