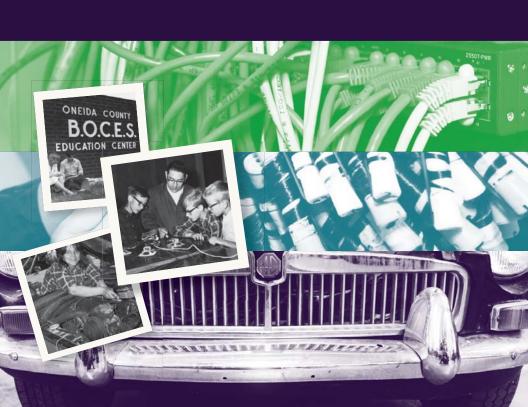




# Career and Technical Education Center MANA GAULOTE TO CONTRACTOR OF THE CONTRACTOR

2013-14



# Career & Technical Education Program

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# Message from the Principal

What can the Career and Technical Education Center offer you? A meaningful high school experience with project-based learning preparing you for college and career readiness.

Businesses today need trained and skilled employees. Universities require students to be educationally prepared. The need for students who are college and career ready is so great that businesses and educational institutions have taken this message to schools everywhere in order to develop graduates with appropriate work skills and knowledge. CTE students follow career pathways linking high school learning with college degrees, industry recognized certifications and connections between what is learned in the classroom and expectations in the employment field.

In 1948, the Oneida-Herkimer-Madison BOCES began its mission to educate students in various pathways for high school graduation. In 2013, we celebrate 65 years of preparing students to become technology leaders of the future. We have maintained active partnerships with the business community through our Advisory Council and program consultant committees. Our educational staff, area businesses, students and parents work together as a team to provide a



meaningful educational experience for all of our students. This career and college readiness preparation includes on the job internship experiences, program instruction aligned to college curricula and college credit integration opportunities for students in traditional programs who meet select criteria.

Every year we conduct a student survey to assess where our students are employed or attending college. In the past three years, nearly 96 percent of graduates have reported successful outcomes including gainful employment in their program field or post-secondary studies at a variety of technical schools, colleges and universities.

In addition to the career and technical programs and integrated academic courses that OHM BOCES offers, we also provide New Visions courses that allow seniors to go on-site at participating businesses to learn about the field. More information about New Visions programs can be found in this publication.

If you are interested in a challenging and handson education, we invite you to look through these pages to learn how a career and technical education can be the key to your future.

**David Stayton** 

# **Career & Technical Education Center**

Career and Technical Education Center programs are offered to high school juniors and seniors and focus on preparing students for employment, careers or post-secondary education through the development of 21st century skills. If a student does not wish to enroll in a program for two years, he or she has the option of enrolling in a program for one year.

Students attend one-half day at the Career and Technical Education Center, or internship site, and one-half day at their home schools. Working with state-of-the-art equipment, students apply theory to a wide range of real life work assignments in the Center's shops and laboratories. Positive employment attitudes, job seeking skills and familiarization with related career opportunities are emphasized in addition to college and career readiness.

If you would like more information about Career and Technical Education programs, contact your guidance counselor or the Career and Technical Education Center at 315.793.8666







Kayla Balfe

Cosmetology/Whitesboro



Discuss your plans with your parents or guardians.

Talk to your high school counselor.

Visit the BOCES Career & Technical Education Center by calling 315.793.8666.

Or sign up for the course you wish to take with your high school.

"The Career & Technical Education Center was a gateway to discovering my hidden potential.

The experiences I had there were the building blocks to my future."

#### **Howard Potter**

Owner of A&P Master Images & CTEC Alumnus



Students in the Animal Science program study animal behavior, safe handling and restraint, anatomy and physiology, small animal care and management, health and disease, nomenclature and veterinary terminology. The lab setting for the course includes working with dogs and other small animals. Students have hands-on experiences in grooming and visit sites to view first-hand how animal science applies to a variety of careers. The Animal Science program has an articulation agreement with SUNY Cobleskill for three college credits in Small Animal Management.









Auto Body Repair students may be eligible to receive three college credits through our articulation agreement with Alfred State.

This non-credit bearing program provides instruction in automotive technology and auto body repair. Students will learn to service and repair vehicle systems as well as small dent repair and custom painting.

# Auto Body/Auto Technology Occupations



# **Automotive Technology**

NATEF National Automotive Technicians Education Foundation



Students in this NATEF-certified program learn to diagnose, service and repair many different systems in today's vehicles. Areas of study include electrical, electronic, brake, suspension and steering systems.

Students also learn about computerized engine controls, engine performance, emission

controls, wheel alignment and how to perform New York state vehicle inspections. Students in the Automotive Technology program may be eligible to obtain between three and six college credits from Alfred State, Fulton Montgomery Community

College or SUNY Delhi through articulation agreements.

This two-year course teaches computer repair and basic networking fundamentals. During the first year, students will learn hardware and software installation, end user support, trouble shooting, telecommunications protocols and network support. Second year students will learn advanced networking technologies and gain exposure to the field of information system security including issues faced by homes and businesses, the types of damage they may cause and prudent security measures to counteract them. Second year students work with materials developed in conjunction with Utica College's Cyber Security program. Students will learn basic terminology involved in cyber security, describe various threats and identify potential technologies to combat these threats. With further training and experience, students completing this program have the opportunity to take certification exams in A+, N+ and Security+. Eligible graduates of the program may secure up to nine college credits from USC The Business College through articulation agreements.

# Computer Repair, Networking & Cyber Security



# Conservation



The Conservation program is a blend of classroom instruction and outdoor hands-on learning, with the importance of a favorable work ethic stressed. Students acquire skills in forestry, fish and wildlife management, heavy equipment operation, timber harvesting, chain saw operation and maintenance, tree climbing, map and compass reading, GPS, surveying and more. In our greenhouse, students become skilled in hydroponics, aquaculture and plant propagation. Seniors in Conservation can pay a reduced fee and be eligible to receive three college credits from SUNY Morrisville in their Environmental Science (ENSC 100) course. Additionally, eligible graduates of the program may secure up to six college credits from Bryant & Stratton or SUNY Cobleskill through articulation agreements.

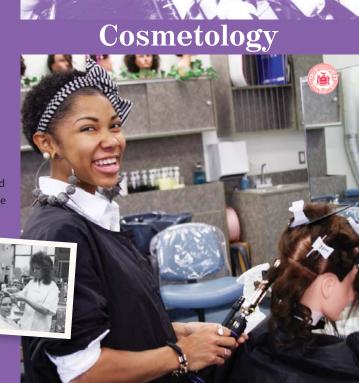
newly expanded modules of plumbing and masonry. Students learn how to use and maintain trade tools properly and safely and receive instruction in building codes, blueprint reading and the application of trade math. A great emphasis is placed on handson learning through various projects on and off campus. Eligible students may receive up to six college credits through articulation agreements with Alfred State or SUNY Delhi.

# **Construction Trades**



This program is designed to provide students with marketable skills in the field of cosmetology. Once the skills are acquired, students perform services for customers in a salon setting. With further training, experience and upon completion of the required 1,000 hours, including a summer session and internships, students are eligible to take the NYS Appearance Enhancement license exam. Eligible students in the Cosmetology program may secure up to nine college credits

from USC The Business
College through
articulation agreements.



#### **Criminal Justice**



The two-year Criminal Justice program covers nearly all facets of public safety. The first year includes topics such as New York state penal, vehicle and traffic laws, criminal procedure law, accident investigation and reconstruction, incident command, firefighting, criminal investigation, police patrol tactics, forensics, ballistics, cyber security, terrorism, firearm safety and more. The second year introduces forensic science including crime scene investigation, anthropology, hair and fiber analysis, soil analysis, blood splatter analysis and practical, hands-on activities. Students in the Criminal Justice program may obtain between three and six college credits from Bryant & Stratton, MVCC, Fulton Montgomery Community College or Schenectady County Community College through articulation agreements.







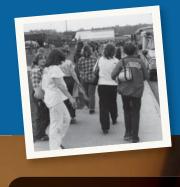
# Where do our graduates go?

Surveys conducted of former students show that in the past three years, 75 percent of graduates have pursued post-secondary education.

The Career & Technical Education Center works closely with area businesses to identify students who are prepared for direct job placement. These students may be graduating

seniors who are looking for

full-time work, students currently enrolled in a CTEC program seeking full- or part-time or summer employment, or students involved in a school-to-work program.



"With the current
economy and job market
the way it is, a BOCES
education can give you
an upper hand. BOCES
made sure I was well
equipped with the skills
I needed to work with
the public."

#### Dionne Bever

Nail Technician at Bellazza II & CTEC Alumna

# Early Childhood Education

BAB

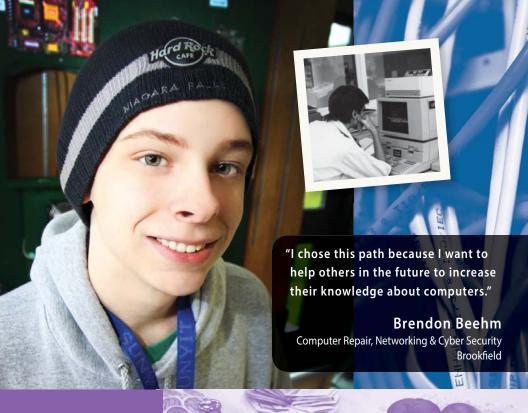


First-year Early Childhood Education students operate a laboratory nursery school under the direction of the program's teacher. The on-site nursery school gives students practical experience working with three- and four-year-old children. Second-year students gain practical experience working in two 10-week internships at a local kindergarten classroom, day-care center or special education program. Eligible graduates of the program may secure college credits from Schenectady CCC or SUNY Cobleskill through articulation agreements.

Electricians install, maintain and troubleshoot electrical systems and equipment in homes, offices, institutions and industrial plants. Students learn residential, light commercial and industrial wiring through a variety of hands-on activities and projects. During the second year of the program, students also receive instruction in Heating, Ventilation and Air Conditioning (HVAC). Students in the Electricity/ HVAC program may obtain between three and six college credits from SUNY Delhi, Alfred State or Fulton Montgomery Community College through articulation agreements.

# Electricity & HVAC





Food Service is a noncredit bearing program allowing students to receive instruction in the food service industry through theory and practical experience in quantity preparation for large groups and short order cooking. Students may have the opportunity to attend an internship program at local food service establishments and should be 16 years old by Sept. 1 of that school year.





# Our Promise

If, within the first two school years following graduation, an employer finds a graduate of Oneida-HerkimerMadison BOCES not competent in the areas he or she was identified as being competent in, then that employee may participate in that

identified as being competent in, then that employee may participate in that portion of the course at OHM BOCES. The student's participation in this portion of the course will be of no cost to the student or employer.



Multi-Occupations is a noncredit bearing program offering career exploration and skills development to encourage and challenge students to discover their abilities and interests. Hands-on, authentic tasks in several occupational clusters provide real work opportunities that may include shadowing and internship experiences. Classroom instruction stresses the importance of basic academic skills. Clusters focus on employability, independent living, social and safety skills to participate within the home and community.

This program prepares students to become licensed nail specialists. Students learn the art of manicures, pedicures, natural and artificial nail enhancement including tips, wraps, acrylic overlay and sculptured nails. Students may then perform nail and waxing techniques on patrons in a laboratory setting. Those who complete the training will meet the requirements to take the New York State Nail Specialist licensing examination and the New York State Waxing Technician licensing examination. Eligible graduates of the program may secure college credits from USC The Business College through articulation agreements.

# Nail Technology & Waxing





# New Visions: (Seniors Only) Business Management



The New Visions **Business Management** program offers college-bound students the opportunity to explore a variety of business professions at local establishments. Students develop competencies useful in a wide range of careers within the business field. This program also integrates English and social studies into the curriculum.

The New Visions program gives collegebound students the opportunity to work in a variety of communications settings, including public relations, marketing, journalism, television and radio. This program is designed to integrate **English** and social studies into the curriculum through a variety of learning

experiences.

# New Visions: (Seniors Only) Communications



The New Visions Education program provides college-bound students avenues to explore all aspects of the education profession. Through internships, students will get to see first-hand what administrators, teachers, social workers, school psychologists, school counselors and other related staff do on a daily basis. Instruction in the history and philosophy of education will be included in the curriculum in addition to English and social studies.

# \*\* New Visions: (Seniors Only) Education





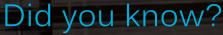


New Visions Engineering
Technology is an
innovative program that
gives college-bound
seniors an in-depth
look at different areas
of engineering as they
work with professionals in
the field. This program is
designed to integrate
English and social studies
into the curriculum
through a variety of
learning experiences.

The New Visions Health Professions program is open to seniors who plan to enroll in post-secondary two- or four-year colleges to study a health-related field. Students in the program explore a variety of health occupations on site at Faxton-St. Luke's Healthcare, as well as other health facilities. Students develop competencies useful in a wide range of careers within the health field; they also earn credit in English and social studies.

# New Visions: (Seniors Only) Health Professions





- To be eligible for induction into the Career & Technical Honor Society students cannot be absent more than 10 days per year.
- Many scholarships require excellent attendance as a criteria.
- Students who successfully complete their program and demonstrate good attendance are eligible to receive a Completion Certificate from their Career & Technical Education program.



# \*\* New Visions: (Seniors Only) Legal Professions



The New Visions Legal Professions program provides an opportunity to explore a variety of legal professions at offices located in Oneida County. This program is designed to integrate English and social studies into the curriculum, as well as introducing students to law in private and public offices, city courts and family courts.

This subfield of electronics relates to the study and manufacture of electronic components that are very small. Students will learn topics including semiconductors, capacitors, inductors, resistors, insulators and conductors. Design engineers in this field may attempt to develop smaller, faster and cheaper devices featuring microelectronic components. Students in the field of nanotechnology may study potential new materials with applications in areas of medicine, electronics and energy production and their environmental and economic impact.

# New Visions: (Seniors Only) Nanotechnology





New Visions: (Seniors Only)
Performing Arts



**New Visions Performing** Arts is an emerging program designed for seniors interested in topics including art, dance, drama, music and stagecraft. Through internships, students may have the opportunity to investigate performance in front of an audience and/or behind the scenes where artists craft their work. This program is designed to integrate English and social studies into the curriculum through an examination of the history of performance art.

This is a one-year program for college-bound seniors and offers an opportunity to explore the various aspects of veterinary science and internships. General areas of instruction include animal behavior, animal handling and restraint, species and breed identification, animal anatomy and physiology, basic lab techniques, animal care, animal welfare, animal health and disease. High School Regents Living Environment (Biology) and Chemistry are highly recommended prerequisites

# New Visions: (Seniors Only) Veterinary Science







### Outdoor Power & Recreational Equipment Technology



In the Outdoor Power/
Recreational Equipment
Technology program,
students learn to repair,
rebuild and tune up several
basic types of engines
including snow blowers,
lawn mowers, rototillers,
farm tractors, construction

equipment, motorcycles, jet skis and snowmobiles. Students also learn metal skills, including electric arc, MIG and oxyacetylene

welding. Eligible graduates of the program may secure college credits from SUNY Cobleskill through articulation agreements.

# Fact

Each spring we award \$20,000 in scholarships and awards to seniors. These awards and scholarships generally go to those students exemplifying all or some of the following qualities:

- · Good academic standing
- · Positive attitude
- · Excellent attendance
- · Good citizenship/community service
- Work potential both in and out of the classroom



# Did you know?

Students completing any of the New Visions programs receive four credits, including one in English 12, one in Government and Economics, and two in Career and Technical Education.



The New Visions programs also offer three college credits from MVCC in their English 110 course and the opportunity to secure additional college credits in Computer Applications and Concepts I. This is at no cost to students.

Welding students learn to construct and repair equipment, machinery, parts and piping by fusing metal parts together. Students follow layouts, blueprints, work orders and verbal directions using oxyacetylene, MIG, TIG or arc welding apparatus. When prepared, students can take a test required for specific welding certifications. Eligible graduates of the program may secure college credits from Alfred State or MVCC through articulation agreements.



## Welding



# Freshman Foundations



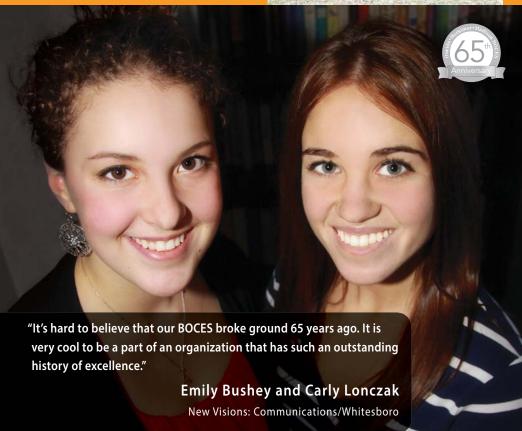
Freshman Foundations was developed for ninth grade students who would benefit from a hands-on, experiential learning program. The program incorporates concepts of STEM (science, technology, engineering and math) and students will be exposed to a variety of career skills and content. This project-based class incorporates technology, engineering, and problem solving wherein students apply scientific and mathematic principles in topics including aerodynamics, electronics, alternative energy, and woodworking. Through this unique learning environment students will make connections between academic achievement and their potential career, develop personal goals and a more positive attitude about their success. improve self-esteem and learn appropriate behaviors, and gain credits toward their high school graduation.



Sophomore Seminar was developed for tenth grade students who would benefit from a hands-on, experiential learning program. The program incorporates concepts of STEM (science, technology, engineering and math) and students will be exposed to a variety of career skills and content. This project-based class incorporates technology, engineering, and problem solving wherein students apply scientific and mathematic principles in topics including bridge design, robotics, rocketry and woodworking. Through this unique learning environment students will make connections between academic achievement and their potential career, develop personal goals and a more positive attitude about their success, improve self-esteem and learn appropriate behaviors, and gain credits toward their high school graduation.

#### Sophomore Seminar







# School-to-Career Programs



The School and Business Alliance utilizes several career development strategies to assist students in making successful transitions from school to post-secondary studies to a successful career: career shadowing, business speakers and tours, college tours and summer work opportunities.

The Regional Program for Excellence internships offer highly motivated high school juniors and seniors opportunities to explore their career choices in a work setting with respected professionals. Students complete 75 hours by receiving release time from their classes to meet with mentors for a weekly three-hour block or during summer months.

Tech Prep offers the opportunity for students to take challenging, real-world coursework in high school. By completing a four-unit sequence in technology, business or healthcare, students build the skills needed to be successful in both college and work.

# CAREER & TECHNICAL EDUCATION PROGRAM CREDITS



# Regents Diploma with a Technical Endorsement

Most credit-bearing Career and Technical Education programs at the Oneida-Herkimer-Madison BOCES are approved by the State Education Department. If students successfully complete the CTE program, complete 22 units of high school credits, pass the five required Regents examinations, and pass a technical assessment (which is part of the CTE program), students are eligible to receive the Regents diploma with a technical endorsement.

# **High School Credit**

For each successfully completed year, you can receive four credits. For a one-year program, you can receive four Career and Technical Education (CTE) credits or three CTE credits and, with home school approval, one credit of English 12. In the one-year Nurse Assistant program, students can also receive a credit in science. For a two-year program, you can receive eight credits. These can be eight CTE credits or (with home school approval) five, six, or seven CTE credits and up to three academic credits including English 12, math, and science. See your high school counselor for more information.

# **College Credit Integration**

All of the New Visions programs offer three college credits from MVCC for English 110. This is at no cost to students. Seniors in Conservation can pay a reduced fee and be eligible to receive three college credits from SUNY Morrisville in their Environmental Science (ENSC 100) course. Also, students in traditional programs may have the opportunity to obtain six college credits in their junior year (Introduction to Business and Principles of Marketing) and an additional six credits (Computer Applications and Concepts I and Personal Finance) in their senior year.

#### Articulation

Through articulation agreements between a post-secondary institution and the Oneida-Herkimer-Madison BOCES, students may gain advanced standing in certain programs and, for others, actual credit for a college-level course. The terms of the articulation generally include the following: students must have completed the BOCES course within the past school year, maintained a B average or better, demonstrated excellent attendance and received recommendation from the BOCES instructor. For more specific information, contact the BOCES guidance department at 793.8618 or 793.8660. All Career and Technical Education programs have established articulation agreements with local colleges and trade schools.

#### Established articulation agreements exist at:

Baran Institute of Technology · Bryant & Stratton · Fulton-Montgomery Community College · Herkimer County Community College · Mohawk Valley Community College · Nashville Auto-Diesel College · Paul Smith's College · Schenectady County Community College · SUNY - Canton · SUNY - Cobleskill · SUNY - Delhi · SUNY - Morrisville · The Art Institute of Pittsburgh · Utica School of Commerce

# **WORK EXPERIENCE PROGRAMS**

# Internships

During school hours, a student may be assigned to observe and participate in a variety of activities related to his/her curriculum at an off-campus site. Students do not receive wages and may not replace a paid employee.

# **New Visions Internships**

Students in the New Visions program spend four days a week in workplace internships in the business management, communications, education, engineering technology, health, legal, nanotechnology, performing arts and veterinary science fields. One day each week is spent in the classroom working on related curriculum projects, listening to guest speakers, or taking virtual field trips.

#### Direct Job Placement

The Career and Technical Education Center works closely with area businesses to identify students who are prepared for direct job placement, for either full- or part-time work, or summer employment.

# **CLUBS & ACTIVITIES**

#### Skills USA

Skills USA offers leadership and citizenship development to complement the CTE student's skill training. Members may also participate in local, state and national Skills USA competitions.

#### FFA Conservation Club

The National FFA organization is the oldest vocational organization in the United States and is recognized by the federal government as an important part of vocational education. FFA promotes leadership development through activities that benefit students and the community. Students gain valuable leadership experience toward success in the workforce. Membership is open to any BOCES CTE student.

# Advisory Council Representatives

At the Career and Technical Education Center your opinions count. To make sure student perspectives are heard and considered when important decisions are made, two students are selected each year as members of the Career and Technical Education Advisory Council. These students attend all council meetings and actively take part in all discussions.

# **Honor Society**

Each May, outstanding students are inducted into the Career and Technical Honor Society. They are students who have shown excellent academic achievement in their Career and Technical program, good attendance, active participation in organizations, and a serious interest in a vocational or technical field. All students, including adult students, are eligible if they meet the requirements.

# SCHOLARSHIPS/AWARDS

OHM BOCES Career and Technical Education students are eligible to compete for several scholarship and awards thanks to the generous contributions of the following sponsors:

Airgas East

American Beverage

American Legion Utica Post #229

**Aramark Corporation** 

Babe's

**Bon Appetit** 

BPO Elks Utica Lodge 33

David Beck Auto Body

Burmax Co., Inc.

**CTEC Honor Society** 

**Cameo Beauty Supply** 

Carbone Automotive Group

Carlo Masi

Sam Cavo Award

Cazenovia Equipment Co.

Celia Construction

Centrex Clinical Labs

J. S. Chambrone Award

**Clinton Tractor** 

The Computer Room

Michael Duniec Memorial

Duffy's Equipment

ESI

Faxton - St. Luke's Medical Staff
Faxton - St. Luke's Volunteers

First Source Federal Credit Union

40 & 8

The Fountainhead Group, Inc.

Friends of the New Hartford Public Library

Gilroy, Kernan & Gilroy, Inc.

Donna Grippe

Hart's Hill Inn

Heritage Health Care Center

Home Builders Assn. of Mohawk Valley

Hummel's Office Plus

**IBEW/NECA** 

Joseph Flihan Co.

King Refrigeration and Air Co.

Kiwanis Club of New Hartford

Koenig & Selzer Asset Management Group

L&A Builders Trade

Leatherstocking Defensive Driving

Looseleaf Law

Cris Lewis

**MVCC** Foundation

McQuade & Bannigan, Inc.

Mohawk Valley Counselors' Association

Mohawk Valley Network

Mohawk Valley School Resource

Officer Coalition

**Murnane Building Contractors** 

NAPA Auto Supply/Volvo Auto Supply

New York State Woodsmen's Field Days

Ninety-Nine Restaurant

Northern Safety

OHM BOCES Teachers' Association

OPI

O'Connell Electric

Oneida County Law Enforcement Coalition

**Price Chopper Supermarkets** 

Sally's Beauty Supply

Skills USA

Slocum Dickson Foundation

Stiefvater Distributors, Inc.

Symeon's

SYSCO

**UNO Chicago Grill** 

**Upstate Office Equipment** 

Utica School of Commerce Advisory Board

**Utica School of Commerce** 

Utica Valley Electric

Utica Zoo

Walmart

Whitesboro Fire Department

Whitesboro Frame & Body, Inc.

Whitestown Assn. of American Veterans

Whitestown Assn. of American

**Veterans Auxiliary** 

Whitestown Sons of the American Legion

**Wood Creek Reptiles** 

Zebb's Deluxe Grill & Bar

# Career & Technical Education Open House

Wednesday, March 13, 2013 6:00-8:00 p.m.



#### **NOTICE OF COMPLIANCE**

The Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, hereby gives notice that it does not discriminate on the basis of sex, race, creed, color, national origin, marital status, religious affiliation, disability, age, veteran status, political affiliation or sexual orientation in the recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs; course offerings; and student activities. This policy is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the New York State Civil Rights Law 40-a-c. Any alleged grievances should be reported to the Supervisor of Human Resources at (315) 793.8576, Oneida BOCES, Box 70 Middle Settlement Road, New Hartford, New York 13413-0070.

OHM BOCES • Box 70 • Middle Settlement Road • New Hartford, New York 13413-0070



#### Serving the following component school districts:

Brookfield • Clinton • Holland Patent • New Hartford • New York Mills • Oriskany • Remsen Sauquoit • Utica • Waterville • Westmoreland • Whitesboro



