

Howard G. Sackett Technical Educational Center

Copenhagen Central School is providing vocational education to students who have completed 10th grade and who are sincerely interested in learning a specific vocation or trade. This service is being given through the Board of Cooperative Services at the Vocational Technical Center, located in Glenfield. The building contains all of the facilities for vocational education in the county.

Students will be scheduled for at least two subjects and Physical Education during the half-day remaining at Copenhagen Central School.

Juniors: English 11, Social Studies 11, Physical Education, and required math or science.

Seniors: English 12, Social Studies 12, Physical Education, and required math or sciences.

The total credits will equal four units for each rotational subject. Transportation is provided between our school and the Vocational Technical Center.

In as much as safety is an important factor in vocational education, both while training and when employed, safety glasses must be worn in some shops at all times, suitable uniforms must be worn in some shops and hair must be short enough not to present a fire or machine entanglement hazard. Those applying should be aware of these requirements before completing the application.

INTRODUCTION

The Howard G. Sackett Technical Center is one of two Vocational-Technical schools within the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services. It is located on Route 12, Glenfield, NY.

This facility houses fourteen state-of-the-art occupational-technical programs of study. This program serves secondary students, adult students, and is a training center for a variety of other agencies. The Technical Center serves secondary students from the Adirondack, Beaver River, **Copenhagen**, Lowville, South Lewis, and Town of Webb school districts.

It is the goal of the Howard G. Sackett Technical Center to prepare each of our students for successful entry-level positions in business and manufacturing as well as for success in pursuing higher levels of education. All programs are OUTCOME-BASED and Certificates of Mastery are earned after consistently high standards of excellence have been demonstrated.

GENERAL INFORMATION

Admission Policies

The occupational program has no restrictive policy on the admission of students into any program that is offered at the Center.

In courses where an overload exists, every effort will be extended to assist a student to make an alternative occupational choice.

Guidance

The guidance services provide individual and group counseling for every student. Our staff is an extension of your home school guidance department. The BOCES counselor works closely with your home school and keeps it informed of your progress.

We encourage you to come to the Guidance Office to discuss:

- 1) Academic progress;
- 2) Career progress;
- 3) Job opportunities;
- 4) School policies/regulations;
- 5) Further education opportunities;
- 6) Problems of a person nature.

Integrated Course Credit

Recently, the New York State Education Department approved several vocation programs at BOCES to include integrated non-Regents bearing course credits (credit given to an academic subject area within a vocational program) to help meet graduation requirements. For example, a student enrolled in the Culinary Arts Vocation Program for two years, may be eligible to receive one credit in applied math.

The purpose of creating a schedule of courses is to meet graduation requirement and advance academic goals. The first priority is to schedule required courses with the home school. Sequences are no longer required; therefore, BOCES Vocational Programs are now electives.

Students will only be awarded academic credit for an integrated course that has been approved prior to September 1st of the school year.

Prior to approval, the following factors will be considered: Academic history, attendance, effort, and summer school.

Each case will be considered on an individual basis.

Academic credit cannot be duplicated. If a student is taking the required course at the home school, that is the pre-established source of credit. For example, a student enrolled in Culinary Arts at BOCES and personal finance at the home school, will earn math credit from personal finance only. No credit will be awarded for the integrated applied math within the Culinary Arts Program. The pre-approved integrated subject average will not be calculated separately into the average. Because it is integrated, the subject average will be the same as that of the vocational program.

Work Study Programs

All programs at the Howard G. Sackett Technical Center offer a cooperative work-study program designed to reinforce classroom learning and enhance skill mastery. Students are placed with an employer for half days, performing as a paid employee. In addition, the student is evaluated with reference to his/her job performance.

All students in the work-study program are guided by the technical center's work-study coordinator with reference to both career guidance and any required on-the-job instruction.

Auto Body Technology I & II

A two – year course covering the fundamental procedures and equipment used in the reconstruction of damaged vehicles. All areas of auto body repair and refinishing are addressed including techniques using state-of-the-art equipment and technology.

Automotive Technology I & II

A two-year course covering materials and equipment necessary to accomplish all types of auto paint systems. Body and frame alignment includes the equipment and techniques necessary to accomplish major collision repairs.

Carpentry I & II

This program is made for the student who wants to learn the skills necessary to become a carpenter. The individual can excel by continuing with an advanced course at the technical center, or can acquire more technical information on the job or at a post secondary school. The main emphasis is placed on the safe use of hand tools and power equipment and of the handling of building materials. Students apply their combined knowledge and skills to actually build a complete modular house. (All students are required to furnish their own safety glasses and coveralls.)

Cosmetology I & II

Cosmetology is a two-year program which offers instruction and practical experience in the skills and theory necessary to be employed as a hair-dresser. This includes care of hair, skin, nails and all related services offered in a beauty salon. Equipment used in the cosmetology laboratory is equivalent to that found in a modern shop. Students must fulfill the requirement of 1,000 instructional hours. The successful completion of the program qualifies students to take the New York State Cosmetology Licensing Examination.

NOTE: Summer school is required to complete the required 1,000 hours. Students are required to furnish uniforms and cosmetology personal equipment.

Criminal Justice I & II

An introduction to the fundamentals of law enforcement including basics in Penal Law, history of the justice system, firearms safety, and other related areas. Successful completion of this two-year program will provide the student with a solid foundation in which to further his/her education in this exciting and growing career discipline.

Early Childhood Education I & II

This program is designed for individuals who are seeking employment in the Child Care area. The content includes the essential skills needed to be competent in the daily care of children of all age levels. An on-campus nursery school will provide hands-on skills for first year students. The second year of the course will combine theory with observation and practical skills in local community child care agencies.

Electrical Technology I & II

This course is an intense one year program leading to entry level employment in the related field or advanced electrical training. As a graduate of this course, one will have the required information and practical skills in estimating, installing and inspecting electrical service

entrance wiring, and interior/exterior electrical wiring of residential and commercial type buildings. After the one-year course, the student is ready to apply learned knowledge and skills to design, install and trouble-diagnose electro-magnetic and solid-state circuitry. These are utilized in industrial complexes to control motor systems and electro-mechanical apparatus. Entry level employment or electrical/electronic training can be actively pursued. Should space be available for those who wish to continue advanced electronic training, it is possible to enter the last semester, January, for theory and practical experience in the basic electronics module.

Food Preparation Service/Culinary Arts I & II

This course is designed to provide a thorough background for the individual who wishes to train in the areas of serving food and food preparation. Emphasis is placed on quantity and quality commercial cooking with hands-on preparation of meats, soups, breads, salads, sandwiches, and desserts. With the skills acquired, graduates may seek practical employment or advance their culinary education.

Forestry/Conservation Technology I & II

This course is available to persons interested in acquiring theory and practical experience that leads to entry-level employment in the many facets of the woods using industry. This course will also provide skill development for employment, appreciation and responsibility associated with the multiple uses and sustained yields of our renewable and nonrenewable natural resources. Emphasized are outdoor forest job skills that are available in the growing, managing, heavy equipment logging, utilization of our renewable natural resource, the development of competencies, concepts and career awareness associated with water, wildlife, recreation and facilities.

Gas & Diesel Mechanics I & II

For those interested in the occupational area of tractor and farm machinery mechanics, this course will prepare them to enter this field. Discussed are the principles and practices in the techniques of service and repair of both gas and diesel engines with emphasis to the repairs of related light and heavy-duty machinery. Other topics also included in this training are welding, equipment operation and troubleshooting, service department operations, career exploration and safety. This course of study will develop entry-level skills in the gas/diesel machinery trades. After extensive training one can pursue a gas or diesel mechanics trade, enter the field of agriculture machinery or gain a valuable transfer skill for light or heavy-duty industrial equipment repair. Completion of this Vocational Training can lead to post secondary education.

Introduction to Health Occupations

This one-year program is an outstanding training for motivated, caring individuals to gain the skills, knowledge, and competencies required to facilitate the care of the sick as well as the promotion of wellness for people of all ages and needs. Programs of study are available for both high school and adult students who wish to pursue a career as a Licensed Practical Nurse, Nursing Assistant or Home Health Aide.

Medical Career

Introduction to Health Occupations can be followed by the Medical Careers Program, which is a one-year program for students in their junior or senior year of high school. The program is

designed to assist students who have an interest in the health care field in making career choices. The basis core of study enables students to shadow professionals through a series of rotations in a health care facility. This will provide each student the opportunity to apply the basic skills, knowledge, and behaviors learned in the classroom/lab in deciding if the health care field is right for them.

New Vision Health: Health Career Exploration (Seniors Only)

New Vision Health focuses on assisting the college-bound senior in selecting a health career. The field of health care has numerous occupations that involve the delivery of care to patients. Hospital personnel are highly skilled and must specialize to keep pace with today's technology. New Vision Health can help interested students make that all important career decision. The classroom is located at the Lewis County Hospital. Students rotate through each hospital department during the course of the year. Senior year English and Social Studies credit are integrated into this program. Students who successfully complete this program have the option of furthering their education at the college of their choice. Colleges enthusiastically welcome the New Vision students because of their many hospital experiences.

Visual Communications/Commercial Art – Animation I & II

An outcome-based program structured to provide each graduate with the foundations required to creatively solve problems in our visually oriented world. Emphasis will be placed on the development of design fundamentals, type design/layout, industrial design, computer graphics, and commercial advertising design applications.

Nursing Assistant

Students in BOCES' one-year Nursing Assistant program are well on their way to working as a supportive caregiver in a health care setting or pursuing further education in nursing or other health-related disciplines. Substantial experience is gained in giving bedside care to patients in local health care facilities while also learning theory in a classroom environment. Career opportunities include: Certified Nurse Assistant, Personal Care Assistant, Rehabilitation Aide, Nursing Home/Adult Home Assistant, Hospital Nurse Assistant.

Small Animal Care I & II/Veterinary Practices

A two-year program for students interested in pursuing a career in animal care and management. Small Animal Care encompasses the study of dogs, cats, pocket pets, birds, laboratory animals, livestock, equines, and exotic species. The emphasis will primarily be on the care and handling of dogs and cats.

Applied Business Technology

Students will practice and apply skills in the Microsoft Office Application suite in a dynamic office-like setting where they will learn the principles of modern business. For example, they will use Excel to perform accounting tasks, Word and PowerPoint to accomplish the various communication tasks required for success in business. Students will have the opportunity to earn certification as Microsoft Office Specialists. The culminating project will be the development of a business plan to be presented to local business partners as well as educators. This is a one-year (4 credit) program offering .5 credit in English and .5 credit in Math.

Virtual Business (Virtual Enterprise)

A Capstone business program for seniors following a business career pathway, Virtual Enterprise is a simulated business that is set up and run by students with the guidance of a teacher/facilitator and a business partner. Students experience all aspects of an actual business environment, serving in departments such as human resources, accounting, product development, and marketing. They engage in “virtual” trade with other practice firms set up by students throughout the world. They participate in local, regional and state business plan competitions and “Trade Fairs”. (www.veinternational.org) Integrated credit available will be .5 English, .5 Math, and .5 Economics. ABT is a prerequisite.

Office Technology

Office Technology is a one, two, or three year program depending on each student’s individualized plan. Students will learn the basics of work in an office setting where they will generally be seeking employment directly upon graduation. They will develop skills that could be used in any business, retail or office. These include basic computer skills such as document creation and storage, word processing and data entry, customer service skills and others. They will learn how a business operates, and the skills needed to assist in that operation, for example, phone etiquette, record-keeping, organization and customer service skills. In order to practice these skills, students will operate a school store.
