

NCJRS

NOV 20 1979

ACQUISITIONS

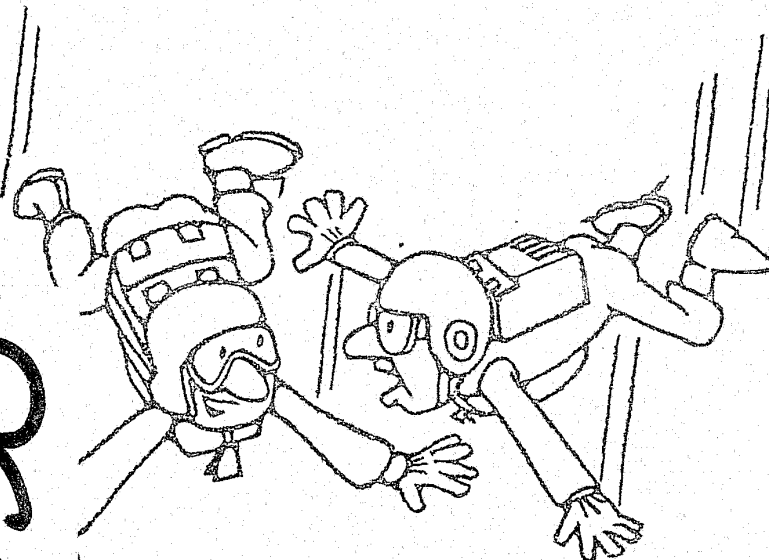
DROP IN

AND CHECK OUT OUR

VOCATIONAL EDUCATION OFFERINGS

Department of Correctional Services - State of New York

63935



FOREWORD

This ~~manual~~ represents an initial attempt to present a comprehensive overview of vocational programs within the New York State Department of Correctional Services. It is intended to provide basic, ~~orientational~~ information on the structure of vocational programming, their content, and their locations.

This manual is aimed at assisting Classification Analysts, Correction Counselors, Education Counselors, Instructors, and Parole staff in understanding vocational programs and their potential. Certainly, we hope that it will be useful for inmates in making more informed program choices.

Recognizing this as our first attempt, we anticipate many changes will be required before a satisfactory manual is produced. Therefore, we seek input on potential and actual uses of the manual, problems or errors encountered, and suggestions for revision.

The Vocational Education Staff
September 1979



STATE OF NEW YORK
DEPARTMENT OF CORRECTIONAL SERVICES
THE STATE OFFICE BUILDING CAMPUS
ALBANY, N.Y. 12226

Thomas A. Coughlin, III
Acting Commissioner

J. Kevin McNiff
Deputy Commissioner for
Program Services

INTRODUCTION

Vocational Education programs in facilities operated by the Department of Correctional Services are unique in that they do not follow traditional patterns of enrollment and attendance. Instructors are not assigned a classroom full of students to be taught for a semester or some similar time allotment. Within the Department's numerous facilities, instructors must be prepared to accept new students at any time, while continuing to encourage the advanced student to progress.

In addition to the normal daily interruptions which occur in correctional facilities such as visits and disciplinary keeplocks, Vocational Education programs must support a continuity of training in step with the continual movement and transfer of inmates. Therefore, it is especially important to maintain a format of instruction that is both uniform and flexible.

The Vocational Curriculum Development Unit in Albany, initiated with a grant from the Law Enforcement Assistance Administration, has established relevant occupational task breakdowns in 21 of 39 vocational trades taught in the correctional facilities. These have been combined in related units called modules, to form the general outline or standardized curriculum of a course.

Modularized curricula enable students who are transferred from facility to facility to continue their education without interruption. As an example, since all Masonry instructors will be using the same modules, a student who transfers from Facility A to Facility B will be able to pick up where he left off upon arrival at Facility B. The modular instruction also permits students to progress at their own pace and it affords individualized instruction through the personal attention of the instructor.

The Curriculum Development Unit has worked closely with individual instructors and supervisory staff from the facilities in an effort to achieve uniformity throughout vocational programs within the Department. The materials developed by this joint effort were reviewed and validated by appropriate outside industrial personnel, both employers and tradesmen.

All job activities in a given trade area have been identified and separated into their simplest components called tasks. Related tasks are grouped into individual units called "modules", and a group of related modules form a course. For example, the simple task of Installing Felt Underlayment is involved in the activity of roofing which is one of the modules in the Carpentry course.

Trade curricula are outlined on a standard form called an Employability Profile. The Employability Profile is broken down into modules and the modules are further broken down by tasks. The Employability Profile provides instructor and student with a complete outline of the trade to be studied in modular units. The instructor can keep track of the level of all students at any given time.

For each task listed in the Employability Profile, each trade has an Instructor's Guide Sheet - which is like a lesson plan. The Instructor's Guide lists the task the student is to learn, the conditions under which the student will be doing the work, and the level of performance the student is expected to reach. These sheets also list all tools, equipment and supplies needed. Prerequisite skills and knowledge needed to perform the task are outlined on this sheet.

When the total program is completely written, each trade will have task procedure sheets for students. The Task Procedure Sheet is a student's guide used while performing the task. The T.P.S. is only used as a reminder of previous instruction, a way for the student to remember the procedure while he practices the tasks. Once the student masters the task it is expected that he will not need to refer to the T.P.S.

The goal of the modularization program is to update and improve occupational skills of vocational students by teaching them valid, job-related tasks which provide entry-level proficiency in one or more particular job titles. This goal is based on a philosophy of vocational education which focuses on hands-on, competency based performance, mastered through individualized, self-paced, instructor-directed instruction. Fundamentally, this approach to learning is based on mastery learning theory as an instructional strategy. This mastery concept allows for continual positive reinforcement which is hoped will bring about positive changes in attitudes.

As of the Summer of 1979, a total program, including Employability Profiles, Instructor Guides and Task Procedure Sheets, has been completed for Welding, Electrical Trades, Drafting and Auto Body. Masonry, Radio/TV Repair and Carpentry/Woodworking are partially completed. Employability Profiles have been completed in Floor Covering, Auto Mechanics, Machine Shop, Air Conditioning & Refrigeration, Appliance Repair, Office Machine Repair, Commercial Arts, Painting, Photography, Power Sewing Machine Repair, Small Engine Repair, Upholstery, Tailoring and Sewing, Cosmetology, Janitorial Services, Building Maintenance and Automatic Transmission Servicing.

Table of Contents

MACHINE & METALS

	<u>Page</u>
WELDING	2-3
SHEET METAL FABRICATION	4-5
MACHINE	6-7

HUMAN SERVICES

COSMETOLOGY	10-11
BARBER AND BEAUTY CULTURE	12-13
DENTAL TECHNOLOGY	14-15
OPTICAL TECHNOLOGY	16-17
FOOD SERVICE	18-19
LAUNDRY	20-21

AUTOMOTIVE

AUTOMOTIVE MECHANICS	24-25
AUTOMOTIVE BODY	26-27
DIESEL ENGINE MECHANICS	28-29
SMALL ENGINE REPAIR	30-31
AUTOMATIC TRANSMISSION	32-33

REPAIR SERVICES

	<u>Page</u>
RADIO/TV REPAIR	36-37
OFFICE MACHINE REPAIR	38-39
AIR CONDITIONING & REFRIGERATION	40-41
APPLIANCE REPAIR	42-43
SEWING MACHINE REPAIR	44-45

GRAPHIC COMMUNICATIONS

PRINTING & LITHOGRAPHY	48-49
COMMERCIAL ARTS	50-51
PHOTOGRAPHY	52-53

BUILDING TRADES

CABINETMAKING & MILLWORK	56-57
CARPENTRY	58-59
ELECTRICAL	60-61
DRAFTING/BLEUPRINT READING	62-63
PLUMBING & HEATING	64-65
MASONRY	66-67
FLOOR COVERING	68-69

BUILDING & GROUNDS MAINTENANCE

BUILDING MAINTENANCE
JANITORIAL SERVICES
PAINTING
HORTICULTURE

Page

72-73
74-75
76-77
78-79

NEEDLE TRADES

TAILORING & SEWING
SHOE & LEATHER REPAIR
UPHOLSTERY

82-83
84-85
86-87

BUSINESS ARTS

DATA PROCESSING

90-91

EXPLORATORY

PRE-VOCATIONAL

Page

94-95

EDUCATIONAL RELEASE

CLOSED CIRCUIT TV (CSET-TV)

98-99

WHERE IT'S AT

X — Shop In Operation
 O — Shop Planned
 V — Vacant.

Vocational Programs Offered	ARTHUR KILL	ATTICA	AUBURN	EDPORT HILL	CLINTON	COXSACKIE	EASTERN	ELMIRA	FISHKILL
Air Conditioning & Refrigeration		X			O				X
Appliance Repair					X				
Auto Body		X	V					X	
Auto Mechanics	X	X			X	X	X	X	
Automatic Transmission									
Barbering & Beauty Culture			V			X	X	X	X
Building Maintenance	X	X	X	O	XX*			X	X
Carpentry and/or Woodworking	X	X	V		X	X	X	XX	X
Closed Circuit T.V. Production									
Commercial Arts			X	O				X	
Cosmetology				X					
Data Processing				X					
Dental Technology			X						
Diesel Mechanics/Hydraulics		X							
Drafting	X	X	X	O	O	X		X	O
Electrical Trades		X	X		X	X		X	X
Floor Covering					X				
Food Service I		V		X	X		X		
Food Service II								X	
General Shop		O	X		V	X		O	X
Horticulture/Agriculture	X							X	
Janitorial Services									
Laundry									
Machine Shop	X	X	X			X		XX	
Masonry						XX	V	X	
Office Machine Repair					X				
Optical Technology									
Painting						X		X	
Photography		X							
Plumbing & Heating	O	X			X	X	X	X	V
Power Sewing Machine Repair									
Printing		X			O	XX		X	
Radio & Television (Electronics)	X	X	X	X	X	X	X	X	X
Sheet Metal Fabrication		O	X		O	X		V	
Shoe Repair								X	
Small Engine Repair		X			O				X
Tailoring & Sewing	X						V	X	
Upholstery		X				X			
Welding		X	X		O	X	X	X	X

WHERE IT'S AT

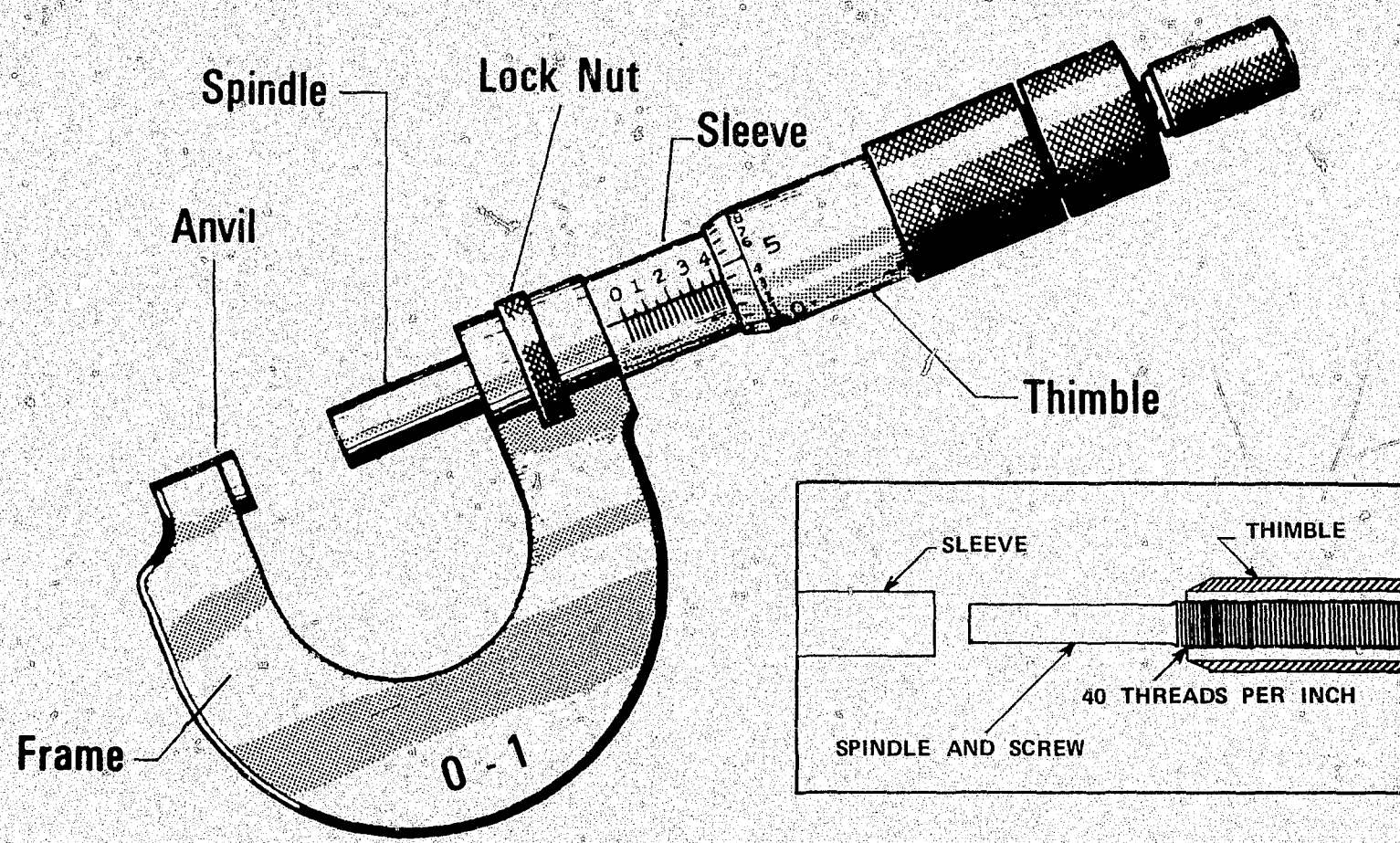
Vocational Programs Offered	GREAT MEADOW	GREEN HAVEN	MID ORANGE	OTISVILLE	QUEENSBORO	TACONIC	TRAINING ACADEMY	WALKILL	WOODBURNE
Air Conditioning & Refrigeration			X			X			
Appliance Repair		X							
Auto Body	X			O				X	
Auto Mechanics	X	X		X	X			X	X
Automatic Transmission		X							
Barbering & Beauty Culture	X							X	X
Building Maintenance		X	X			X			
Carpentry and/or Woodworking	X	X		X	X			X	X
Closed Circuit T.V. Production							X		
Commercial Arts									X
Cosmetology									
Data Processing									
Dental Technology									
Diesel Mechanics/Hydraulics									
Drafting	X	X	X			X		X	
Electrical Trades	X		X					X	X
Floor Covering									
Food Service I									X
Food Service II									X
General Shop									
Horticulture/Agriculture				X				X	
Janitorial Services				X		O			
Laundry	X								
Machine Shop	V	X			X			X	
Masonry	X			X				V	
Office Machine Repair									
Optical Technology								X	
Painting									X
Photography									X
Plumbing & Heating	X			X				X	X
Power Sewing Machine Repair		X							
Printing	X	X		X	X				X
Radio & Television (Electronics)	X	X	X			X		X	X
Sheet Metal Fabrication	X								
Shoe Repair									
Small Engine Repair		V							O
Tailoring & Sewing	X							X	
Upholstery									X
Welding	V	V			X				X

X — Shop In Operation

O — Shop Planned

V — Vacancy

MACHINE & METALS



WELDING

EMPLOYMENT OPPORTUNITIES	COURSE MODULES							
	01 ORIENTATION	02 OXY-ACETYLENE WELDING, CUTTING AND BRAZINGS	03 BASIC SHIELDED METAL ARC WELDING	04 ADVANCED SHIELDED METAL ARC PIPE WELDING	05 SHIELDED METAL ARC PIPE WELDING	06 GAS TUNGSTEN ARC WELDING (TIG)	07 GAS METAL ARC WELDING (MIG)	08 FABRICATION
WELDER APPRENTICE	●	●	●	◆		●	●	●
ARC WELDER	●		●	●	●		●	●
ACETYLENE WELDER-CUTTER	●	●	●			◆	◆	●
HELIARC WELDER	●	●	●					●
PRODUCTION WELDER	●	●	●					●
BOILER MAKER	●	●	●	●	●	●	◆	●
COMBINATION WELDER	●	●	●					●

● REQUIRED

◆ SUGGESTED

WELDING

DESCRIPTION:

Students in this program are taught the various techniques of arc oxyacetylene, tungsten inert gas (TIG) and metallic inert gas (MIG) welding and cutting. The student learns control of equipment in the various positions of welding as well as many types of joints, beads, welds and brazes. This course includes blueprint reading, and working from layouts and diagrams.

LOCATIONS:

Attica
Auburn
Clinton
Coxsackie
Eastern
Elmira
Fishkill

JOB OPPORTUNITIES:

Welder Apprentice
Arc Welder
Acetylene Welder-Cutter
Tack Welder
Production Welder
Boiler Maker
Combination Welder

REQUIREMENTS:

- 1.) Able to stand on feet for long periods.
- 2.) Able to lift heavy weights.
- 3.) Desire to work either indoors or out.

CERTIFICATE ISSUED:

N.Y.S. Department of Transportation Welding Certificate



SHEET METAL EMPLOYMENT OPPORTUNITIES	COURSE MODULES	01 ORIENTATION	02 ELEMENTARY DEVELOPMENT	03 PARALLEL LINE DEVELOPMENT	04 RADIAL LINE DEVELOPMENT	05 TRIANGULATION DEVELOPMENT	06 DUCT DEVELOPMENT AND FABRICATION	07 DUCT INSTALLATION
SHEET METAL MACHINE OPERATOR		●					●	
SHEET METAL INSTALLER		●					◆	●
SHEET METAL LAYOUT WORKER		●	●	●	●	●		
SHEET METAL SHOP HELPER		●	●	◆			◆	
SHEET METAL PRODUCTION WORKER		●	◆	◆	◆		●	●
SHEET METAL WORKER MAINTENANCE		●						●

● REQUIRED

◆ SUGGESTED

SHEET METAL FABRICATION

DESCRIPTION:

The sheet metal course provides instruction in the layout and fabrication of various sheet metal fittings and products. Students learn to plan and draft a job, then cut form, and assemble the finished product. Skills taught involve welding, bolting, riveting, soldering and installing a finished product.

LOCATIONS:

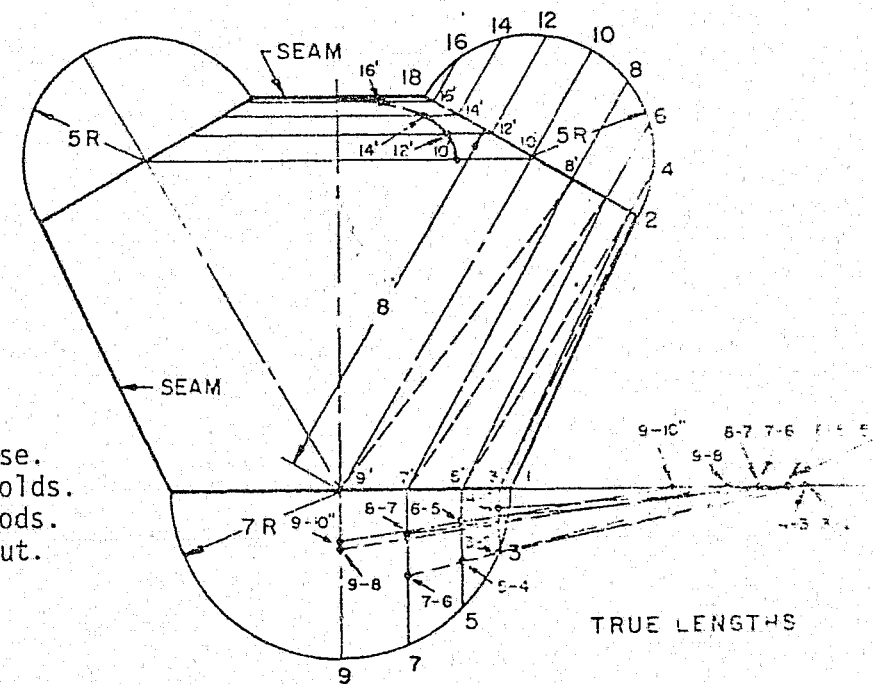
Attica
Auburn
Clinton
Coxsackie
Elmira
Great Meadow

JOB OPPORTUNITIES:

Sheet Metal Machine Operator
Sheet Metal Installer
Sheet Metal Layout Worker
Sheet Metal Production Worker
Sheet Metal Shop Helper
Sheet Metal Worker, Maintenance

REQUIREMENTS:

- 1.) Able to withstand excessive noise.
- 2.) Able to climb ladders and scaffolds.
- 3.) Able to stand for extended periods.
- 4.) Like to work both indoors and out.



MACHINE SHOP					
	REQUIRED	SUGGESTED		COURSE MODULES	
EMPLOYMENT OPPORTUNITIES					
ENGINE LATHE OPERATOR	●			01 ORIENTATION	
TURRET LATHE OPERATOR	●			02 BASIC BENCH WORK & MEASUREMENT	
DRILL PRESS OPERATOR	●			03 ADVANCED BENCH WORK AND PRECISION MEASUREMENT	
MILLING MACHINE OPERATOR	●			04 DRILL PRESS	
SURFACE GRINDER OPERATOR	●			05 POWER SAW	
APPRENTICE MACHINIST	●			06 LATHES	
AUTOMOTIVE MACHINIST	●	◆		07 TURRET LATHE	
MAINTENANCE MACHINIST	●			08 SHAPER	
TOOL & DIE MAKER APPRENTICE	●			09 VERTICAL MILLING MACHINE	
	●			10 HORIZONTAL MILLING MACHINE	
	●			11 PEDESTAL GRINDER	
	●			12 SURFACE GRINDER	
	●			13 UNIVERSAL GRINDER	
	●			14 ARBOR PRESS	
	●			15 HEAT TREATING	
	●			16 BLUEPRINTS	

MACHINE SHOP

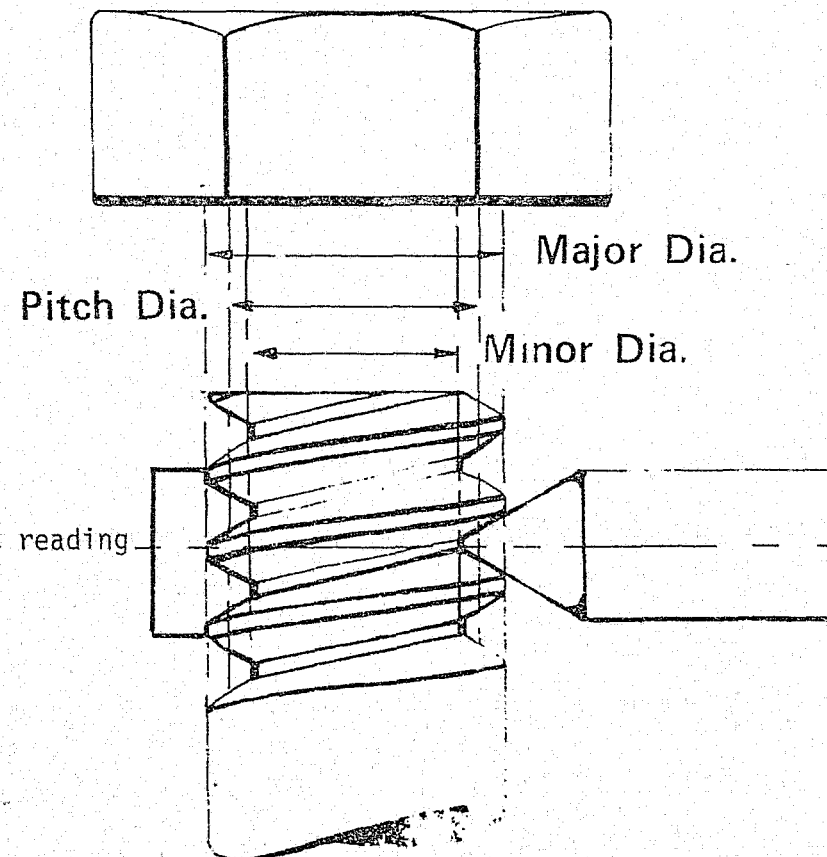
DESCRIPTION: Students in machine shop are taught the operation, use and maintenance of machinery including drill presses, lathes, milling machines and surface grinders. Other areas of preparation covered are interpretation of blueprints, use of precision measurement tools, and heat treatment of metals.

LOCATIONS: Arthur Kill
Attica
Auburn
Coxsackie
Elmira
Great Meadow
Green Haven
Queensboro
Wallkill

JOB OPPORTUNITIES: Engine Lathe Operator
Turret Lathe Operator
Drill Press Operator
Milling Machine Operator
Surface Grinder Operator
Apprentice Machinist
Automotive Machinist
Maintenance Machinist
Tool and Die Maker Apprentice

REQUIREMENTS: 1.) Interest in shop math and blueprint reading
2.) High school math level.

RELATED COURSES: Blueprint reading, trade math.



HUMAN SERVICES

COSMETOLOGY

DESCRIPTION: The cosmetology course covers the care of hair, skin and nails, and provides instruction in the skills of hair shaping, coloring, thermal curling, straightening and styling of hair.

LOCATIONS: Bedford Hills

JOB OPPORTUNITIES: Beautician Apprentice
Manicurist
Wig Dresser

REQUIREMENTS: 1.) Desires to work indoors
2.) Able to stand for long periods.

CERTIFICATES: N.Y.S. Beauty Operators License



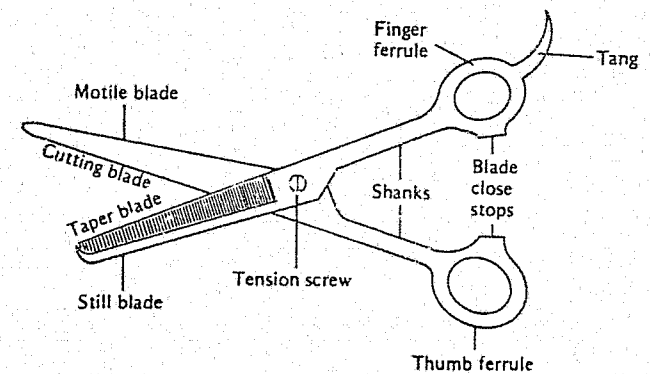
BARBER AND BEAUTY CULTURE

DESCRIPTION: The barbering course covers the basic services provided by the barber trade. The student studies haircutting, shaving, massaging and facial, scalp treatments and styling.

LOCATIONS: Auburn
Coxsackie
Eastern
Elmira
Fishkill
Great Meadow
Wallkill
Woodbourne*

JOB OPPORTUNITIES: Barber Apprentice

REQUIREMENTS: 1.) Able to stand for long periods.



*Elements of Cosmetology taught at Woodbourne

DENTAL TECHNOLOGY

DESCRIPTION: The dental technology course covers the area of mixing plasters, making dentures, crowns, bridges form plaster models, along with necessary theory.

LOCATION: Auburn

JOB OPPORTUNITIES: Dental Laboratory Technician Apprentice

REQUIREMENTS:

- 1.) Able to stand for long periods.
- 2.) Desire to work indoors.
- 3.) High school reading level.

OPTICAL TECHNOLOGY

DESCRIPTION: The optical technology course covers the marking, grinding, polishing, inserting and inspecting of single vision lenses and bifocals. Students are taught the operation and maintenance of various production and precision machines. The proper use of tools for surface grinding or bench work is included. All of the mechanical work is coordinated with applicable optical theory.

LOCATION: Wallkill

JOB OPPORTUNITIES: Surfacers
Bench Person

REQUIREMENTS: 1.) High school diploma.

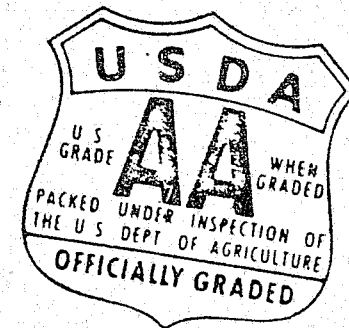
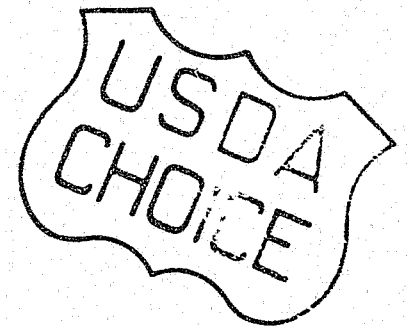
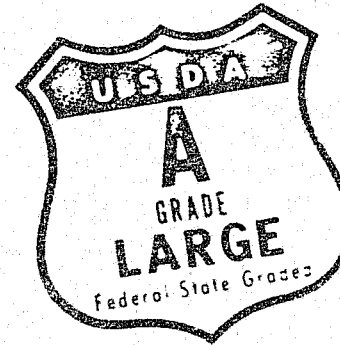
FOOD SERVICE

DESCRIPTION: The food service program provides instruction in baking bread and pastry, preparing all types of foods, kitchen sanitation and the proper procedures and techniques used in serving food.

LOCATIONS: Attica
Bedford Hills
Clinton
Eastern
Elmira
Woodbourne

JOB OPPORTUNITIES: Kitchen Helper
Store Room Clerk
Waiter
Short Order Cook
Breakfast Cook
Roast and/or Broiler Cook (Rotisserie)
Salad Maker and/or Pantry Worker
Vegetable Cook (Legumier)
Soups and/or Sauces Cook (Portrayer-Saucier)
Fish and/or Fry Cook (Entremetier)
Baker
Menu Planner
Restaurant Bookkeeper

REQUIREMENTS: 1.) Able to stand for long periods.



LAUNDRY

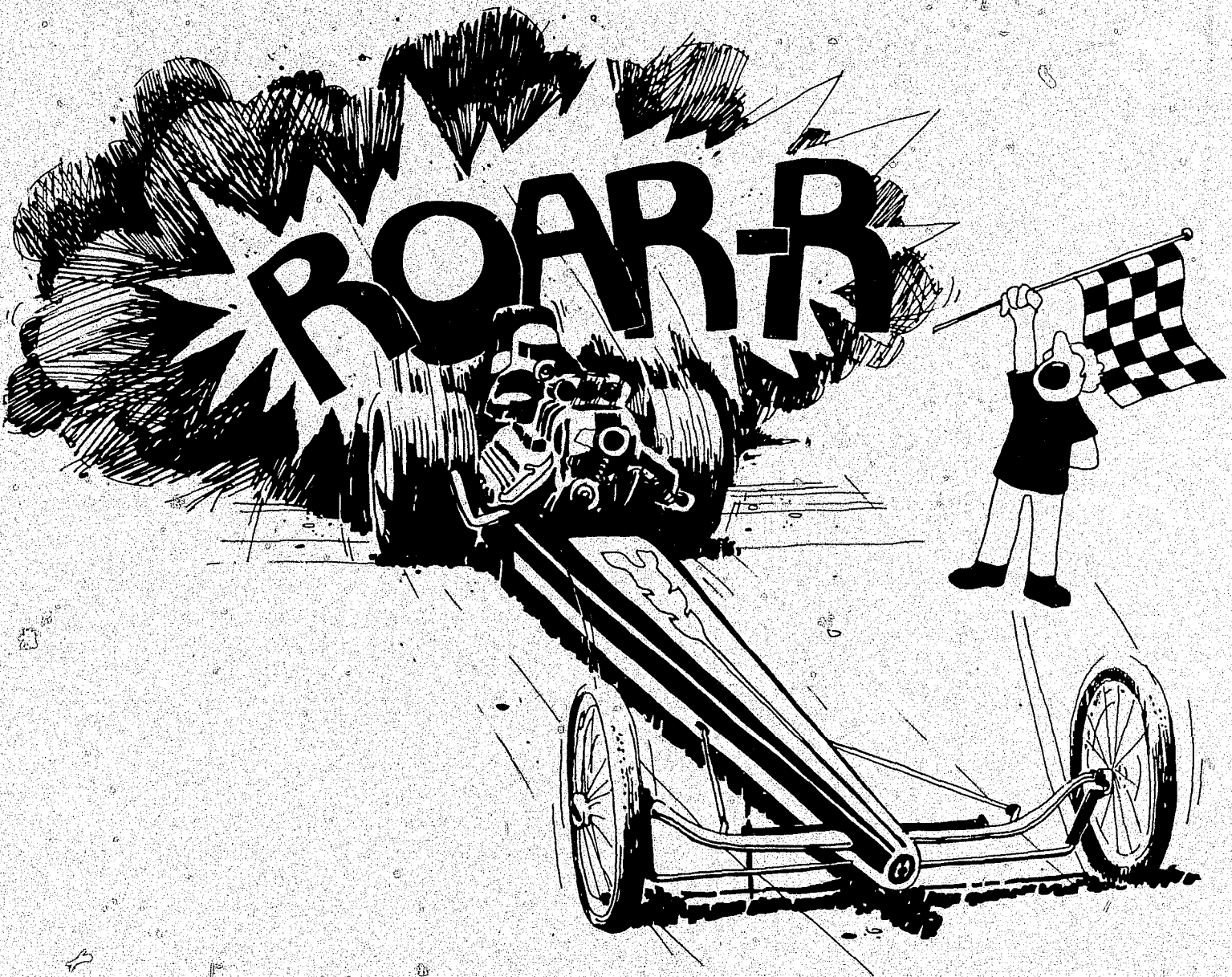
DESCRIPTION: The laundry program covers the basic operations performed in a commercial plant by teaching techniques in washing, extracting and drying, flatwork and pressing. This program provides the actual laundry services at Great Meadow Correctional Facility.

LOCATION: Great Meadow

JOB OPPORTUNITIES: Laundry Machine Operator
Presser
Bundle Clerk
Flatwork Finisher

REQUIREMENTS: 1.) Able to withstand excessive heat and humidity.

MECHANICAL TRADES



AUTO MECHANIC

EMPLOYMENT OPPORTUNITIES	COURSE MODULES																
	01 LUBRICATION & MAINTENANCE SERVICE	02 BRAKE SERVICE	03 MAJOR ENGINE OVERHAUL SERVICE	04 COOLING SYSTEM SERVICE	05 FUEL SYSTEM SERVICE	06 CRANKING AND CHARGING SERVICE	07 TUNE-UP SERVICE	08 SUSPENSION & STEERING SERVICE	09 DRIVE TRAIN SERVICE	10 MANUAL TRANSMISSION SERVICE	11 DIFFERENTIAL ASSEMBLY SERVICE	12 EXHAUST SYSTEM SERVICE	13 AUTOMATIC TRANSMISSION SERVICE	14 HEATING, VENTILATION & AIR CONDITIONING SERVICE	15 CHASSIS ELECTRICAL SERVICE	16 CHASSIS MECHANICAL SERVICE	17 NEW YORK STATE MOTOR VEHICLE INSPECTION SERVICE
SERVICE STATION ATTENDANT	●	◆		◆				◆							◆	◆	◆
TIRE SERVICE PERSON	●							◆									
EXHAUST SYSTEM SERVICE PERSON	●	●									●						●
NEW CAR PREP PERSON	●			●		●									◆	◆	●
BRAKE MECHANIC	●	●						◆									●
TUNE-UP PERSON	●				●	●	●										●
AUTO AIR CONDITIONING SPECIALIST	●			●										●	●		
AUTO TRANSMISSION SPECIALIST	●												●				
FRONT END MECHANIC	●	●						●									●
LUBRICATION PERSON	●																
GENERAL MECHANIC	●	●		●	●	●	●	●				●			●	●	●
CLASS A AUTO MECHANIC	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

AUTO MECHANICS

DESCRIPTION:

The auto mechanic course ranges from training in basic preventative maintenance to accurate diagnosis and repair of complex problems. Students in auto mechanics are instructed in a wide variety of skills which prepare them to work in the automotive industry. Training is provided in procedures for engine rebuilding, brake and clutch servicing, cooling systems, performing tune-ups, tire servicing, lubrication and repair of exhaust systems. Actual live work experience is provided whenever possible so that students practice skills in real life settings.

LOCATIONS:

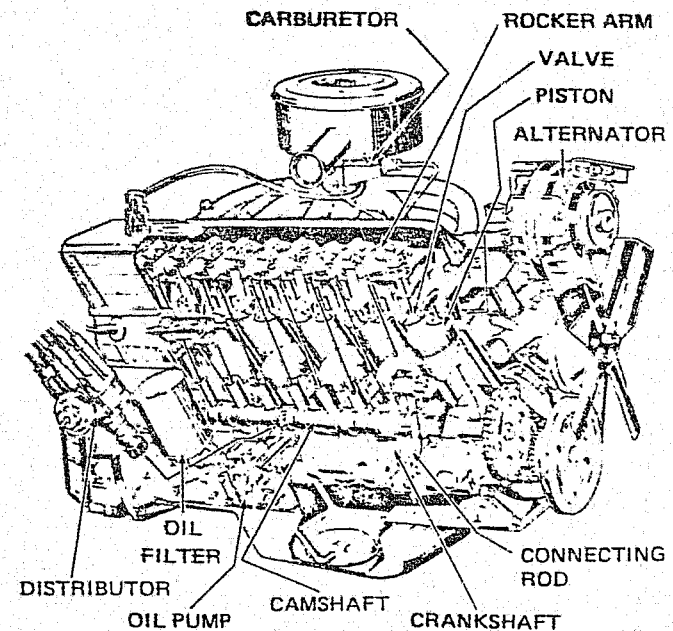
Arthur Kill	Great Meadow
Attica	Green Haven
Auburn	Otisville
Clinton	Queensboro
Coxsackie	Wallkill
Eastern	Woodbourne*
Elmira	

JOB OPPORTUNITIES:

Service Station Attendant
Tire Service Man
Exhaust System Service Man
New Car Prep Man
Brake Mechanic
Tune-up Man
Auto Air Conditioning Specialist
Auto Transmission Specialist
Front End Mechanic
Lubrication Man
General Mechanic
Class A Auto Mechanic

CERTIFICATES ISSUED:

Ford Motor Company
NIASE
N.Y.S. Motor Vehicle Inspection



*This course emphasized only service station management and preventive maintenance.

AUTO BODY

EMPLOYMENT OPPORTUNITIES

AUTO BODY													
EMPLOYMENT OPPORTUNITIES												COURSE MODULES	
BODY ASSEMBLER	REFINISHER	SANDER	FRAMER	WELDER	AUTOMOTIVE METAL WORKER	COLLISION SPECIALIST	AUTOMOTIVE PAINTER	COLLISION ESTIMATER	WHEEL ALIGNMENT MECHANIC	CHASSIS FRAME MECHANIC	CAR PREPARATION PERSON	MASKER	GLASS INSTALLER
●	●	●	●	●	●	●	●	●	●	●	●	●	●
						●				●	●		
						●				●	●		
						●				●			
●			◆			●			●	●			
						●							
	◆				●	●	●	●	◆	◆	◆	◆	◆
●						●							
●						●							
●						●							
●						●							
●	●	●	●	●	●	●	●					●	●
				●	●	●							
◆	●	●				●	●					●	

● REQUIRED

◆ SUGGESTED

AUTO BODY

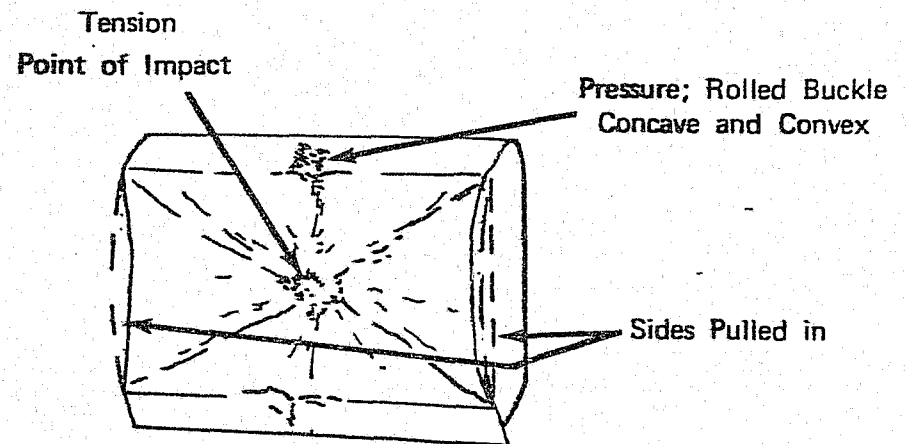
DESCRIPTION: Auto Body involves learning to rebuild, repair and restore damaged vehicles to original condition. An auto body repair person needs to be skilled at welding, metal work, painting, chassis alignment, panel replacement, fiber-glass body repair, and estimating.

LOCATIONS: Attica
Auburn
Elmira
Great Meadow
Otisville
Wallkill

JOB OPPORTUNITIES: Masker
Glass Installer
Body Assembler
Refinisher
Sander
Framer
Welder
Automotive Metal Worker
Collision Specialist
Automotive Painter
Collision Estimator
Wheel Alignment Mechanic
Chassis Frame Mechanic
Car Preparation Person

REQUIREMENTS: 1.) Able to lift atleast 100 pounds.
2.) Able to stand for long periods.

**CERTIFICATES
ISSUED:** NIASE



DIESEL ENGINE MECHANIC

DESCRIPTION:

This course provides basic training in maintaining, repairing, installing and troubleshooting diesel engines. Instruction in welding and repairing of injection systems and superchargers is included, as well as the operation of air induction systems and governors.

LOCATION:

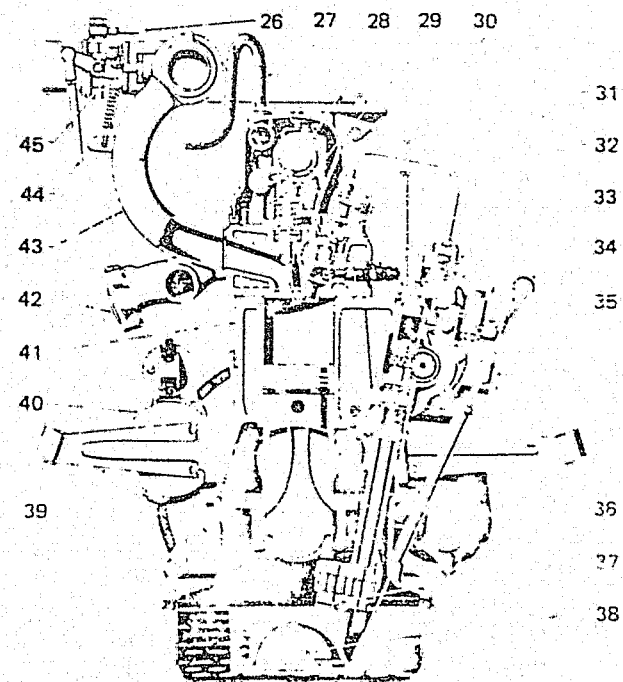
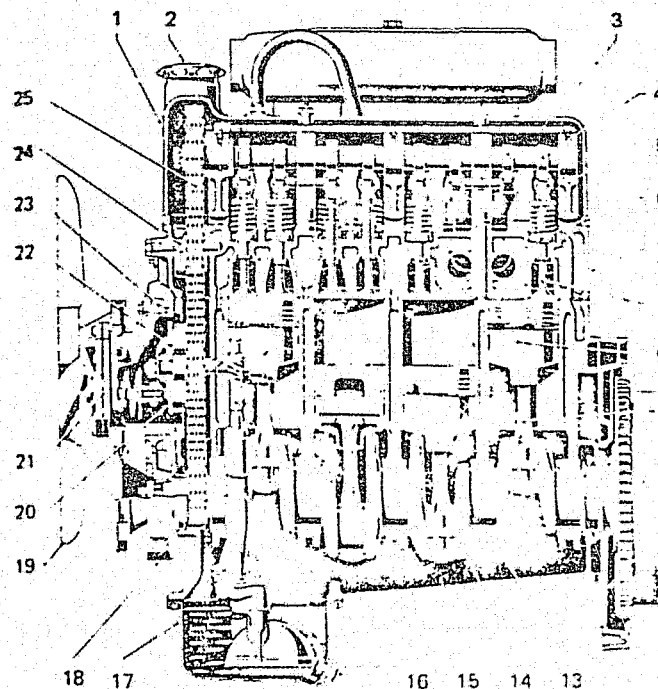
Attica

JOB OPPORTUNITIES:

Diesel Mechanic Apprentice
Diesel Mechanic Helper
Diesel Engine Tester
Fuel Injection Servicer
Diesel Engine Erector
Engine Repairer Production
Engine Repairer Service

REQUIREMENTS:

- 1.) Able to stand on feet for long periods.
- 2.) Able to work indoors and outdoors.



[illegible]

REQUIRED

SUGGESTED

SMALL ENGINE REPAIR

DESCRIPTION:

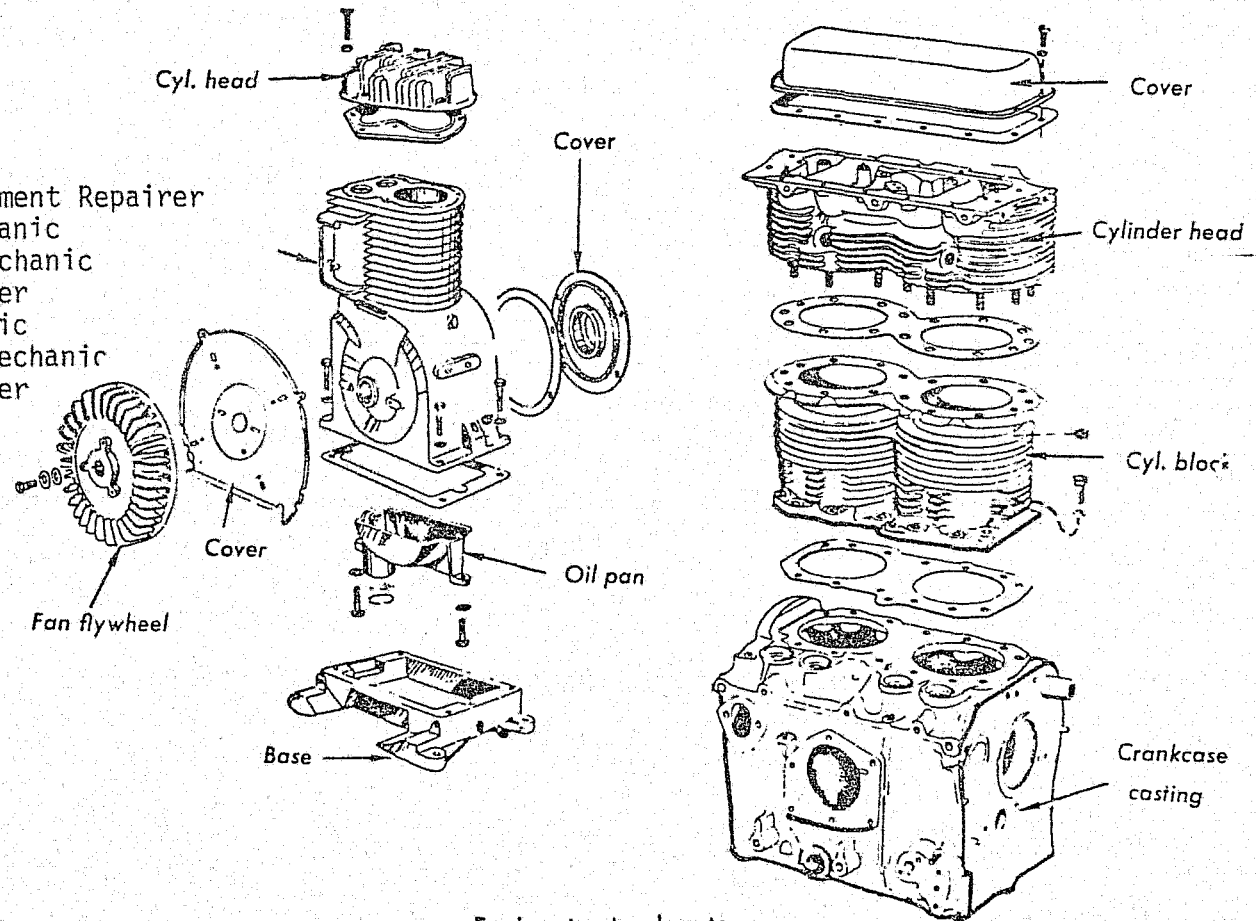
The small engine repair course provides training in the repair and maintenance of lawn and garden equipment, recreational vehicles and motorcycles. The student is taught troubleshooting, including testing, diagnosis and repair. Skills taught will include major engine overhaul, ignition testing and servicing, fuel system servicing and repair, mower blade replacement and servicing, power drive and transmitting systems and understanding schematics and specifications.

LOCATIONS:

Attica
Clinton
Fishkill
Green Haven

JOB OPPORTUNITIES:

Recreational Equipment Repairer
Small Engine Mechanic
Outboard Motor Mechanic
Motorcycle Repairer
Lawn Mower Mechanic
Power Chain Saw Mechanic
Gas Engine Repairer
Parts Person



AUTOMATIC TRANSMISSION REPAIR

DESCRIPTION:

This course provides very specific training on automatic transmission repair and servicing. The student learns the basic principles of operation of various transmission units and circuits. Students are taught techniques of cleaning, overhaul and disassembly of various units.

LOCATION:

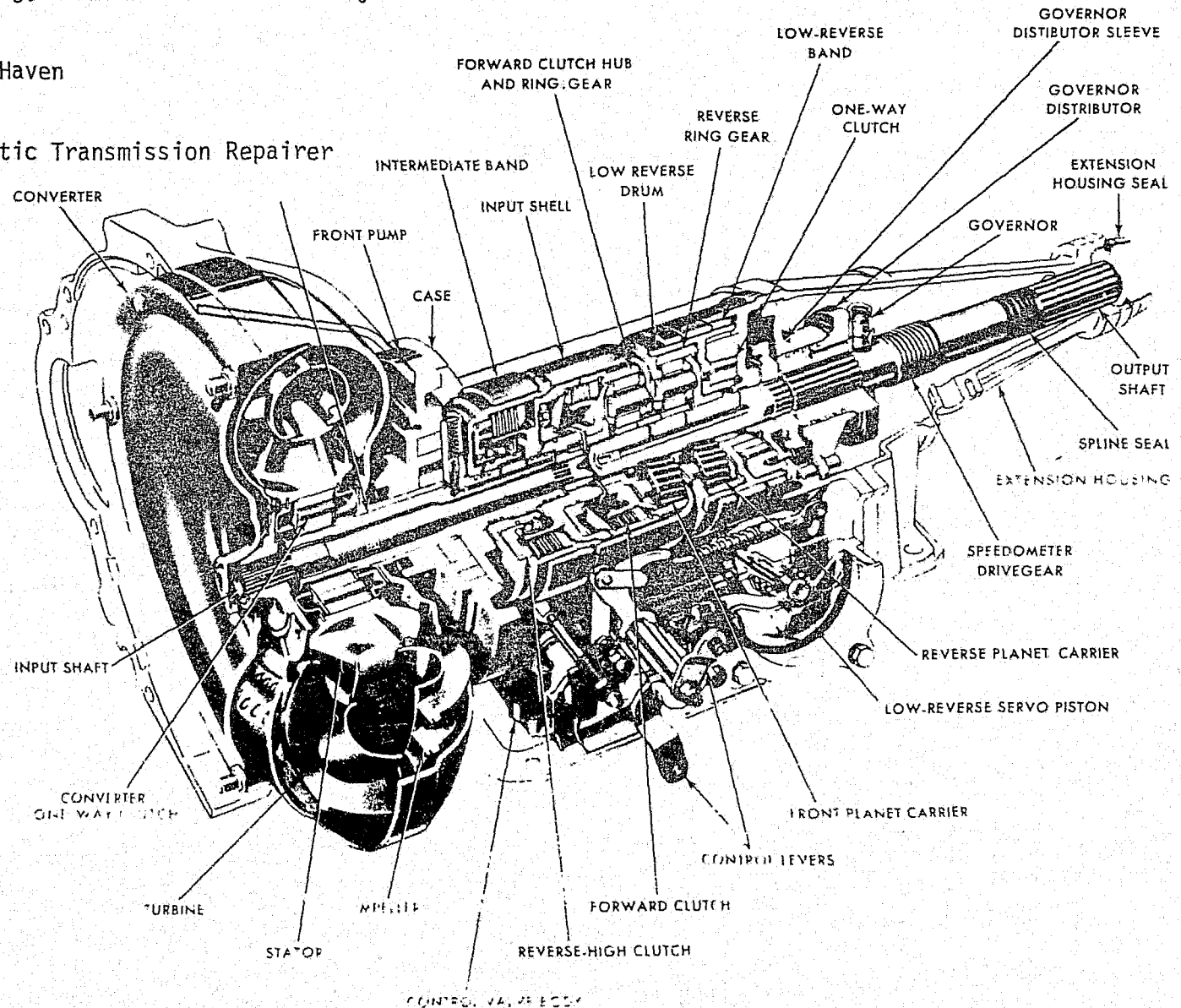
Green Haven

JOB OPPORTUNITIES:

Automatic Transmission Repairer

CERTIFICATES ISSUED:

NIASE



REPAIR SERVICES

RADIO & T.V. REPAIR									
EMPLOYMENT OPPORTUNITIES									
COURSE MODULES									
PHONOGRAPH ADJUSTER									01 ORIENTATION
ANTENNA INSTALLER									02 BASIC AM RADIO
TELEVISION INSTALLER									03 CONSTRUCT DIRECT CURRENT
ELECTRONIC ASSEMBLER									04 SUPERHETRODYNE RADIO CONSTRUCTION
PRODUCTION REPAIRER									05 AM RADIO TROUBLESHOOTING
AUDIO-VISUAL REPAIRER									06 FM RADIO & STEREO
RADIO REPAIRER OR RADIO REPAIRER - DOMESTIC									07 FM RADIO & STEREO TROUBLESHOOTING
TAPE RECORDER REPAIRER									08 RADIO SERVICE
TELEVISION REPAIRER									09 HOME ENTERTAINMENT
ELECTRONICS TESTER									10 ANTENNA INSTALLATION & REPAIR
									11 B & W TELEVISION SERVICE
									12 COLOR TELEVISION SERVICE
									13 PRACTICAL ELECTRONICS
									14 APPLIED ELECTRONICS
									15 DIGITAL ELECTRONICS

● REQUIRED

RADIO AND TELEVISION REPAIR

DESCRIPTION:

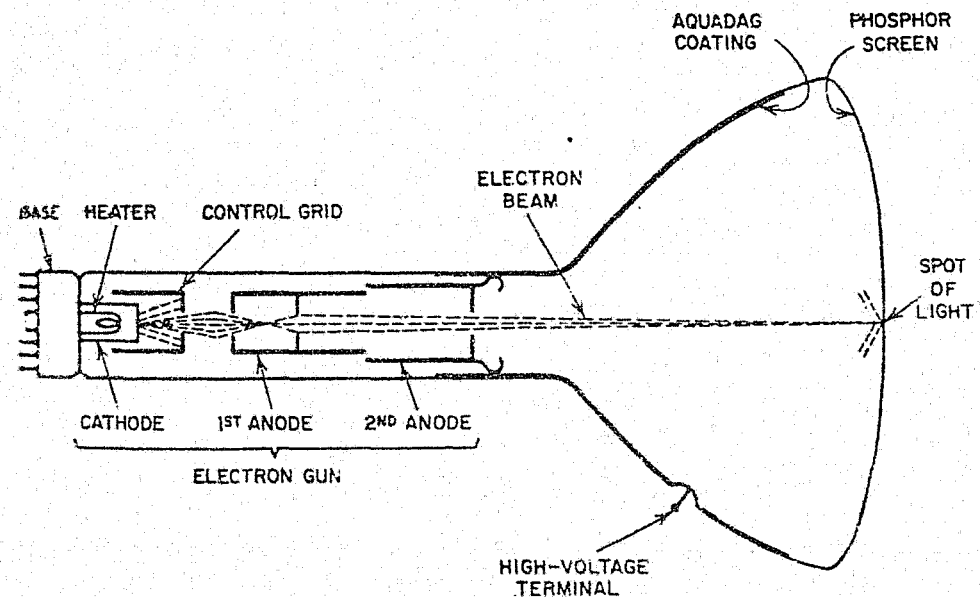
The radio and television repair program provides instruction in the servicing and construction of radios, black and white TV servicing, color servicing and test equipment. Students learn to evaluate and check units for causes of trouble using such test equipment as voltmeters, signal generators and others. Instruction will be provided in reading and interpreting schematic diagrams.

LOCATIONS:

Arthur Kill
Attica
Auburn
Bedford Hills
Clinton
Coxsackie
Eastern
Elmira
Fishkill
Great Meadow
Green Haven
Mid-Orange
Taconic
Wallkill
Woodbourne

JOB OPPORTUNITIES:

Phonograph Adjuster
Antenna Installer
Television Installer
Electronics Assembler
Production Repairer
Audio-Visual Repairer
Radio Repairer or Radio Repairer - Domestic
Tape Recorder Repairer
Television Repairer
Electronics Tester



OFFICE MACHINE REPAIR	COURSE MODULES									
	01 ORIENTATION	02 TYPEWRITERS, MANUAL	03 TYPEWRITE 3, ELECTRIC	04 ADDING MACHINES AND CALCULATORS	05 SPIRIT PROCESS DUPLICATORS	06 MIMEOGRAPH DUPLICATOR	07 MIMEOGRAPH OFFSET DUPLICATORS	08 COPIES (ELECTROSTATIC)	09 ACCOUNTING MACHINE AND CASH REGISTER	10 DICTATING EQUIPMENT
EMPLOYMENT OPPORTUNITIES										
OFFICE MACHINE SERVICER	●	●	●	●	●	●	●	●	●	●
OFFICE MACHINE SERVICER APPRENTICE	●	●	◆		●	●	◆			
DUPLICATING MACHINE SERVICER	●				●	●	●	●		
CALCULATING MACHINE SERVICER	●			●					●	
BUSINESS MACHINE MECHANIC	●	●	●							
DICTATING TRANSCRIBING MACHINE SERVICER	●									●
CASH REGISTER SERVICER	●			●					●	
OFFICE EQUIPMENT MECHANIC	●			●			●	●	●	●
TYPEWRITER SERVICE	●	●	●							

● REQUIRED

◆ SUGGESTED

OFFICE MACHINE REPAIR

DESCRIPTION:

The office machine repair program provides training in the maintenance, repair and servicing of a variety of office machines such as typewriters, adding machines and calculators. Students are taught basic principles involving typewriter operation, mechanical addition and subtraction, and shop techniques involving cleaning, lubricating and refinishing machines. The student must learn to use schematics and test equipment.

LOCATION:

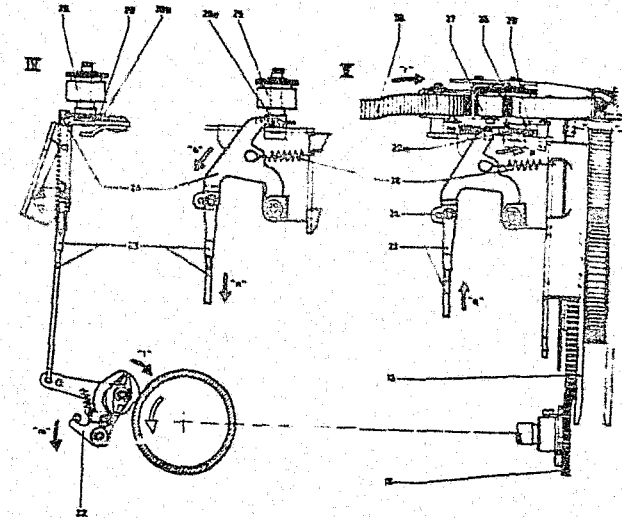
Clinton

JOB OPPORTUNITIES:

Office Machine Servicer
Office Machine Servicer Apprentice
Duplicating Machine Servicer
Calculating Machine Servicer
Business Machine Mechanic
Dictating Transcribing Machine Servicer
Cash Register Servicer
Office Equipment Mechanic
Typewriter Servicer
Cash Register Servicer

REQUIREMENTS:

- 1.) Good vision.
- 2.) Able to manipulate small parts with both hands.



EMPLOYMENT OPPORTUNITIES	AIR CONDITIONING AND REFRIGERATION																	
	COURSE MODULES																	
ENVIRONMENTAL CONTROL SYSTEM MECHANIC REFRIGERATION MECHANIC HELPER DOMESTIC AIR CONDITIONING INSTALLER AIR CONDITIONING MECHANICS HELPER FURNACE INSTALLER AND REPAIRER	01	ORIENTATION	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	02	BASIC ELECTRICITY	●	●	◆	◆	●	●	●	●	●	●	●	●	●	●	●	●
	03	COMBUSTION	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	04	THERMOSTATS	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	05	GAS FURNACES	●	◆	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	06	OIL FURNACES	●	◆	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	07	ELECTRIC HEAT	●	◆	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	08	COOLING	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	09	HUMIDIFIERS	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	10	CONTROLLING ELECTRICAL CIRCUITS	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	11	ELECTRICAL CONTROLS FOR GAS HEAT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	12	TROUBLESHOOTING GAS HEATING	●	◆	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	13	ELECTRICAL CONTROLS FOR ELECTRIC HEAT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	14	TROUBLESHOOTING ELECTRIC HEAT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	15	ELECTRICAL CONTROLS FOR OIL HEAT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	16	TROUBLESHOOTING OIL HEAT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	17	ELECTRICAL CONTROLS FOR COOLING	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	18	ELECTRICAL AIR CLEANERS	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

● REQUIRED

◆ SUGGESTED

AIR CONDITIONING AND REFRIGERATION

DESCRIPTION:

Students are instructed in the installation of air conditioning and refrigeration units following blueprints and specifications, as well as diagnosis and repair of defective parts. Intensive practice is provided in soldering, pipe cutting and threading.

LOCATIONS:

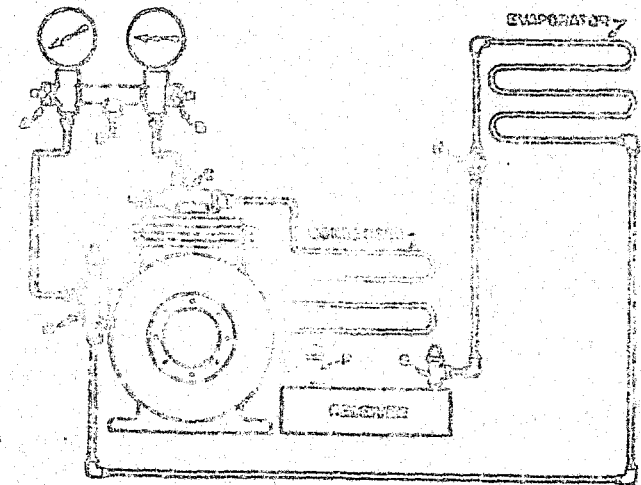
Attica
Clinton
Fishkill
Mid-Orange
Taconic

JOB OPPORTUNITIES:

Refrigeration Unit Repairer
Refrigeration Mechanic Helper
Domestic Air Conditioning Installer
Air Conditioning Mechanic's Helper
Air Conditioning Service Helper

REQUIREMENTS:

- 1.) Able to lift heavy weights.
- 2.) Able to work standing for long periods.



APPLIANCE REPAIR	COURSE MODULES																		
	01 ORIENTATION	02 IRON	03 TOASTER	04 COFFEE MAKER	05 PROBE CONTROL COOKING DEVICES	06 HOT WATER HEATER (ELECTRIC)	07 ELECTRIC RANGE	08 MICROWAVE OVEN	09 FOOD MIXER	10 BLENDER	11 VACUUM CLEANER	12 GARBAGE DISPOSAL	13 TRASH COMPACTOR	14 AUTOMATIC CLOTHES WASHER	15 ELECTRIC CLOTHES DRYER	16 DISHWASHER	17 HOT WATER HEATER	18 ROOM AIR CONDITIONERS	19 REFRIGERATORS & FREEZERS
EMPLOYMENT OPPORTUNITIES																			
APPLIANCE INSTALLER	●					●	●					●	●	●	●	●	●	●	◆
LARGE APPLIANCE REPAIRER	●					●	●	●				●	●	●	●	●	●	●	●
APPLIANCE ASSEMBLER	●							●											
APPLIANCE SALES- PERSON	●	◆	◆	◆	◆	◆	◆	◆	◆	◆									
SMALL APPLIANCE REPAIRER	●	●	●	●	●			●	●	●	●								
APPLIANCE SERVICER HELPER	●	●	●	●	◆	●			●	●	●	◆	◆	◆					
APPLIANCE PREPARER	●					●	●	●						●	●	●	●	●	●



REQUIRED

SUGGESTED

APPLIANCE REPAIR

DESCRIPTION:

The appliance repairman uses special tools and testing devices such as ammeters, volt meters and pressure guages to repair all kinds of household appliances including automatic washers, dryers, dishwashers, coffee makers, toasters, irons and food mixers. Students learn to accurately troubleshoot appliances by detecting unusual noises, overheating or vibration. They learn to trace faulty electrical connections using manufacturers parts manuals and diagrams.

LOCATIONS:

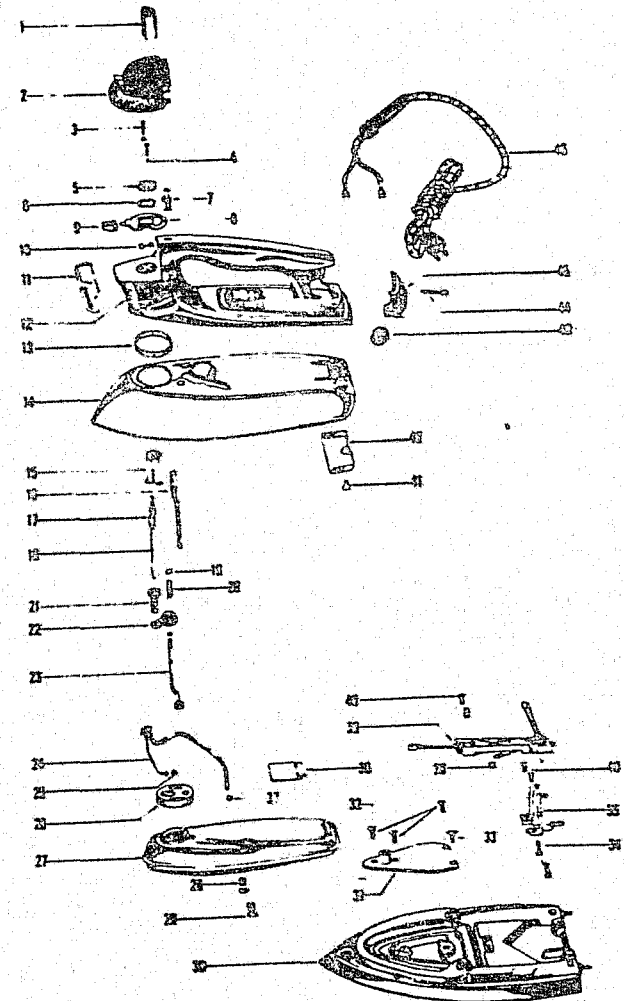
Clinton
Green Haven

JOB OPPORTUNITIES:

Appliance Preparer
Appliance Installer
Large Appliance Repairer
Appliance Assembler
Appliance Salesperson
Small Appliance Repairer
Appliance Servicer (Helper)

REQUIREMENTS:

- 1.) Lifting heavy weights
- 2.) Able to stand for long periods.
- 3.) Interest in learning to read and interpret pictorial and schematic diagrams.



SEWING MACHINE REPAIR

- DESCRIPTION:** Students in this program learn to repair and adjust sewing machines in homes and industrial establishments. Skills taught involve learning to regulate the length of stroke of a needle, dismantling machines and repairing or replacing broken or worn parts, repairing broken transmission belts and inspecting machines, shafts, and belts.
- LOCATION:** Green Haven
- JOB OPPORTUNITIES:** Apprentice Sewing Machine Adjuster
Apprentice Household Machine Repair Adjuster
- REQUIREMENTS:**
- 1.) Able to handle minute parts with both hands.
 - 2.) Good vision.

GRAPHIC COMMUNICATIONS



PRINTING AND LITHOGRAPHY

DESCRIPTION:

The printing course is an extensive program teaching a variety of techniques ranging from bookbinding, typesetting, linotype operation and lithography (offset presswork). Instruction provided in lithography includes camera operation, stripping and platemaking.

LOCATIONS:

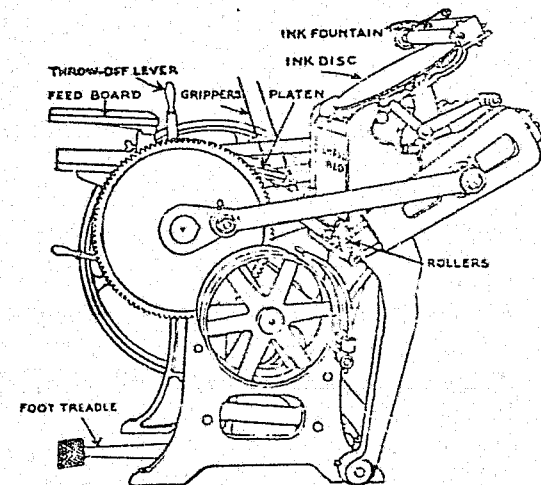
Attica
Clinton
Coxsackie
Elmira
Great Meadow
Green Haven
Otisville
Queensboro
Woodbourne

JOB OPPORTUNITIES:

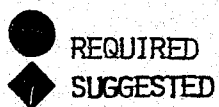
Bookbinder
Hand Compositor
Phototype Setting Machiner Operator
Camera Operator
Stripper Platemaker
Lithographic Press Operator
Letter Press Operator
Letter Press Assistant
Screen Printer
Independent Letter Press Shop Worker
Independent Offset Press Shop Worker

REQUIREMENTS:

1.) Able to read at 6th grade level.



COMMERCIAL ARTS EMPLOYMENT OPPORTUNITIES	COURSE MODULES	01 ORIENTATION	02 LINE DRAWING AND COMPOSITION	03 LETTERING	04 TONAL MEDIUMS	05 MEDIA TECHNIQUES	06 MECH. & PASTE UP	07 FASHION ILLUSTRATION	08 TECHNICAL DRAWING	09 AIR BRUSH	10 SILK SCREEN	11 CARTOONING
RENDERER		●	●	◆	●							
LETTERER		●		●		●						
ILLUSTRATOR		●	●	●				◆				
PASTE UP & MECHANICAL		●					●					
CARTOONIST		●	●		●							●
FASHION ARTIST		●	●		●			●				
GENERAL BOARD WORKER		●	●	●	●	●	●		◆			
AIR BRUSH ARTIST		●		●			●			●		
SIGN MAKER		●	●	●	●				◆		●	



COMMERCIAL ARTS

DESCRIPTION:

Students in commercial arts are taught lettering, illustration and design principles used in the preparation of commercial artwork. The student learns to prepare paste-ups and mechanicals for the various methods of reproduction in graphic arts. Students can acquire skills necessary for entry-level jobs with printing companies, advertising agencies or related areas.

LOCATIONS:

Auburn
Elmira
Woodbourne
Bedford Hills**

JOB OPPORTUNITIES:

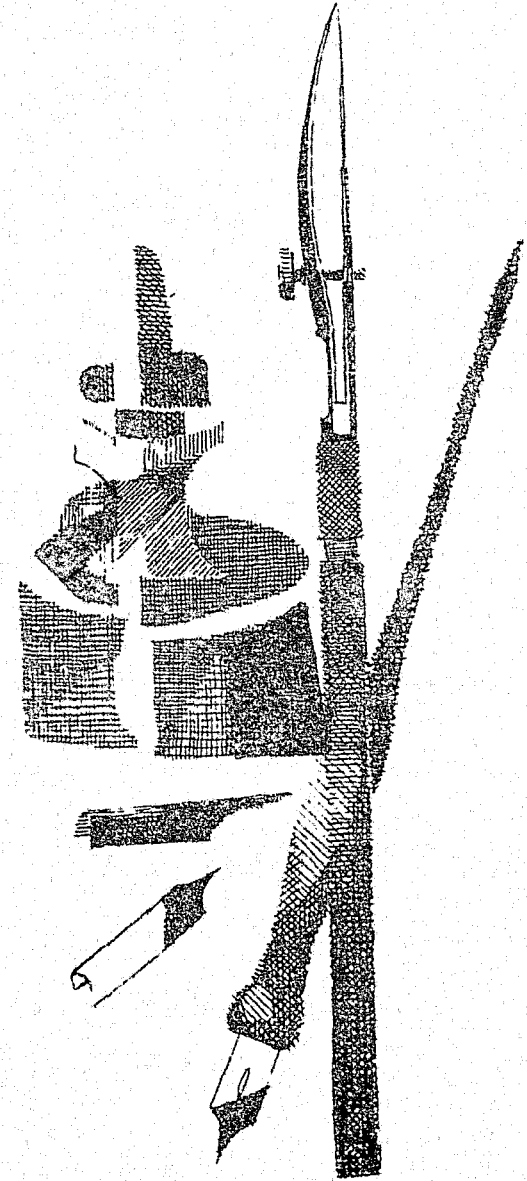
Renderer
Letterer
Illustrator
Paste Up & Mechanical
Cartoonist
Fashion Artist
General Board Worker
Air Brush Artist
Sign Maker
*Custom Framer
*Potter
*Sculptor

REQUIREMENTS:

1.) Desire to work indoors.

* Activities provided at Woodbourne only.

** Bedford Hills program scheduled to open in late 1979.



COMMERICAL PHOTOGRAPHY	COURSE MODULES									
	01 ORIENTATION	02 B & W PHOTOGRAPHIC PROCESS	03 CAMERA OPERATION	04 B & W FILM DEVELOPING TECHNIQUES	05 B & W PRINT DEVELOPING TECHNIQUES	06 COMPOSITION	07 PRINT FINISHING	08 EXPOSURE METERS & FILTERS FOR B & W	09 LIGHTING	10 COLOR PHOTOGRAPHY
EMPLOYMENT OPPORTUNITIES										
PHOTOGRAPHER'S HELPER	●	●	●	●	●	●	●	●	●	●
DEVELOPER	●	●	●	●	●	●	◆	●	●	
DARKROOM WORKER	●			●	●	●	●	●		
DOPER	●									
HAND DEVELOPER	●	●		●	●	●		●		
PRINT WASHER	●	◆								
PHOTO CHECKER & ASSEMBLER	●					●	●	●	●	
PHOTO FINISHING LABORATORY WORKER	●			●	●		●	●		
COLOR PRINT OPERATOR	●					●	●		●	●



REQUIRED



SUGGESTED

COMMERCIAL PHOTOGRAPHY

DESCRIPTION:

This program begins with the basic operations of black and white photography and advances to color photography. Instruction is provided in negative processing, print finishing, composition, photo-journalism and product illustration. In addition, slide and color film processing and printing are studied.

LOCATIONS:

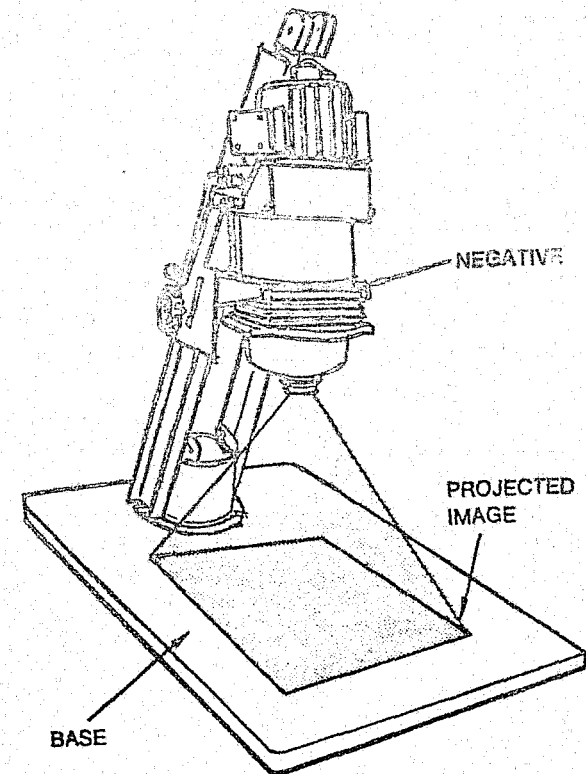
Attica
Woodbourne

JOB OPPORTUNITIES:

Photographer's Helper
Developer
Darkroom Worker
Doper
Hand Developer
Print Washer
Photo Checker and Assembler
Photofinishing Laboratory Worker
Color Print Operator

REQUIREMENTS:

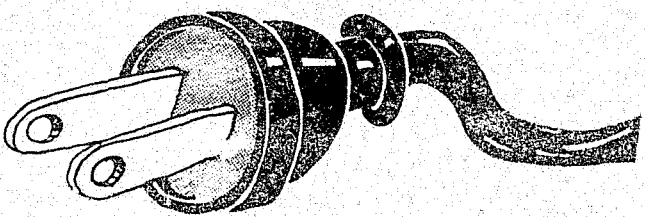
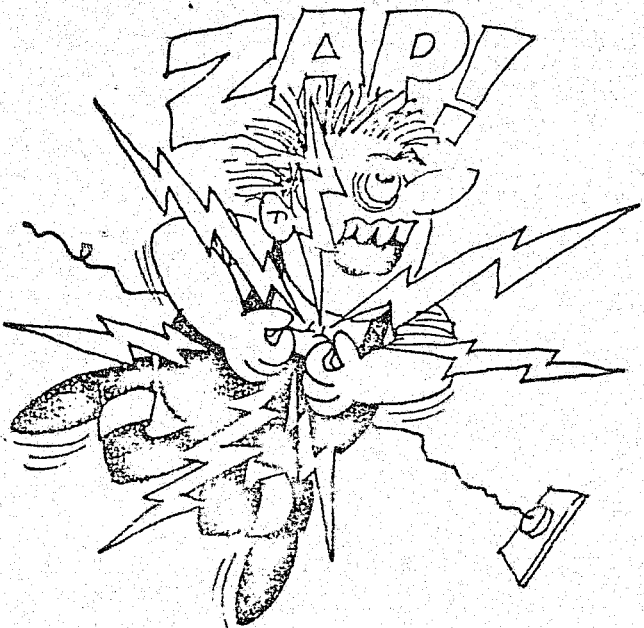
1.) Good color vision.



CONTINUED

1 OF 2

BUILDING TRADES



CABINETMAKING AND MILLWORK*

DESCRIPTION:

Cabinetmaking is the key to all woodworking. Its basic skills and knowledge are needed by everyone who works in the Wood Products Industry. Cabinetmakers skills are needed in a large range of areas including the manufacturing and installing of specialized kitchen cabinets, furniture making, wood store fixtures, shelving, model and pattern-making. This course also involves reading blueprints.

LOCATIONS:

Arthur Kill
Attica
Auburn
Clinton
Coxsackie
Elmira

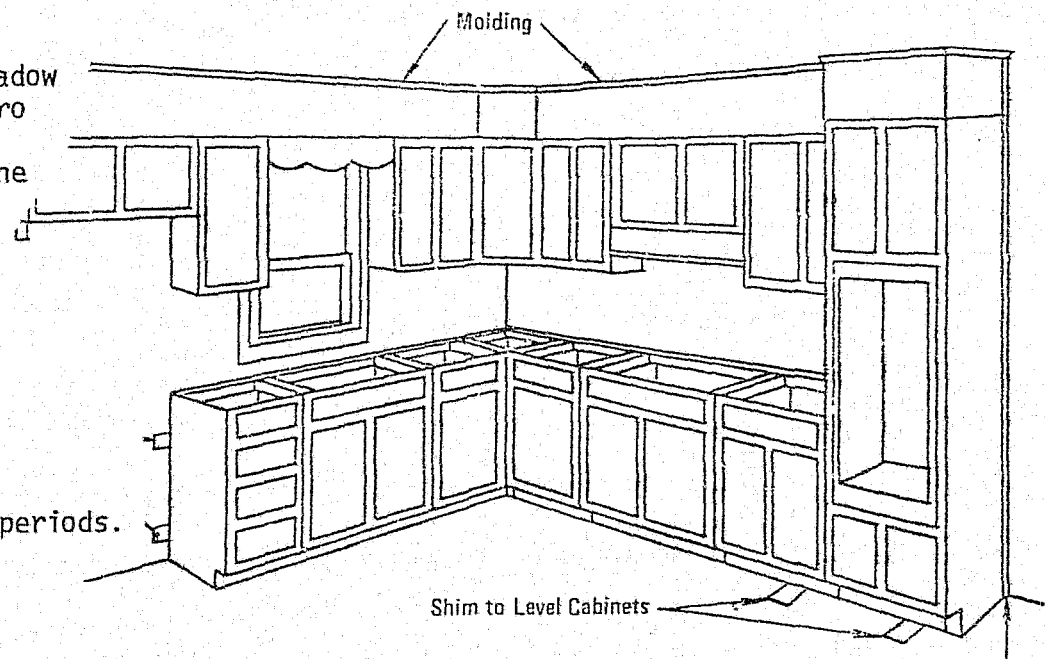
Fishkill
Great Meadow
Queensboro
Wallkill
Woodbourne

JOB OPPORTUNITIES:

Cabinetmaker
Millworker
Finish Carpenter
Wood Patternmaker
Modelworker

REQUIREMENTS:

- 1.) Able to stand for long periods.
- 2.) Good physical health.



*Elements of carpentry are also taught in these shops as live-work or as space provides.

CARPENTRY JOB CHART		REQUIRED	SUGGESTED
	COURSE MODULES		
FRAMER ROOFER SIDING INSTALLER INSULATION INSTALLER SHEET ROCKER FLOOR LAYER & FINISHER INTERIOR TRIM & STAIN SITE & FORM CARPENTER MILL WORKER	01. ORIENTATION	●	
	02. FRAMING	●	
	03. ROOFING	◆	
	04. WINDOWS & EXTERIOR DOORS	●	
	05. INSULATION		●
	06. SIDING		◆
	07. INTERIOR WALLS & CEILINGS		●
	08. FINISH FLOOR & UNDERLAYMENT		●
	09. INTERIOR DOORS		●
	10. INTERIOR TRIM		●
	11. KITCHEN CABINET INSTALLATION		●
	12. STAIR LAYOUT & CONSTRUCTION	●	
	13. PLANS, SPECIFICATIONS & CODES	●	
	14. SITE PREPARATION		●
	15. CONCRETE FORM CONSTRUCTION		●
	16. MILL WORK AND JOINERY		●
	17. KITCHEN CABINET & VANITY CONSTRUCTION		◆

CARPENTRY AND BUILDING CONSTRUCTION

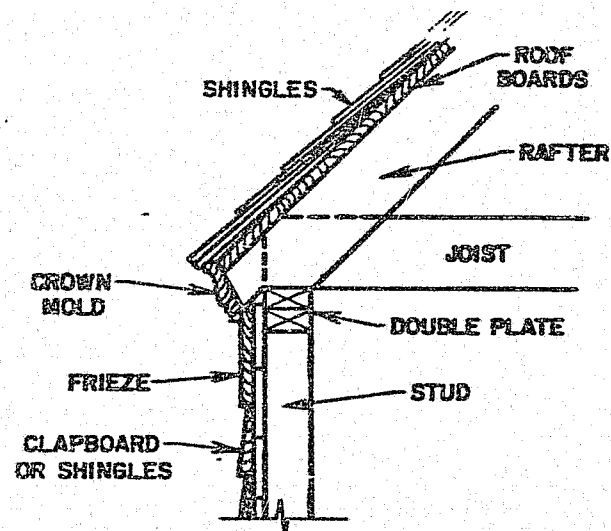
DESCRIPTION: The carpentry program covers a large range of skills ranging from framing walls, hanging doors, insulation, installing sheetrock and exterior trim to laying floors. The course also involves reading blueprints and understanding building codes.

LOCATIONS: Eastern
Green Haven
Otisville

JOB OPPORTUNITIES: Framer
Roofer
Siding Installer
Insulation Installer
Sheet Rock Installer (Dry Wall)
Floor Layer & Finisher
Interior Trim & Stain
Site & Form Carpenter
Mill Worker

REQUIREMENTS:

- 1.) Able to stand for long periods.
- 2.) Able to lift heavy weights.
- 3.) Able to work under adverse weather conditions.
- 4.) Good physical health.



ELECTRICAL

EMPLOYMENT OPPORTUNITIES

	COURSE MODULES
RESIDENTIAL ELECTRICIAN	01 ORIENTATION 02 ROUGH IN WIRING 03 LIGHTING & FIXTURES 04 LOW VOLTAGE WIRING 05 REMODELING WIRING 06 SPECIAL CIRCUITS 07 SERVICE ENTRANCE 08 FURNACES & CONTROLS 09 ELECTRICAL HEATING 10 RESIDENTIAL HOUSE LAYOUT 11 CONDUIT 12 REMOTE 13 ESTIMATING 14 MOTOR CONTROL 15 TRANSFORMERS 16 INDUSTRIAL WIRING
FURNACE INSTALLER HELPER	01 ORIENTATION 02 ROUGH IN WIRING 03 LIGHTING & FIXTURES 04 LOW VOLTAGE WIRING 05 REMODELING WIRING 06 SPECIAL CIRCUITS 07 SERVICE ENTRANCE 08 FURNACES & CONTROLS 09 ELECTRICAL HEATING 10 RESIDENTIAL HOUSE LAYOUT 11 CONDUIT 12 REMOTE 13 ESTIMATING 14 MOTOR CONTROL 15 TRANSFORMERS 16 INDUSTRIAL WIRING
LAYOUT DESIGNER	01 ORIENTATION 02 ROUGH IN WIRING 03 LIGHTING & FIXTURES 04 LOW VOLTAGE WIRING 05 REMODELING WIRING 06 SPECIAL CIRCUITS 07 SERVICE ENTRANCE 08 FURNACES & CONTROLS 09 ELECTRICAL HEATING 10 RESIDENTIAL HOUSE LAYOUT 11 CONDUIT 12 REMOTE 13 ESTIMATING 14 MOTOR CONTROL 15 TRANSFORMERS 16 INDUSTRIAL WIRING
ELECTRICAL SALES	01 ORIENTATION 02 ROUGH IN WIRING 03 LIGHTING & FIXTURES 04 LOW VOLTAGE WIRING 05 REMODELING WIRING 06 SPECIAL CIRCUITS 07 SERVICE ENTRANCE 08 FURNACES & CONTROLS 09 ELECTRICAL HEATING 10 RESIDENTIAL HOUSE LAYOUT 11 CONDUIT 12 REMOTE 13 ESTIMATING 14 MOTOR CONTROL 15 TRANSFORMERS 16 INDUSTRIAL WIRING
MOTOR ELECTRICIAN'S HELPER	01 ORIENTATION 02 ROUGH IN WIRING 03 LIGHTING & FIXTURES 04 LOW VOLTAGE WIRING 05 REMODELING WIRING 06 SPECIAL CIRCUITS 07 SERVICE ENTRANCE 08 FURNACES & CONTROLS 09 ELECTRICAL HEATING 10 RESIDENTIAL HOUSE LAYOUT 11 CONDUIT 12 REMOTE 13 ESTIMATING 14 MOTOR CONTROL 15 TRANSFORMERS 16 INDUSTRIAL WIRING
MAINTENANCE ELECTRICIAN'S HELPER	01 ORIENTATION 02 ROUGH IN WIRING 03 LIGHTING & FIXTURES 04 LOW VOLTAGE WIRING 05 REMODELING WIRING 06 SPECIAL CIRCUITS 07 SERVICE ENTRANCE 08 FURNACES & CONTROLS 09 ELECTRICAL HEATING 10 RESIDENTIAL HOUSE LAYOUT 11 CONDUIT 12 REMOTE 13 ESTIMATING 14 MOTOR CONTROL 15 TRANSFORMERS 16 INDUSTRIAL WIRING
CONSTRUCTION ELECTRICIAN'S HELPER	01 ORIENTATION 02 ROUGH IN WIRING 03 LIGHTING & FIXTURES 04 LOW VOLTAGE WIRING 05 REMODELING WIRING 06 SPECIAL CIRCUITS 07 SERVICE ENTRANCE 08 FURNACES & CONTROLS 09 ELECTRICAL HEATING 10 RESIDENTIAL HOUSE LAYOUT 11 CONDUIT 12 REMOTE 13 ESTIMATING 14 MOTOR CONTROL 15 TRANSFORMERS 16 INDUSTRIAL WIRING

REQUIRED

SUGGESTED

ELECTRICAL TRADES

DESCRIPTION:

This course provides instruction in basic electricity with emphasis on the installation and servicing of all types of residential and commercial wiring systems. Skills taught include code interpretation, installation and servicing of circuits and controls, use of testing equipment, reading of architectural drawings and wiring schematics.

LOCATIONS:

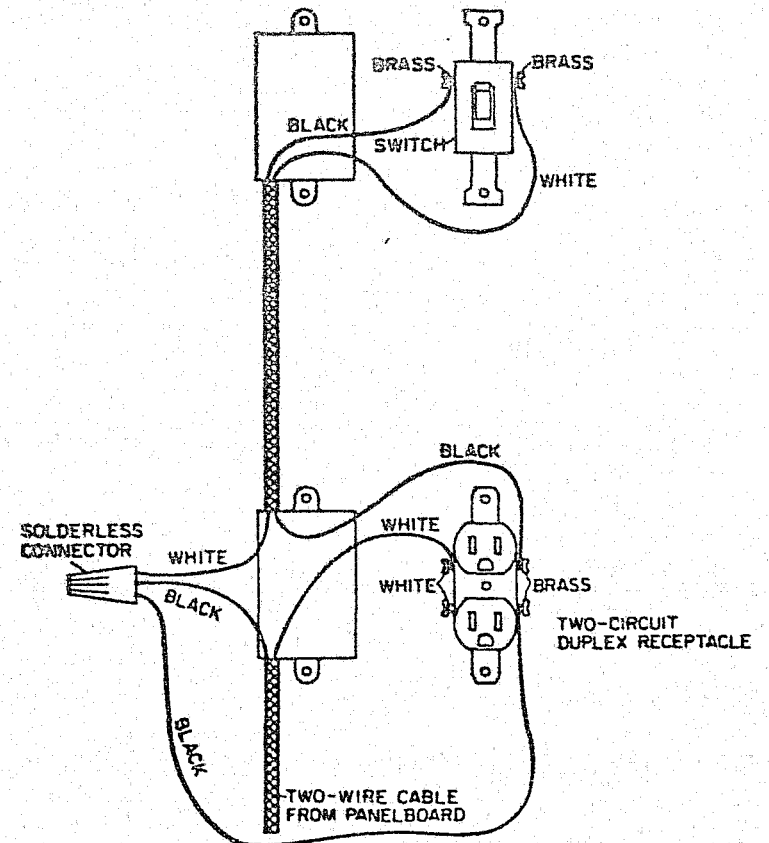
Attica
Auburn
Clinton
Coxsackie
Elmira
Fishkill
Great Meadow
Mid-Orange
Wallkill
Woodbourne

JOB OPPORTUNITIES:

Residential Electrician
Furnace Installer Helper
Layout Designer
Electrical Sales
Motor Repairer's Helper
Maintenance Electrician's Helper
Construction Electrician's Helper
Coil Winder

REQUIREMENTS:

- 1.) High school math level.
- 2.) Able to lift heavy weights.
- 3.) Able to work indoors and outdoors.



DRAFTING/BLEUPRINT READING

DESCRIPTION:

Students in drafting develop entry-level skills to prepare and interpret mechanical detail, assembly and technical illustration drawings and blueprints. A wide range of skills are taught including free-hand sketching, orthographic projection, geometric constructions, and basic drafting techniques. Blueprint reading extends into skills required in numerous building and mechanical trades covering such things as reading elevations, wall sections, screw threads and others.

LOCATIONS:

Arthur Kill
Attica
Auburn
Bedford Hills*
Clinton
Coxsackie
Elmira
Great Meadow
Green Haven
Mid-Orange
Taconic
Wallkill

JOB OPPORTUNITIES:

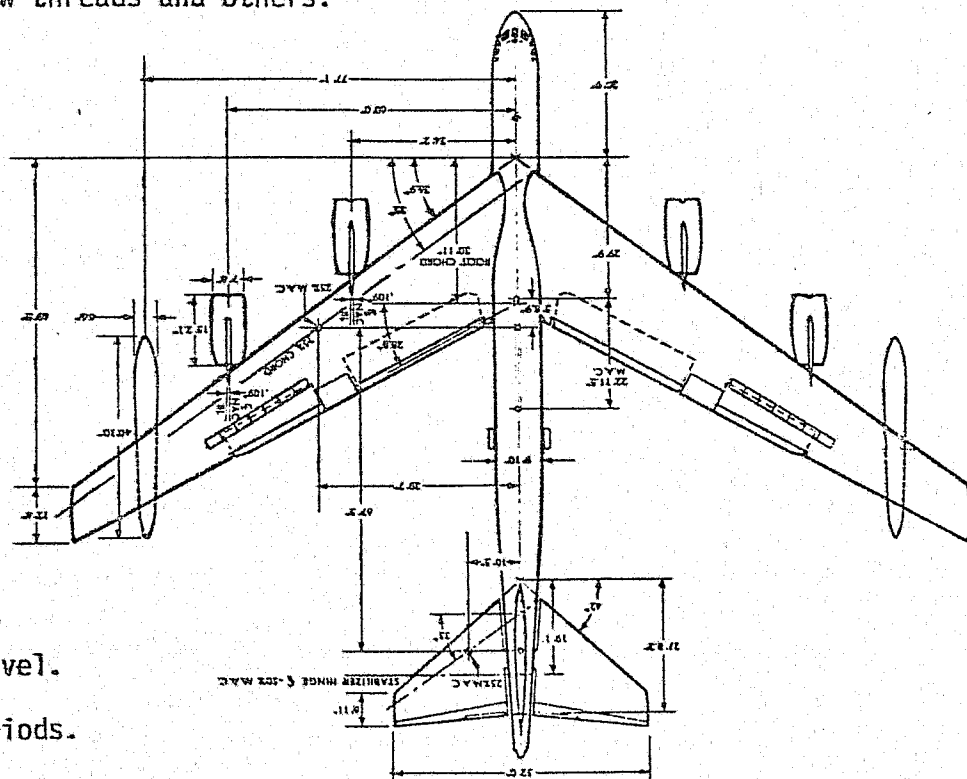
Detailer
Tracer

REQUIREMENTS:

- 1.) Requires 8th grade math level.
- 2.) Desire to work indoors.
- 3.) Able to stand for long periods.

RELATED PROGRAMS:

This program is useful in all trades but particularly in building, machine and electronic trades.



*Bedford Hills program scheduled to open in late 1979.

PLUMBING AND HEATING

DESCRIPTION:

Students in plumbing and heating learn the installation of water, gas, waste disposal systems, and heating units in buildings and homes. This program covers basic instruction in plumbing, including code restrictions, blueprint reading, fixtures for domestic and commercial establishments, as well as oil burner repair and servicing.

LOCATIONS:

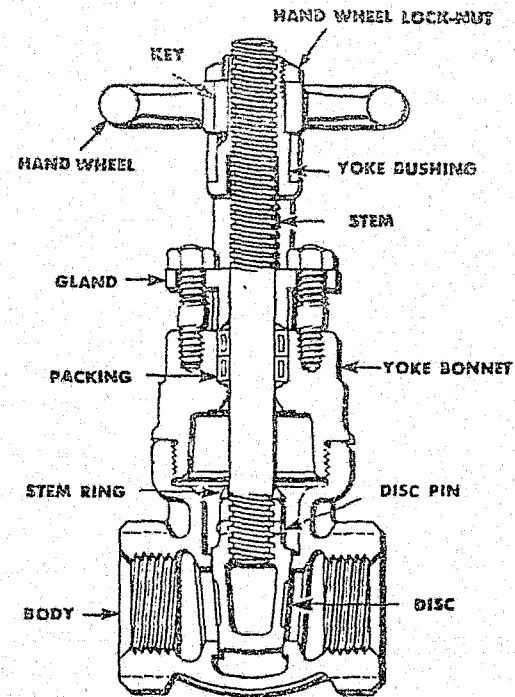
Arthur Kill
Attica
Clinton
Eastern
Elmira
Fishkill
Great Measow
Otisville*
Wallkill
Woodbourne

JOB OPPORTUNITIES:

Plumber's Helper :
Pump Repairer
Maintenance Plumber
Home Furnace Repairer
Oil Burner Servicer

REQUIREMENTS:

- 1.) Able to stand for long periods.
- 2.) Able to lift heavy weights.
- 3.) Likes to work either indoors or out.



*The Otisville program places a special emphasis on installation of various types of solar powered devices. The facility currently is building prototype solar panels to assist in the facilities production of hot water for the living units.

MASONRY

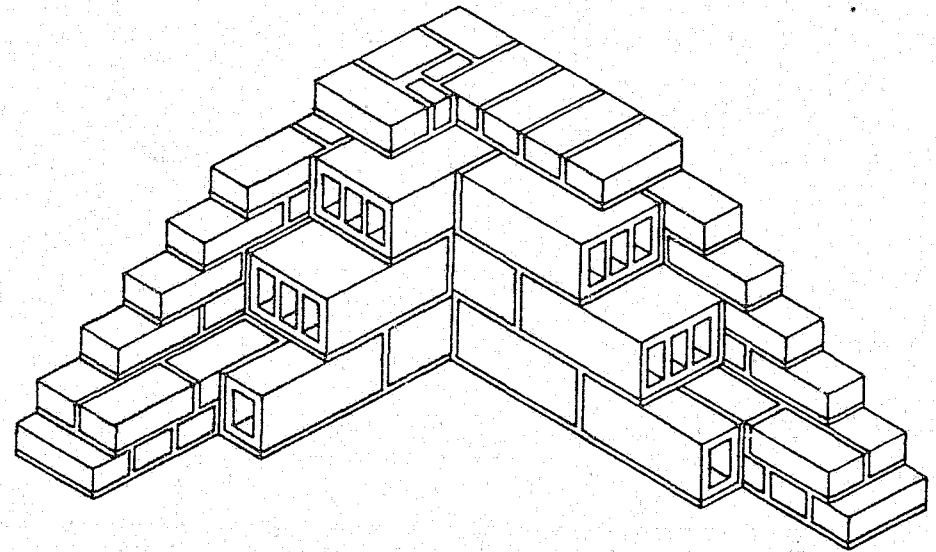
DESCRIPTION: Students in masonry are taught the fundamentals of wall construction, mixing mortar, learning to work with brick, cinderblock, cement blocks and concrete. Students must also learn blueprint reading and trade mathematics.

LOCATIONS: Cocksackie
Eastern
Elmira
Great Meadow
Otisville
Wallkill

JOB OPPORTUNITIES: Bricklayer
Concrete Block Mason
Tile Mason
Cement Mason
Cement Mason's Helper
Stone Mason

REQUIREMENTS:

- 1.) Able to work outdoors.
- 2.) Able to lift heavy weights.
- 3.) Able to climb scaffolds.
- 4.) Able to stand for extended periods.



FLOOR COVERING		COURSE MODULES
EMPLOYMENT OPPORTUNITIES		
TILE SETTER	●	01 ORIENTATION
TILE SETTER HELPER	●	02 FLOOR & STAIR PREPARATION
LINOLEUM LAYER	●	03 RESILIENT TILE INSTALLATION RECTANGULAR
LINOLEUM LAYER HELPER	●	04 RESILIENT TILE INSTALLATION SPECIAL PATTERN
CARPET INSTALLER	●	05 RESILIENT TILE INSTALLATION STAIRS
CARPET INSTALLER HELPER	●	06 RUBBER-BACK CARPET INSTALLATION
WALL TILE INSTALLER	●	07 RUBBER-BACK CARPET INSTALLATION STAIRS
WALL TILE INSTALLER HELPER	●	08 CONVENTIONAL CARPET INSTALLATION
CARPET CLEANER	●	09 CONVENTIONAL CARPET INSTALLATION ON STAIRS
FLOOR COVERING ESTIMATOR	●	10 CARPET BINDING AND REPAIRS
	●	11 CARPET CLEANING
	●	12 SHEET GOODS INSTALLATION-KNIFE IN METHOD
	●	13 SHEET GOODS INSTALLATION-STRAIGHT SCRIBE METHOD
	●	14 SHEET GOODS INSTALLATION-PATTERN SCRIBE
	●	15 SHEET GOODS INSTALLATION-STAIRS
	●	16 SHEET GOODS-CUSTOM WORK
	●	17 WALL TILE
	●	18 BLUEPRINT READING AND ESTIMATING

FLOOR COVERING

DESCRIPTION:

The floor covering course covers the installation of most floor covering materials including various types of carpeting, resilient tile, linoleum and vinyl, sheet goods and wall tile. Students learn layout and measurement, floor preparation, maintenance and repair and job estimation.

LOCATIONS:

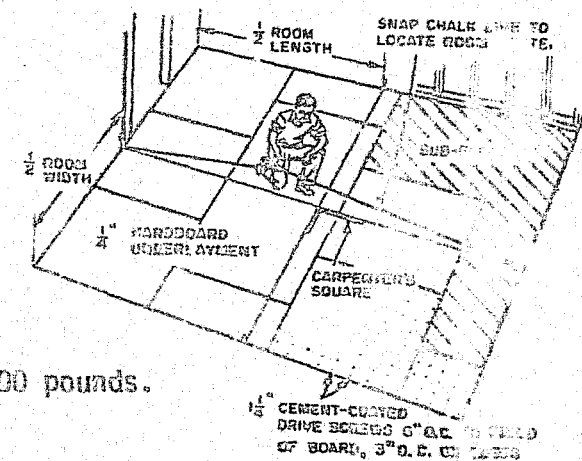
Clinton
Eastern

JOB OPPORTUNITIES:

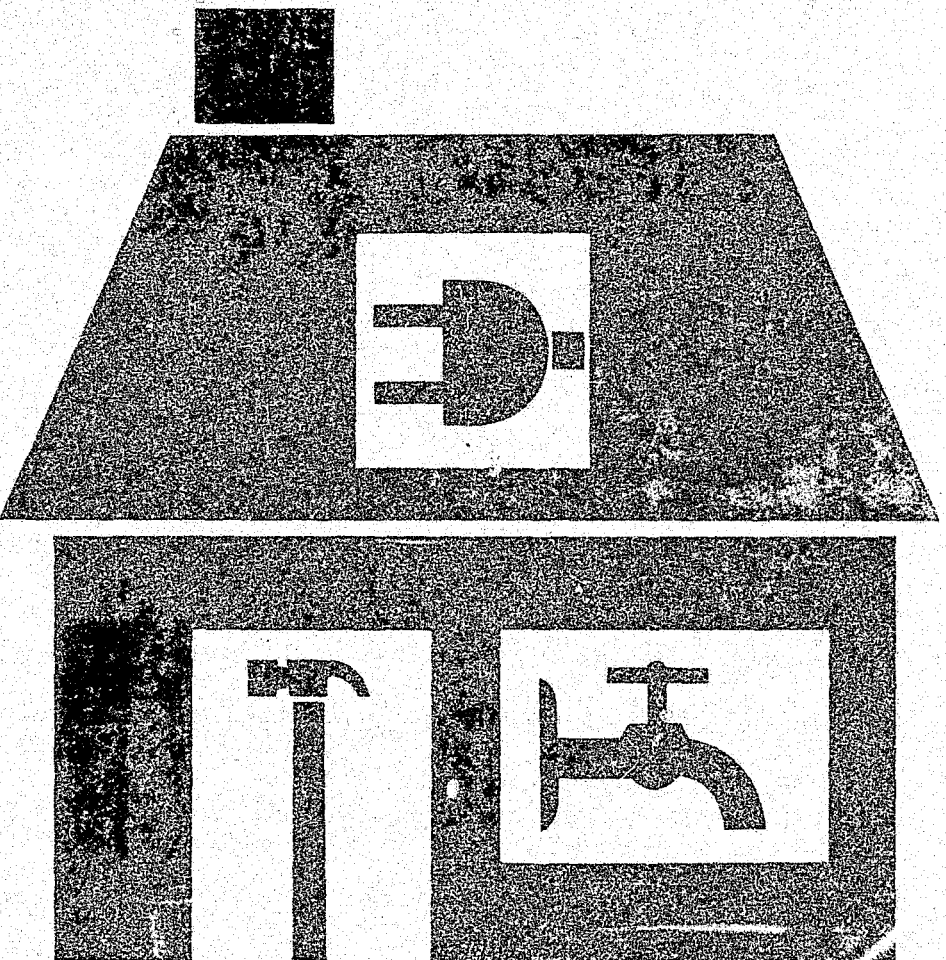
Carpet Layer
Carpet Layer's Helper
Linoleum Layer
Linoleum Layer's Helper
Soft Tile Setter

REQUIREMENTS:

- 1.) Long hours working on hands and knees.
- 2.) Capable of lifting and maneuvering approximately 100 pounds.



BUILDING & GROUNDS



BUILDING MAINTENANCE

DESCRIPTION:

The building maintenance program attempts to provide students with fundamental skills required to make minor repairs in carpentry, masonry, electricity and plumbing. This course prepares the student in entry-level skills required in the field of building maintenance.

LOCATIONS:

Arthur Kill
Attica
Auburn
*Bedford Hills
Clinton
Elmira
Fishkill
Green Haven
Mid-Ornage
Taconic

JOB OPPORTUNITIES:

Maintenance Worker
Maintenance Plumber
Maintenance Painter
Maintenance Carpenter
Maintenance Electrician
Light Fixture Servicer

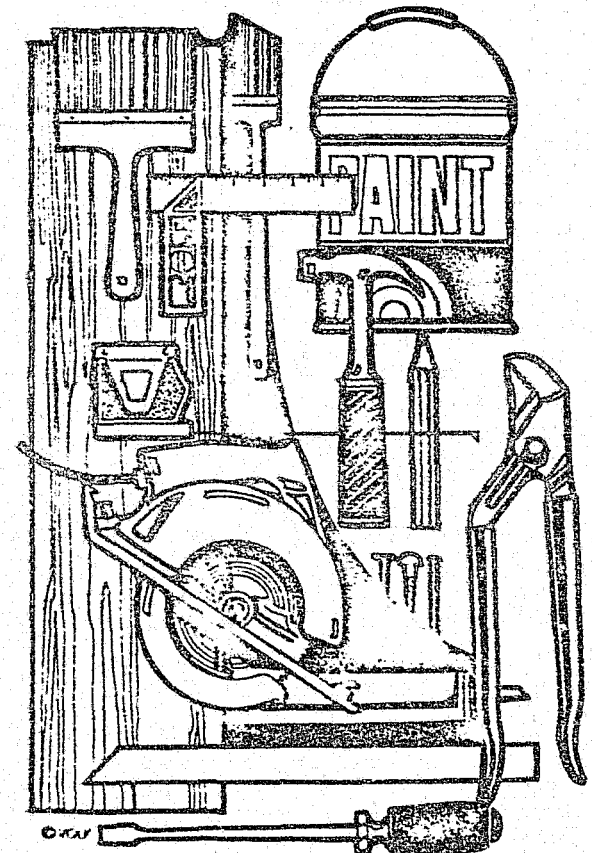
REQUIREMENTS:

- 1.) Able to lift heavy weights.
- 2.) Able to work in small area.
- 3.) Able to stand for long periods.
- 4.) Able to work under varied conditions both indoors and out.

RELATED TRADES:

Carpentry, Electricity, Plumbing and Masonry

* Scheduled to open in fall of 1979.



● REQUIRED

◆ SUGGESTED

JANITORIAL SERVICES	EMPLOYMENT OPPORTUNITIES	CUSTODIAN	JANITOR	COURSE MODULES
		●	●	01 ORIENTATION
			●	02 WALL CLEANER
			●	03 WINDOW CLEANER
			●	04 FLOOR WAXER
		●	◆	05 CARPET CLEANING & UPHOLSTERY CARE
			●	06 REST ROOM CARE
		●	●	07 CLEANER- HOUSEKEEPING
		●	◆	08 LIGHT FIXTURE SERVICER
		●	●	09 COMMERCIAL & INDUSTRIAL CLEANING
		●		10 STEAM CLEANING
		●	◆	11 OUTSIDE DUTIES
		●	●	12 FIRE EXTINGUISHERS

JANITORIAL SERVICES

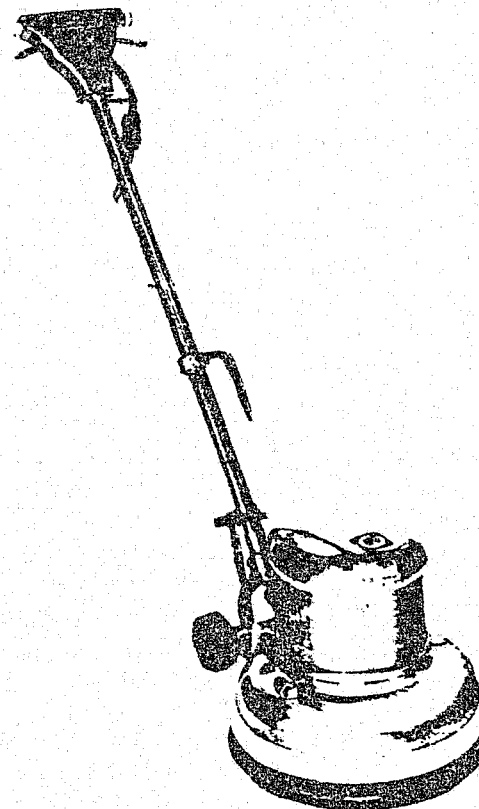
DESCRIPTION: This program emphasizes custodial services including floor care, carpet and fabric care, upholstery care, sanitation chemicals, window care, rest room care, and the use and operation of power cleaning equipment.

LOCATIONS: Otisville
Taconic

JOB OPPORTUNITIES: Custodian
Janitor

REQUIREMENTS:

- 1.) Able to lift heavy weights.
- 2.) Able to work in small areas.



PAINTING	COURSE MODULES									
	01 ORIENTATION	02 PLASTER & DRY WALL REPAIR	03 PLASTERBOARD CEILINGS	04 PLASTERBOARD WALL	05 INTERIOR TRIM AND WOODWORK	06 MASONRY	07 GALVANIZED METAL	08 FLOOR FINISHING	09 WALLPAPER	10 SPRAY PAINTING
EMPLOYMENT OPPORTUNITIES										
PAINTER (CONSTRUCTION)	●	●	●	●	●	●	●	●	●	●
PAINTER'S HELPER	●	◆	◆	◆	●				◆	
INTERIOR FINISH PAINTER (CONSTRUCTION)	●	●							●	
MAINTENANCE PAINTER	●	●			●	●	●	●		
SPRAY PAINTER	●	◆								●
ROUGH PAINTER (CONSTRUCTION)	●	●				●	●	●		●
PAPERHANGER	●	●							●	
DRY-WALL TAPER	●	●	●	●						

● REQUIRED

◆ SUGGESTED

PAINTING

DESCRIPTION:

Students in this program learn techniques of paint application to both interior and exterior surfaces. Skills taught relate to preparation of the surface, and application of stains, clear finishes and pigmented paints. Students learn techniques of wallpapering, as well as cutting and installing glass and wood refinishing. Instruction is given in safety procedures in handling paints, ladders and scaffolding.

LOCATIONS:

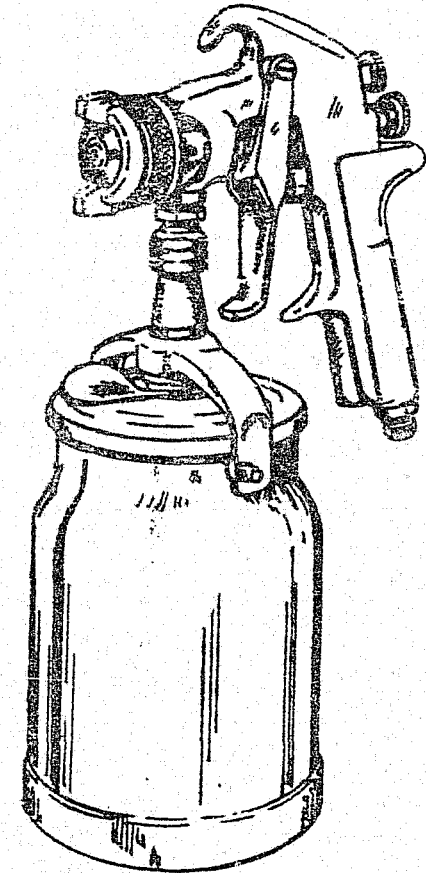
Clinton
Elmira
Woodbourne

JOB OPPORTUNITIES:

Painter (Construction)
Painter's Helper
Interior Finish Painter (Construction)
Maintenance Painter
Spray Painter
Rough Painter (Construction)
Paperhanger
Dry-Wall Taper

REQUIREMENTS:

- 1.) Able to stand for long periods.
- 2.) Able to climb ladders and scaffolds.
- 3.) Desire to work both indoors and outside.



HORTICULTURE/AGRICULTURE

DESCRIPTION:

Horticulture refers to the production, care, management and marketing of plants such as flowers, shrubs, trees, bulbs and lawns. Training includes instruction and practice in techniques and methods of plant propagation, transplanting, pruning, cultivation, fertilization and greenhouse production, as well as plant identification and insect control. The student will learn basic landscape design through the use of brick, stone and wood in the construction of walks, walls and fences as well as the construction of new lawns, mowing, fertilization and insect and disease control. Instruction is given in operating various horticultural hand and power equipment, such as mowers, tractors, rototillers and other garden tools.

LOCATIONS:

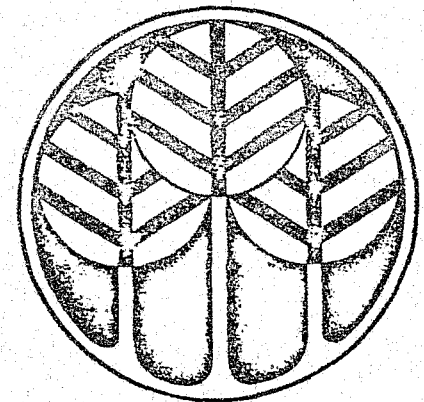
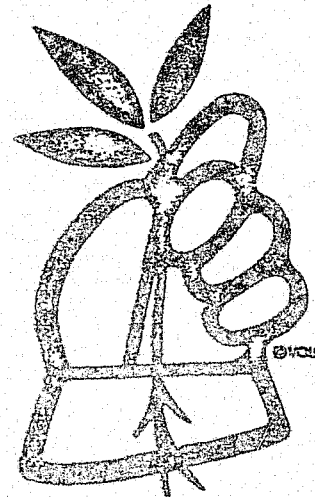
Arthur Kill
Elmira
Otisville
Wallkill
Woodbourne*

JOB OPPORTUNITIES:

Equipment Operator
Horticultural Worker
Residential Gardener
Industrial Groundskeeper
Farm Worker
Landscape Gardener
Greenskeeper
Greenhouse Production
Nursery Worker
Tree Service Worker
Grounds Maintenance

REQUIREMENTS:

- 1.) Interest in working outdoors.
- 2.) Ability to lift at least 100 pounds.
- 3.) Climbing ladders.
- 4.) Ability to distinguish colors.



*This is a one year Ulster Community College program for which a certificate is given.

NEEDLE TRADES

TAILORING/SEWING

DESCRIPTION:

The tailoring and sewing course covers all facets of commercial clothing construction, including custom-made garment making and special tailoring processes. The selection of patterns, the care, handling and selection of fabrics are included. Students learn to operate and control commercial sewing machines and learn the various stitches commonly used.

LOCATIONS:

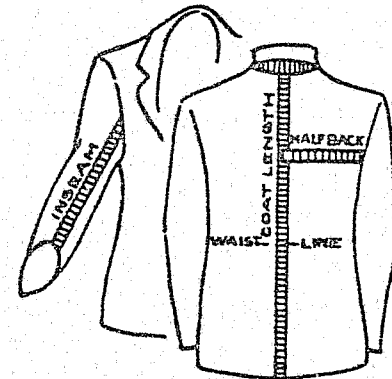
Arthur Kill
Bedford Hills
Eastern
Elmira
Great Meadow

JOB OPPORTUNITIES:

Hand Spreaders
Markers
Women's Garment Alteration
Tailor Apprentice, Alteration
Cutters
Assemblers
Bundlers
Sewing Machine Operator
Hand Sewers
Material Handlers
Bushelers
Pressers
Garment Finisher
Sewing Machine Mechanic

REQUIREMENTS:

- 1.) Able to sit for long periods of time.
- 2.) Able to tolerate noise.
- 3.) Desire to work indoors.



SHOE AND LEATHER REPAIR

DESCRIPTION:

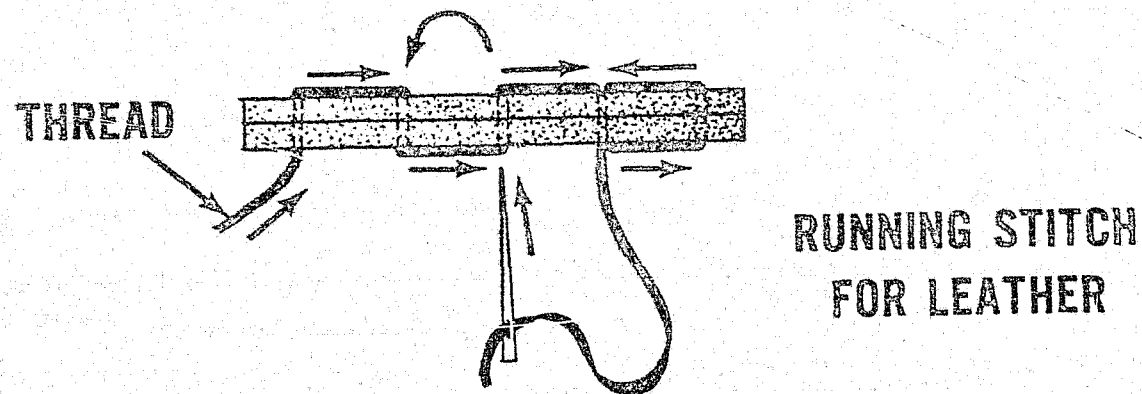
The shoe repair course ranges from the basic repair and replacement of heels and soles, to the making of normal and orthopedic shoes. Instruction covers various types of luggage and leather repair including renovating worn or damaged leather articles and reconditioning leather.

LOCATION:

Elmira

JOB OPPORTUNITIES:

Shoe Repairer
Luggage and Leather Repairer



UPHOLSTERY

DESCRIPTION:

The upholstery course provides instruction in the identification and stripping of furniture to the installation and application of springs, webbing, padding and other materials. Such areas as fabric identification, wood furniture framing and related mechanical drawing are included.

LOCATIONS:

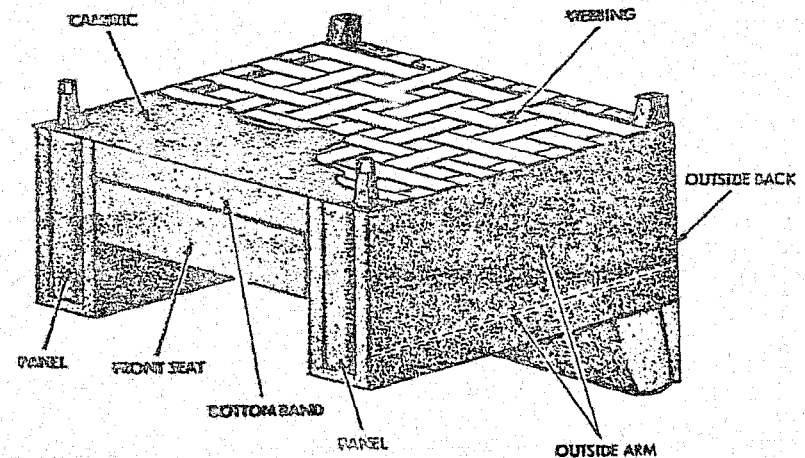
Attica
Coxsackie
Woodbourne

JOB OPPORTUNITIES:

Upholstery Parts Sorter
Inside Upholsterer
Outside Upholsterer
Slip Cover Sewer
Upholstery Sewer
Upholsterer's Helper
Chair Upholsterer
Cushion Builder
Cushion Maker
Springer
Spring Coverer
Upholstery Trimmer
Webbing Tacker

REQUIREMENTS:

1.) Able to lift heavy weights.



BUSINESS ARTS

DATA PROCESSING

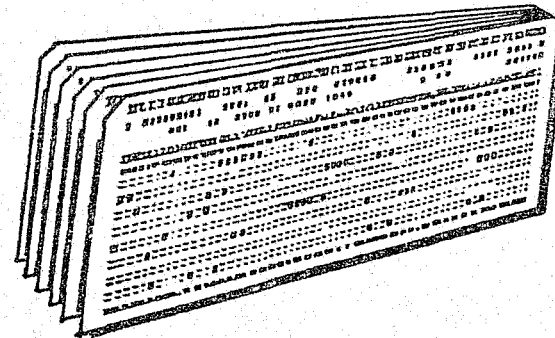
DESCRIPTION: The data processing course explains the what, when and why of data processing and the application and production of data. Emphasis is placed on gaining skill as a keypunch operator, and students learn to transcribe data from source material onto punch cards, thereby record data for subsequent processing.

LOCATION: Bedford Hills

JOB OPPORTUNITIES: Keypunch Operator

REQUIREMENTS:

- 1.) Able to sit all day.
- 2.) Desire to work indoors.



EXPLORATORY

PRE-VOCATIONAL MODULAR SUMMARY

Orientation

Auto Body

Auto Mechanics & Small Engine

Carpentry

Drafting

Electrical Trades

Machine

Masonry

Painting

Plumbing & Hydronic Heat

Printing

Radio & TV

Sheet Metal Fabrication

Tailoring

Upholstery

Welding

PRE-VOCATIONAL EXPLORATORY SHOP

DESCRIPTION:

Students in this program receive actual hands-on orientation to the various trade programs which are available at a respective facility. This program assists students to make a logical career choice as they are rotated through various manual activities. This program is recommended for the student who needs a broader understanding of available occupations and the role of the worker. A variety of experiences are usually provided in various aspects of the following trade areas:

Metal Trades Component - introduces the student to skills and tools required in sheet metal and welding occupations and machine shop operations.

Building Trades Component - introduces the student to skills and tools required in carpentry, residential electricity, plumbing, masonry and printing.

Mechanical Trades Component - introduces the student to skills and tools used in auto mechanics, small engine repair and auto body.

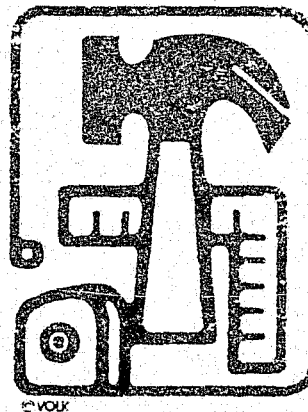
Graphic Arts Component - introduces the student to skills and tools used by draftsmen, commercial artists and printers.

Servicing Trades Component - introduces the student to the types of skills developed and tools commonly utilized in such occupational areas as maintenance, appliance repair, air conditioning and refrigeration and office machine repair.

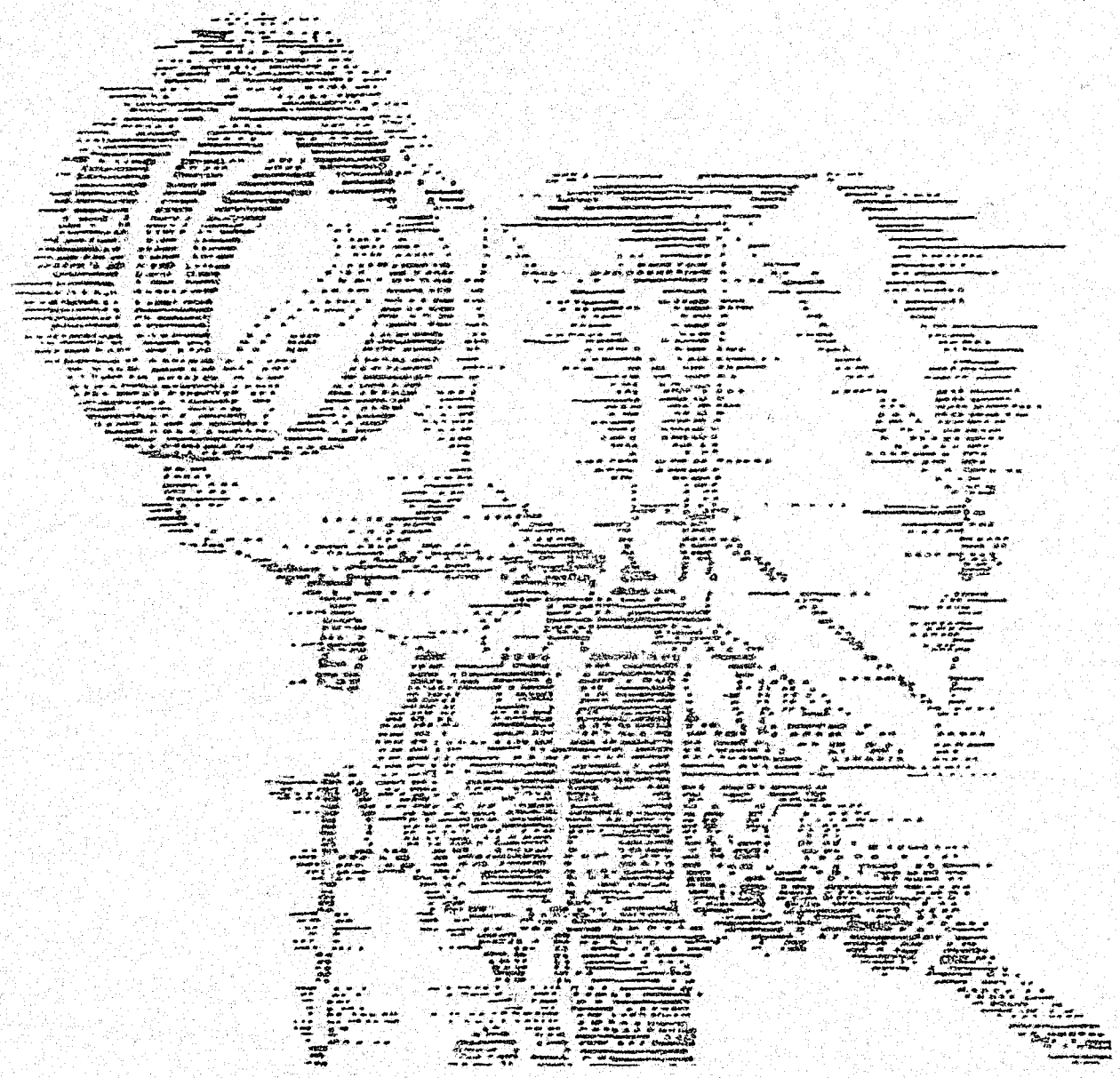
LOCATIONS:

Attica*
Auburn*
Clinton
Coxsackie
Elmira*
Fishkill

*Scheduled to open in late 1979.



***** CSET-TV



CSET-TV MODULE SUMMARY

- | | |
|--|---|
| .01 INTRODUCTION TO TELEVISION EQUIPMENT | .28 OPERATE THE AMPEX VPR-5800 RECORDER |
| .02 OPERATING THE SONY AVC-3200 VIDEO CAMERA | .29 FLOOR MANAGER |
| .03 OPERATING THE SONY CVM-194 VIDEO MONITOR | .30 AUDIO OPERATOR |
| .04 OPERATING THE SONY AV-3650 VIDEORECORDER | .31 VIDEO TAPE OPERATOR |
| .05 OPERATING THE SONY F-98 CARDIOMIC MICROPHONE | .32 ANNOUNCER |
| .06 OPERATING THE SONY VC-1600 VIDEOTAPE RECORDER | .33 LIGHTING TECHNIQUES |
| .07 INTRODUCTION TO TELEVISION PRODUCTION | .34 SETS AND FLOOR PLANS |
| .08 CAMERA FRAMING TECHNIQUE | .35 CAMERA BLOCKING |
| .09 CAMERA MOVEMENT | .36 PROGRAM REHEARSAL |
| .10 CAMERA LENS CONCEPTS | .37 DIRECTOR |
| .11 TELEVISION VISUALS | .38 PRODUCER |
| .12 STORYBOARD SCRIPTING | .39 TAPE DUPLICATION (AV-3650/VC-1600) |
| .13 THE TELEVISION CAMERAMAN | .40 RECORD (AVC-4200A/VPR-5800) |
| .14 THE PERFORMER | .41 ASSEMBLE EDIT (VPR-5800/VPR-5800) |
| .15 INTRODUCTION TO VIDEO TAPE RECORDING | .42 CAMERAMAN |
| .16 RECORDING AN OFF-AIR PROGRAM | .43 ASSISTANT FLOOR MANAGER |
| .17 ASSEMBLE EDITING WITH THE SONY AV-3650 VIDEORECORDER | .44 LIGHTING DIRECTOR |
| .18 INSERT EDITING WITH THE SONY AV-3650 VIDEORECORDER | .45 FLOOR MANAGER |
| .19 RECORDING ON THE SONY VC-1600 VIDEOTAPE RECORDER | .46 REMOTE CAMERAMAN/VTR OPERATOR |
| .20 EDIT FROM THE SONY AV-3600 TO THE SONY AV-3650 | .47 AUDIO OPERATOR |
| .21 INTRODUCTION TO TELEVISION MAINTENANCE | .48 PROJECTIONIST |
| .22 CLEANING THE VIDEO TAPE RECORDER | .49 ASSISTANT DIRECTOR |
| .23 OPERATE THE SONY AV-3400 VIDEORECORDER | .50 DIRECTOR |
| .24 OPERATE THE SONY AVC-4200A VIDEO CAMERA | .51 PRODUCER |
| .25 OPERATE THE SONY SEG-2 SPECIAL EFFECTS GENERATOR | .52 TECHNICAL DIRECTOR |
| .26 OPERATE THE SONY MX-900 MICROPHONE MIXER | .53 VIDEO TAPE OPERATOR |
| .27 OPERATE THE CENTURY LIGHTING KIT | .54 VIDEO EDITOR |

CLOSED CIRCUIT T.V. PRODUCTION (CSET-TV)

DESCRIPTION:

This course is intended to expose the student to Closed Circuit T.V. and production techniques. During the course the student will learn to operate TV cameras, make video tape reproductions, edit video tape, operate special effects equipment, learn studio techniques and plan video tape productions. The student also learns basic electronics as it pertains to Closed Circuit TV, along with maintenance.

LOCATION:

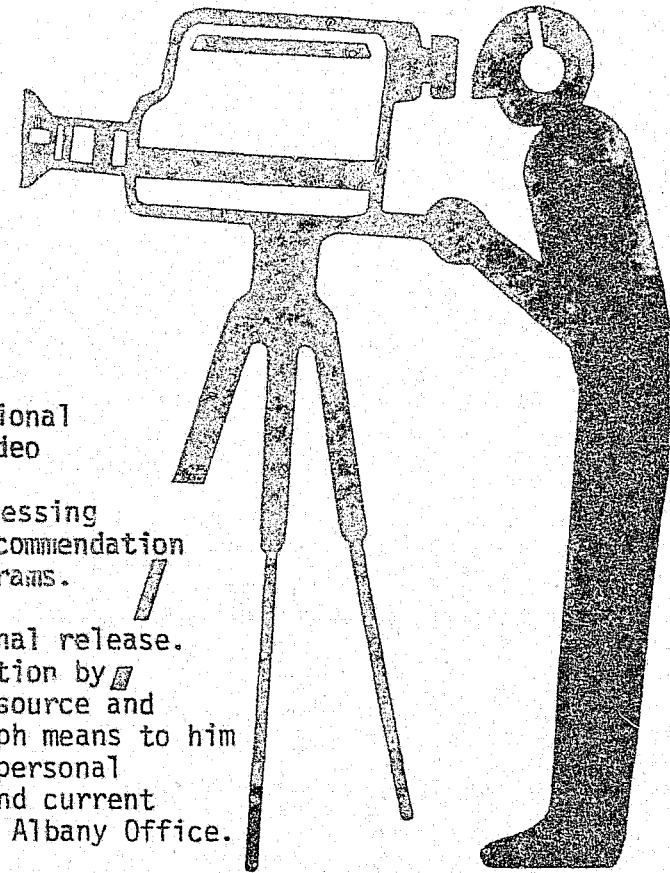
Correctional Services Training Academy in Albany

JOB OPPORTUNITIES:

Paraprofessional A/V Specialist
Studio Production Specialist
Camera Operator (Portable and in-station)
Technician
Bench Repair Person
Director
Floor Manager
Grip (Set Helper)
Producer
A/V Salesperson

REQUIREMENTS:

- 1.) High school equivalency diploma
- 2.) Enrolled or successfully completed an institutional program in photography, creative writing or video tape technique.
- 3.) Candidates not meeting above criteria but possessing other relevant skills will be considered on recommendation of Institutional Deputy Superintendent of Programs.
- 4.) Must be willing to transfer to Hudson.
- 5.) Must meet administrative criteria for educational release.
- 6.) Must demonstrate creative visual conceptualization by selecting a photograph of his choice from any source and describe in 100 words or less what the photograph means to him
- 7.) Must submit the photograph, essay and a brief personal history including education, work experience and current vocational goals to the Director of Education, Albany Office.
- 8.) Hand dexterity.
- 9.) Eye-hand coordination.
- 10.) No color blindness.
- 11.) Able to stand on feet for extended periods.
- 12.) Able to lift heavy equipment.



END