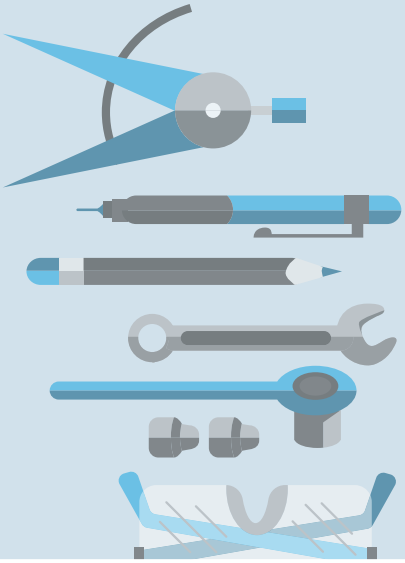
Center for Career Services



Course Offerings & Programs

Southern Westchester BOCES

Center for Career Services

WELCOME

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 directly into careers in their fields of interest and for many that includes post-secondary education and training.

- Baruch College
- Clarkstown International
- College of Westchester
- Culinary Institute of America
- Dominican College
- Dutchess Community College
- Electrical Union (IBEW)
- Fashion Institute of Technology
- Florida A&M
- Fordham University
- Iona
- John Jay
- Johnson and Wales University
- Keene State College
- LIM College
- Long Island University
- Manhattanville College
- Mercy College
- Monroe College
- NY Institute of Technology
- NY School of Esthetics
- Onondaga Community College
- Pace University
- Quinnipiac University
- Rockland Community College
- SUNY Albany
- SUNY Buffalo State
- SUNY Cobleskill
- SUNY Delhi
- SUNY Morrisville
- SUNY New Paltz
- SUNY Purchase
- SUNY Oneonta
- Syracuse University
- University of Arizona
- University of Hartford
- U.S. Air Force
- U.S. Army
- U.S. Coast Guard
- U.S. Marine Corps
- U.S. Navy
- Virginia State University
- Westchester Community College
- Western State

We offer 21 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 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 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

Expanding Pathways for Students

The Center for Career Services in Valhalla opens doors many students never knew existed. For decades, high school has been viewed as a traditional four-year path culminating in college or directly entering the workforce. Career and Technical Education (CTE) offers something different—and in many cases, transformative.

Breaking the Bias

A common misconception about CTE is that it is only for students who are not "college-bound." This outdated view has kept families and school districts from seeing CTE as a legitimate option for students. The truth is quite the opposite: today's CTE programs are designed to expand opportunities, not limit them.

CTE students not only prepare for immediate employment in fields such as cosmetology, emergency medical services, and nurse assisting, but they also build strong academic foundations for higher education. Many graduates move on to colleges and universities with valuable skills, professional certifications, and even college credits already in hand. In fact, choosing CTE can give students a competitive advantage in admissions and in the job market.

Hands-On Learning with Real-World Impact

We immerse students in meaningful, real-world experiences as they explore trades and career paths that traditional high schools rarely provide. As they learn hands-on skills, they join a diverse community of peers they might never have otherwise met. This creates a supportive, real-world learning environment that mirrors aspects of both college and the workplace.

Students grow in technical knowledge and personal confidence, as well as in essential social and interpersonal skills. These programs invite teenagers to roll up their sleeves, think creatively, and begin discovering where their true passions lie. This first-hand exposure can be life-changing. For some students, it means discovering a career they love early in life. For others, it offers clarity about what they don't want to pursue. Either way, the experience is invaluable.

A Pathway to Graduation and Beyond

CTE offers a viable pathway to high school graduation. New York State recognizes CTE as a 4+1 graduation pathway, providing students with flexibility and purpose in their academic journey. For many, this makes the difference between simply enduring high school and truly thriving in it. The 4+1 CTE pathway allows students to substitute one of the Social Studies Regents exams with two years of CTE coursework.

Beyond graduation, students are equipped with professional licenses and certifications that make them employable immediately, providing both income and a sense of accomplishment before many of their peers have even begun their post-secondary journey.

College Credit and Partnerships

Far from steering students away from higher education, CTE often enhances access to it. Many of our programs are linked with colleges and universities through dual-enrollment and articulation agreements. This means students can earn college credits while still in high school, reducing the cost and time required for a degree.

These partnerships also smooth the transition from high school to college. Students arrive on campus with proven experience, technical skills, and confidence in their chosen field. For families concerned about the rising cost of higher education, this is a practical and meaningful benefit.

Transforming the High School Experience

For some students, the traditional high school model of four years of classroom-based instruction leading up to graduation works well. For many, though, it can feel uninspiring and disconnected from real life; CTE changes that dynamic.

By connecting academic learning with tangible, hands-on experiences, CTE helps students see the relevance of what they're studying. Algebra becomes more meaningful when applied to construction design. Communication skills grow when students work as a team in culinary arts or health

care settings. The integration of academics and career exploration often reignites motivation and engagement, turning high school into a time of excitement and growth rather than obligation.

Preparing Students for Success

Our programs are more than an alternative; they are a springboard. Whether students move directly into the workforce, pursue higher education, or combine both, they are better prepared to succeed. They graduate with a clear sense of direction, practical skills, and confidence in their abilities.

Families considering options for their high school students should look beyond outdated stereotypes. CTE is not about limiting choices—it is about expanding them. By offering exposure to careers, providing professional certifications, creating a pathway to graduation, and building bridges to college, CTE empowers students to chart their own unique futures.

At the end of the day, the greatest gift Career and Technical Education gives is the opportunity for students to thrive. It transforms high school from a passive experience into an active journey of discovery and growth, setting students on the path to success—wherever that path may lead.

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 existing requirements for graduation and in developing a personal transition plan including work and/or continued education.

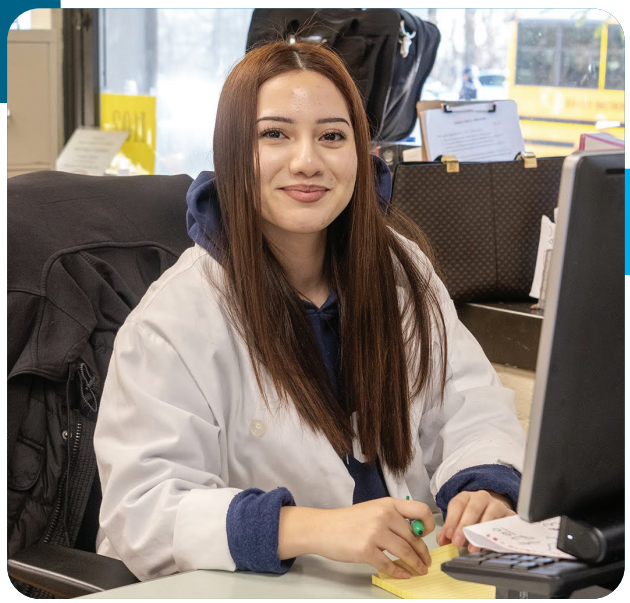
School Social Worker

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. 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.

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

- Speak with your school counselor
- Visit our website http://careers.swboces.org



All conversations are confidential, except where there may be a danger 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. DASA 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, GSA, student council, Unity Circle and volunteer and internship opportunities.

Transition Specialist

A student's transition to adulthood can be a daunting time for families. As students age out of school and become adults, families need systems in place to ensure that their students' needs are met in post-secondary endeavors.

The Transition Coordinator can be a guide and resource by linking school and community. The Transition Specialist helps bridge the gap between school staff, families, and community service providers. Agencies include Adult Career and Continuing Education Services–Vocational Rehabilitation (ACCES-VR), the Office for People with Developmental Disabilities (OPWDD), and the Office of Mental Health (OMH). These providers can assist students as they begin their journey into the adult world.

The Transition Coordinator can assist in navigating the transition planning process by offering workshops to empower families and providing career exploration activities for students, such as career assessments, career exploration activities, and related counseling services.

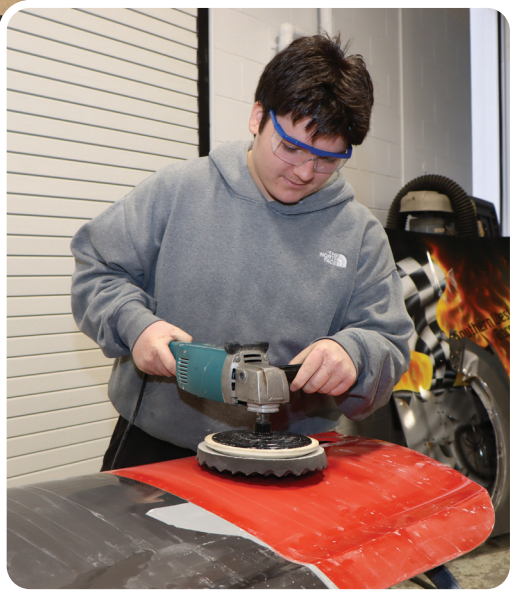
Work-Based Learning Coordinator

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 see the education and training they will need to be successful.

Students work with local businesses, learning about employee/employer relationships in professional surroundings. They also further develop their passion for their chosen profession.

Work-Based Learning provides opportunities for:

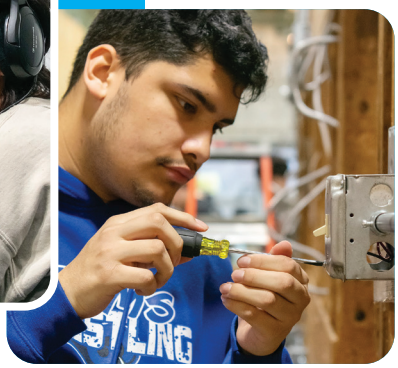
- Career exploration
- Professional and technical skill expansion
- Mentoring in a variety of fields
- Working with dynamic organizations and businesses in the region
- Attaining a New York State CTE-endorsed diploma



CTE

Career & Technical Education Programs

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 Career Services 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.

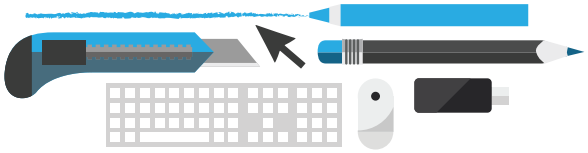


- Advertising & Graphic Design
- Animal Science
- Architecture
- Audio Production
- Automotive Technology
- Barbering
- Cisco
- Collision Repair/Auto Body
- Construction/Carpentry
- Cosmetology
- Culinary Arts
- Electrical Construction
- Emergency Medical Services
- Fashion Design & Merchandising
- Heating, Ventilation and Air Conditioning
- Medical office and Adminstrative Assistant - CISMAA
- Nursing Assistant
- Pre-Engineering
- Security, Law & Policing
- Video Production
- Welding

CTE Program Descriptions

ADVERTISING & GRAPHIC DESIGN

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.



Area 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

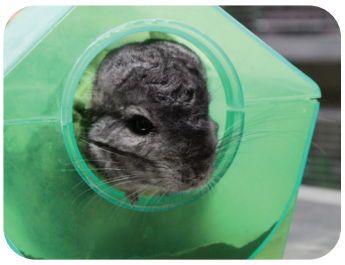
Industry Certifications
You Science
- Commercial Art 1

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

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.



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

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

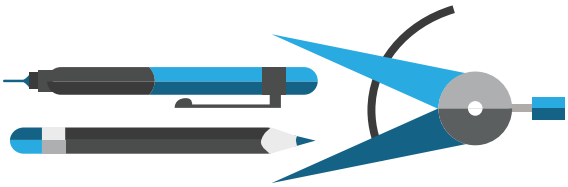
Industry Certifications
You Science
- Small Animal Science

Articulation Agreements
- SUNY Cobleskill: 9 credits
- SUNY Delhi: 3 credits

Successful Student Characteristics
- A passion for animals
- Interest in science
- 85+ in previous science course

ARCHITECTURE

The Architecture 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.



Area 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
You Science
- Architectural Design 2

Articulation Agreements
- The College of Westchester: up to 12 credits
- LIM: up to 6 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

AUDIO PRODUCTION

The Audio 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.

Area 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

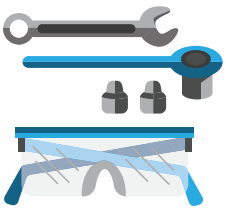
Industry Certifications
You Science
- Sound Pro

Articulation Agreements
- WCC: up to 6 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

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.



Area 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

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

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

BARBERING

In this program students will have the opportunity to develop professional knowledge and skills through classroom instruction and laboratory opportunities. The curriculum is designed to give an overview of the barbering industry, licensing, and the opportunities available for professional growth. Students who successfully complete 500 hours will be eligible to sit for the New York State Licensing Exam. Participants must be 17 years of age to take the exam.

Areas of study
- History of barbering
- Infection control
- Anatomy & Physiology
- Chemistry
- Hair properties and disorders
- Shaving & design of facial hair
- Hair cutting and styling for men
- Chemical services and coloring

Career opportunities
- Licensed barber
- Master barber
- Entrepreneur
- Sales Rep

Industry Certifications

You Science
- 21st Century Success Skills
- New York State Barbering Exam (upon passing the state exam)

Articulations
- College of Westchester: up to 6 credits

Successful Student Characteristics
- Strong motor skills and manual dexterity
- Ability to work independently and as a part of a team

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.

Area of Study
- Data Migration in Windows
- Manage Virtual Memory in Windows
- Perform installation of Microsoft Windows operation 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 Trouble-shooting 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

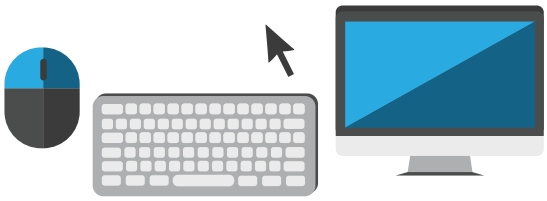
Industry Certifications
You Science
- Computer Systems 1

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

Successful Student Characteristics
- Interest in Math
- Interest in Computers & Networking

CISMAA Medical Office 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.



Area 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

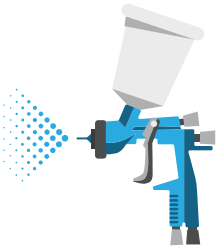
Industry Certifications
You Science
- Administrative Assisting
- Microsoft
- 911 Dispatcher
- CPR/First Aid

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

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.



Area 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
- Tool and Equipment Sales and Service Representative
- Detailer

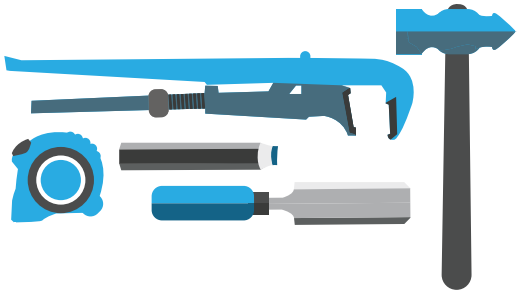
Industry Certifications:
NOCTI: Collision Repair
- ASE
- ICAR

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

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

CONSTRUCTION/CARPENTRY

Students will learn basic carpentry and construction skills through a variety of authentic, work-based projects and activities. The Construction/Carpentry 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) construction/carpentry curriculum. Upon completion of this program, students will be eligible for many apprenticeship construction work opportunities.



Area 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
- Home Improvement Sales Associate
- Construction Estimator
- Building Maintenance Worker

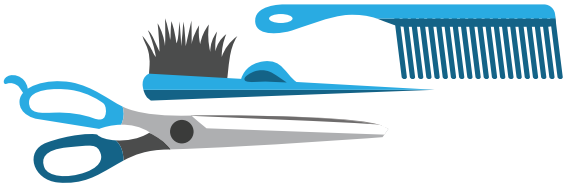
Industry Certifications
NCCER
- C.O.R.E.: Carpentry Level 1

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

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.



Area of Study
- History of Cosmetology
- Career Opportunities
- Infection Control
- Anatomy and Physiology
- Chemistry
- Properties of the Hair, Scalp, Skin and Nails
- Hair Design, Cutting, Coloring
- Make-up Artistry
- Facials and Hair Removal

Career Paths and Opportunities
- Hair Stylist/ Color Specialist
- Hair Design/ Texture Specialist
- Make-up Artist
- Special Effects Make-up Artist
- Nail Specialist

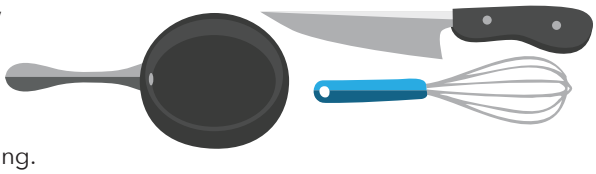
Industry Certifications
NOCTI
- Cosmetology
- New York State Cosmetology License (upon passing state exam – must be 18 years old)

Articulation Agreements
- The College of Westchester: up to 6 credits

Successful Student Characteristics
- Creative interest and basic cosmetology skills
- Ability to work both independently and as a part of a team

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.



Area of Study
- Sanitation, Health & Safety
- Basic Kitchen & Knife Skills
- Care & Cleaning of Equipment
- Customer Service & Communication Skills
- 7 Cooking Principles: Roasting, Simmering, Steaming, Frying, Braising, Sautéing & Boiling
- ABCs of Nutrition
- Butchering Techniques
- Preparation of Meats & Fish

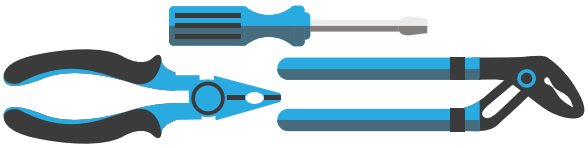
Career Paths and Opportunities
- Chef or Pastry Chef
- Specialty Cook
- Caterer
- Restaurant Manager
- Internships and Capstone opportunities in local area culinary establishments

Industry Certifications
NOCTI:
- Culinary Arts (ACF)
- ServSafe

Articulation Agreements
- Sullivan Community College: up to 5 credits
- SUNY Alfred State College: up to 6 credits
- SUNY Cobleskill: up to 8 credits
- SUNY Delhi: up to 8 credits
- WCC: up to 5 credits
- CIA: up to 3 credits

Successful Student Characteristics
- Basic cooking ability and interest in food service industry
- Strong motor skills and manual dexterity
- Ability to work both independently and as a part of a team

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.

Area 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

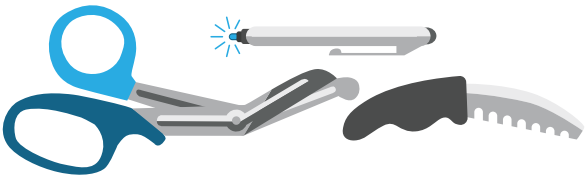
Career Path and Opportunities
- Electrician's Assistant
- Plant Maintenance Electrician
- Residential Electrician
- Lineman
- Industrial Electrician
- Communications Installer
- Locomotive Electrician
- Electrical Materials Salesperson
- Utility Company Repairer, Crane Maintenance Technician
- Electrical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

Industry Certifications
NCCER-C.O.R.E.
- Electrical Level 1

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

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.

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

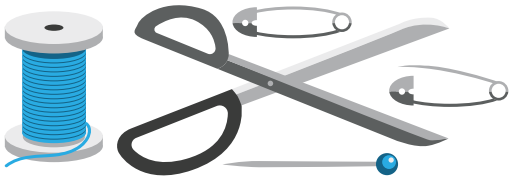
Career Path and Opportunities
- EMT/Paramedic
- Firefighter
- Healthcare professional (paramedic, nurse, doctor, physician's assistant)

Industry Certifications
NYS DOH
- EMT-B
- CFR
- First Aid/CPR/AED

Articulation Agreements
- WCC: up to 8 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.

Area 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
- Boutique Manager/ Owner
- Fashion Buyer

Industry Certifications

You Science
- Fashion Merchandising 1

Articulation Agreements
- WCC: up to 9 credits
- LIM: up to 6 credits

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

HVAC Heating, Ventilation and Air Conditioning

This program is designed to provide students with the knowledge, skills, and certifications necessary to pursue a rewarding career in the heating, ventilation, and air conditioning industry. This comprehensive, two-year program integrates science into theoretical classroom instruction, hands-on laboratory experience, and real-world internships. Students will acquire soft skills and learn professional ethics while gaining an understanding of HVAC systems, energy efficiency, and environmental responsibility.

Area of Study
- Introduction to HVAC Systems
- Basic Electrical Theory
- Refrigeration Fundamentals
- Safety Practices
- Tools, materials, and equipment used in the HVAC industry
- Advanced Electrical Systems
- Energy efficiency and green technologies
- Environmental Regulations
- Alternative energy (geo-thermal and photovoltaic)
- Indoor air quality and HEPA filtration
- Installation, maintenance, and troubleshooting of residential HVAC systems
- Blueprint reading and system design
- Soldering and brazing procedures
- Customer service/relations and professional communication skills
- Marketing and business management

Career Paths and Opportunities
- HVAC Mechanic
- HVAC Helper
- HVAC Installer
- HVAC Engineer

Industry Certifications

You Science
- HVAC-R

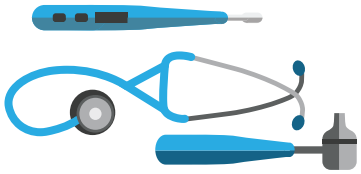
Articulation Agreements
- Alfred State: up to 10 credits

Successful Student Characteristics
- Strong fine and gross motor skills
- Ability to work both independently and as part of a team
- Math skills

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.



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

Area 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 ambulation and transfers, bed baths, oral care, range of motion exercises, etc.

Career Paths and Opportunities
- Certified Nurse Assistant*
- School Nurse
- Registered Nurse

Industry Certifications
NYS DOH
- Certified Nurse Aide (CNA)*
- CPR and First Aid

Articulation Agreements
- The College of Westchester: up to 9 credits
- WCC: up to 3 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

* *Students may seek employment as a Certified Nurse Assistant upon passing the Prometric Exam.*

PRE-ENGINEERING

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.

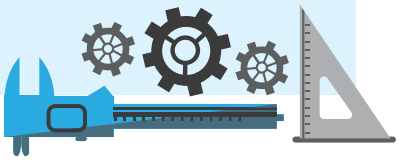
Area of Study
- Overview of Engineering Careers & Opportunities
- Engineering Design Process: Principles & Problem Solving
- Design of Structures
- Identifying Simple Machines: Pulley & Spring Systems
- Investigating Natural vs. Artificial Energy Cranes/ Catapults/Trebuchets
- Hydraulic Robotic Arm/Electromagnet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

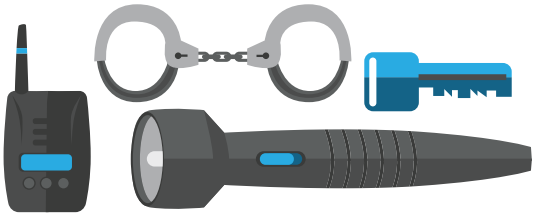
Articulation Agreements
- WCC: up to 9 credits
- SUNY Canton: up to 2 credits

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, law, forensics, among other topics. This comprehensive program is a starting point for students interested in entering the field of law enforcement and/or security.



Area of Study
- Criminal Law
- Civil Law
- Penal Law
- Criminal Procedure Law
- Family Court Act
- Crime Scene Investigation
- Handcuffing
- Searching
- Arrest Procedures
- Fingerprinting
- Latent Fingerprinting
- Court System
- Correction Law

Career Paths and Opportunities
- Security Guard
- Law Enforcement

Industry Certifications

You Science
- Criminal Justice
- First Aid/CPR/AED
- New York State Security Guard
- 911 Dispatcher

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

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

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.

Area 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

Industry Certifications

NOCTI
- Television Production

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

Successful Student Characteristics
- Display fine and gross motor skills
- Technical aptitude and basic knowledge of video production applications

WELDING

This program is ideal for students interested in hands-on learning and a high-demand trade. Welding is a two-year program designed to provide students with the skills, knowledge, and hands-on experience necessary for a successful career, with opportunities for internships and industry-based field trips. Our curriculum follows industry-recognized standards, such as the American Welding Society's Fundamentals of Welding curriculum, preparing students for certifications.

Area of Study

- Introduction to Welding Safety and OSHA Standards
- Basic Blueprint Reading
- Basic Electricity and Thermodynamics
- Identification, selection, and application of welding electrodes and filler rods
- Identification and Preparation of Metals
- MIG, TIG & Stick Welding
- Shielded Metal Arc Welding (SMAW) Fundamentals
- Gas Metal Arc Welding (GMAW) Basics
- Pipe Welding and Structural Welding Applications
- Career Preparation/ Readiness and Industry Certifications

Career Paths and Opportunities

- Manufacturing Engineering
- Aerospace Welding
- Railroad and Transportation

Industry Certifications

You Science

- Welding 3

Articulation Agreements

- Alfred State: up to 10 credits

Successful Student Characteristics

- Display fine and gross motor skills
- Mathematical skills
- Attention to detail

iCTE

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.

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.

General Maintenance Assistant

Students will be exposed to basic plumbing, electrical, carpentry, painting, sheetrocking, taping, 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.

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.

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.

Office Skills & Occupations

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.

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 preparation, label pricing, stocking & rotating retail and cafeteria food items, setting tables, operating a commercial dishwasher and pot washing station, and the importance of sanitation and safety.

Career Development | Occupational Studies

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.

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

Center for Career Services Frequently Asked Questions

Who is eligible to attend the Center for Career Services (CCS)?

Any student who is in their Junior or Senior year at a participating BOCES school district is eligible.

How do I enroll in CCS?

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?

Every offering is a two-year program. Some students may elect to participate in only one year of CTE coursework.

Can I attend more than one CCS program?

No. Students may enroll in only one CCS program.

What time do classes meet at CCS?

Classes meet Monday through Friday, and follow the same academic calendar as your home district. The AM session runs from 8:25–10:55 a.m. The PM session runs from 11:55 a.m.–2:25 p.m. Students only attend one session and spend the rest of their day 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 automobile insurance card. Students may not drive other students without permission.

Will CCS help me meet my graduation requirements?

Yes, your classes count 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.

Do I graduate from my home school or CCS?

You graduate from your home school. CCS holds a recognition ceremony 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?

Yes. 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.

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.

All 21 CCS programs offer students industry certifications. After their BOCES training, students are employable, hard-working, 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!

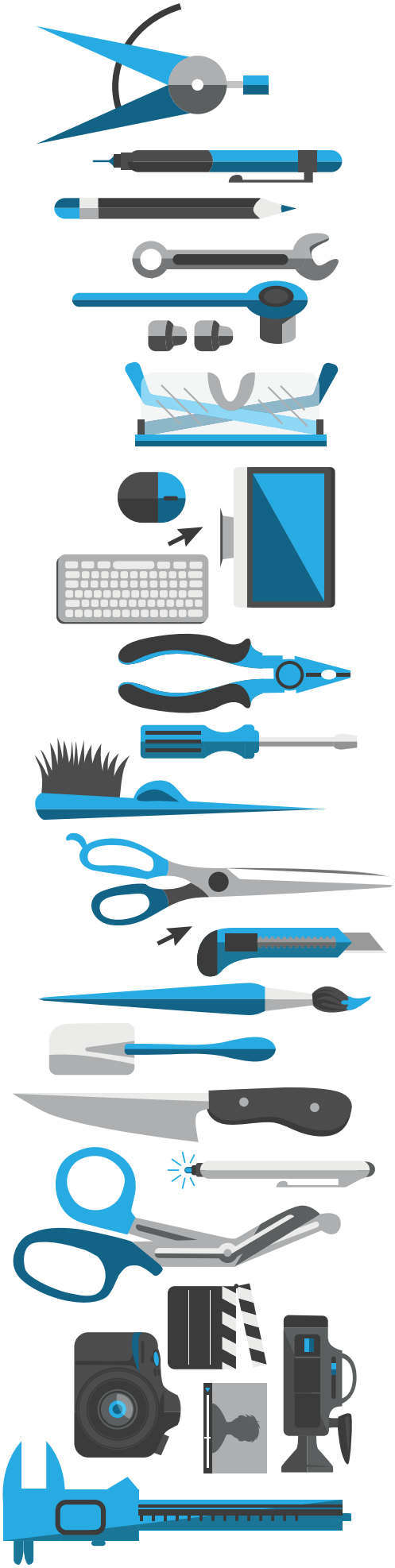
Who is involved in the transition process?

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.

We'll show you the tools you'll need to start a productive and fulfilling career



Learn more. Do more. **Start Now**

Center for Career Services

Southern Westchester BOCES Center for Career Services

65 Grasslands Road · Valhalla, NY 10595 · **914-761-3400** · http://careers.swboces.org

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Dahlia Jackson

Principal
Jaclyn De Lao

Assistant Principal
Phil Donohue

School Counselors
Anna Macchia, ext. 2352
Monica Mann, ext. 2243
Kevin McAllister, ext. 2521

SOUTHERN WESTCHESTER BOCES
17 Berkley Drive
Rye Brook, NY 10573
914-937-3820
www.swboces.org

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Stephen Tibbetts, *Assistant Superintendent for Business and Administrative Services*

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Brian Howard, *Director of Communications*
Josh Thomson, *Public Relations Specialist*
Jeffry Braun, *Graphic Design*

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.

Civil Rights Compliance Officers

Suzanne Doherty
Senior Director of Human Resources

Stephen Tibbetts
Assistant Superintendent for Business & Administrative Services

Tracey Lizzo
Director of Personnel

Contact Information:
17 Berkley Drive
Rye Brook, NY 10573
Ph: (914) 937-3820
complianceofficer@swboces.org

SWBOCES IS AN EQUAL OPPORTUNITY EMPLOYER

Section 504 Coordinator

Stephen Tibbetts
Assistant Superintendent for Business & Administrative Services
17 Berkley Drive
Rye Brook, NY 10573
Ph: (914) 937-3820
stibbets@swboces.org

SWBOCES MISSION STATEMENT

Southern Westchester BOCES supports students, districts and communities across our region through innovative, future-focused services, and forward-thinking leadership, centered on equity, access, and opportunity for all.