

West Side

Career and Technology Center



Course Description Guide

2021 -2022

*75 Evans Street
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WSCTC PROGRAMS OF STUDY

- **AUTO BODY COLLISION REPAIR TECHNOLOGY**
- **AUTOMOTIVE TECHNOLOGY**
- **BUSINESS MARKETING**
- **CARPENTRY**
- **COOPERATIVE WORK EXPERIENCE**
- **COMPUTER INFORMATION TECHNOLOGY**
- **COMPUTER NETWORKING AND MAINTENANCE**
- **COSMETOLOGY**
- **CULINARY ARTS**
- **EARLY CHILDHOOD EDUCATION**
- **ELECTRICAL TECHNOLOGY**
- **HEALTH RELATED TECHNOLOGY**
- **H.V.A.C.**
- **LAW ENFORCEMENT/POLICE SCIENCE**
- **MACHINE TOOL TECHNOLOGY**
- **MULTI-MEDIA TECHNOLOGY**

Mission Statement

The mission of West Side Career and Technology Center is to provide a quality educational community in which all students will learn academic, career, technical, and soft skills necessary to prepare them to be contributing members of our society, skilled members of the workforce, and responsible life-long learners prepared to meet the challenges of the 21st century.

Vision Statement

With the support of highly qualified instructors, technologically integrated teaching strategies, and strong partnerships in post-secondary educational institutes of learning and in the workforce, the graduates of the West Side Career and Technology Center will be provided with a climate in which they can grow intellectually and emotionally in order to be successful in the workforce as well as in post-secondary educational institutes of learning.

School Philosophy

We believe.....

- All students need to become productive citizens.
- The integration of academic & career and technical skills will prepare our students for the global economy of the 21st century.
- Students will build strength of character; develop good habits, and positive attitudes as responsible, contributing members of society.
- High expectations are key to quality educational experience.

The West Side Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to West Side Career and Technology Center, Director of Career and Technical Education, Title IX Coordinator or Section 504 Coordinator at 75 Evans Street, Kingston, PA 18704 570-288-8493.

Career and Technology Instruction

The West Side Career & Technology Center is a full-time comprehensive area career and technology school. A complete academic curriculum complements the 15 career-technical programs. The career & technology programs at West Side CTC are available to all students in grades 9, 10, 11, and 12 of the member districts. Students must have *successfully* met the requirements for promotion into the ninth grade as mandated by the home district's promotion policy for admission into the programs at West Side CTC. Graduation requirements leading to the awarding of a high school diploma are as mandated by the Department of Education for all high schools in the Commonwealth of Pennsylvania. Credits earned at West Side CTC are transferable to other high schools and may be used for college admission. Graduates from the West Side Career and Technology Center receive both a high school diploma and a certificate indicating the hours of training that have been successfully completed in their individual program.

Students at West Side Career and Technology Center are provided with an integrated competency-based curriculum that is directly related to the students' career goals and to the academic standards as prescribed by the Pennsylvania Department of Education. Whenever possible, and wherever appropriate, academic subject matter is integrated with technology studies.

SOAR – Students Occupationally and Academically Ready

SOAR makes earning college credits through high school CTC programs of study a reality. Students who earn a high school diploma while maintaining a 2.5 GPA and passing an End of Program Assessment (NOCTI) with a score of Competent or better can earn college credit for coursework taken in high school at a career and technical center. Information about earning advanced credit can be viewed at www.collegetransfer.net, under the SEARCH Options, select PA Bureau of CTE SOAR Program. Enter the CTE program of study to see what courses a variety of colleges will acknowledge for advanced credit.

Advanced credits can be earned at a variety of colleges throughout Pennsylvania depending on the area of study. Credit granting institutions include community colleges, technical colleges, state universities and private colleges. For example, a WSCTC students who complete Auto Body and Collision Repair with a 2.5 GPA or higher and pass the NOCTI with a Competent or better would be eligible to receive 10 college credits at Penn Technical College upon enrollment. A student completing WSCTC Computer Networking and Maintenance will have the opportunity to receive between 3 and 12 advanced credits at 14 colleges in Pennsylvania. Colleges and advanced credits vary by CTE Program of Study.

Co-Curricular Activities

Students enrolled at the West Side Career & Technology Center have the opportunity to participate in clubs and activities. Students may elect to choose from the following co-curricular activities:

- DECA- Distributive Education Club of America
- FBLA – Future Business Leaders of America
- HOSA – Health Occupations Club of America
- National Art Honor Society
- National Technical Honor Society
- Newspaper Club
- Skills USA
- Student Council
- Yearbook Staff

PART-TIME STUDENTS

Students may be eligible for part-time enrollment at West Side CTC. Students attend their sending school for their academic classes and travel to West Side CTC for career and technical training. Admission to this program is limited and a consultation with both schools is necessary to review academic standards and credits. Students attending West Side CTC part-time may be eligible for activities and sports programs at their sending school.

AUTO BODY COLLISION REPAIR TECHNOLOGY

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Millions of automobiles are on our highways. Many skilled people are needed to repair and refinish them when they are damaged. Auto Body Collision offers excellent job opportunities for individuals who enjoy working with their hands.

The work involves body and fender repair, painting, straightening frames, aligning front ends, and replacing upholstery. The repair person must have a working knowledge of gas and electrical welding. The trainee will learn how to use power jacks, frame tools, and spray guns.

Automobile accidents necessitate repair cost estimates by insurance companies. Therefore, automobile body repair persons should be able to estimate accurately the cost of any given job. After gaining additional experience many students go on to open their own business or to become body shop forepersons, managers, or insurance adjusters.

CERTIFICATIONS

I-Car
Sata
OSHA Safety

TYPICAL JOB OPPORTUNITIES

- ✓ Metal Sander & Refinisher
- ✓ Industrial Spray Painter
- ✓ Welder & Fabricator
- ✓ Sheet Metal Worker
- ✓ Body & Fender Person
- ✓ Frame Straightener
- ✓ Repair Estimator
- ✓ Auto Parts Supplier
- ✓ Auto Body Service Person
- ✓ Plastic Body Repair
- ✓ Auto Detailer
- ✓ Dismantler
- ✓ Spray Booth Painter
- ✓ Insurance Adjuster

AUTOMOTIVE TECHNOLOGY

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The skilled automotive technician can perform a wide variety of jobs on many different makes and models of vehicles.

Prior to the sale of an automobile, the dealer adjusts and checks various parts of the car to insure proper operation. After the purchase of the automobile, periodic maintenance is necessary to keep the vehicle performing at its designed level.

Wear, abuse and deterioration require the replacement or repair of parts of the automobile. The qualified technician can do almost any type of adjustment or repair necessary. These duties include disassembling engines, clutches, CV joints, and other parts of the car, as well as repairing brake systems, diagnosing and repairing electrical systems and performing wheel alignments. The technician's chief skill is the ability to find the cause of the faulty operation. Using their technical know-how together with testing equipment, they first locate the defect and then repair or replace it.

Since the automobile is a complex machine, there are a number of mechanics who specialize in the repair or service of specific parts. These specialists usually work in large shops with different departments or in small shops that concentrate on a particular type of repair work.

CERTIFICATIONS

- State Inspection
- State Emission
- S/P2 – Automotive Service Safety
- S/P2 – Automotive Service Pollution Prevention
- Meter Certification
- Motor Oil Certification

TYPICAL JOB OPPORTUNITIES

- Automotive Service Technician and Mechanic
- Automotive Specialty Technician
- Administrative Service Manager

IMPORTANT NOTE:

The employment outlook is exceptionally bright. This is due to increased car registration, consumer buying power, and multi-car ownership.

BUSINESS MARKETING

Mr. Thomas Pieczynski
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Sales Distribution and Marketing deals with getting goods and services to the consumer. There are many career areas from which to choose: marketing, retail management, purchasing, banking, sales, fashion merchandising, advertising, real estate, and displaying. Students can apply the knowledge of one of these career areas to virtually any industry.

Within many industries dealing with goods, a number of specific, but inter-acting activities must take place. The student can cover all of these activities in the Sales Distribution and Marketing Education Program. The title of this program is self-explanatory. It is a very broad term applying to all the activities that result in and affect the sale of a firm. Sales Distribution and Marketing does more than sell what is produced; it also arranges for the storage, financing, and transfer of goods and services from firms to consumer.

Students completing this program are skilled, knowledgeable, and able to meet the needs of the industry today and well into the future.

CERTIFICATION
National Retail
Federation

TYPICAL JOB OPPORTUNITIES

- Advertising Service
- Apparel & Accessories
- Finance and Credit
- Floristry
- Food Distribution
- Restaurant Management
- General Merchandise
- Hardware, Building Materials
- Farm & Garden Supplies & Materials
- Home Furnishings
- Hotel & Lodging
- Industrial Marketing
- Insurance
- International Marketing/Trade
- Personal Services
- Petroleum
- Real Estate
- Recreation
- Recreation & Tourism
- Transportation
- Retail Trade
- Wholesale Trade

CARPENTRY

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Carpenters play crucial roles in every step of construction. Students will learn the various tasks associated with carpentry while studying all safety standards and practices.

Over the four years of our Carpentry program, students learn all aspects of residential construction from blueprint reading, surveying, excavation, masonry, framing, exterior and interior finishing, millwork. During this time, students will learn proper and safe usage of hand tools, power tools, and other commonly used contracting equipment.

CERTIFICATION

- Start Safe/Stay Safe
- OSHA-10
- NOCTI
- American Ladder Institute

TYPICAL JOB

OPPORTUNITIES

- Carpenter Helper
- Finish Carpenter
- Flooring Installer
- Framer
- Drywall Installer
- Roofing/Siding Installer
- Estimator
- Construction Material Salesperson
- Millwright
- General Contractor
- Stagehand
- Movie Production Carpenter
- Imagineer

COOPERATIVE EDUCATION

Capstone

Cooperative Education (Co-Op) is an educational partnership among students, parents/guardians, local businesses and West Side Career and Technology Center. The Co-Op program is offered to second semester juniors and seniors who are academically qualified and have completed sufficient competencies in their vocational program. Co-Op allows students to transition from school to work at a school-approved training site in an occupation matching the student learner's academic and career objective.

Procedures and guidelines followed include, but are not limited to, the following:

- A written training agreement detailing responsibilities and a written training plan including work-based competencies relevant to the student's career choice
- An occupational objective aligned with industry certifications approved by parent/guardian, counselor and instructor
- Specified minimum work period equivalent in length to an academic term (quarter, semester, etc.)
- Recognition of an employer/employee relationship which enforces all state and federal laws. Particular attention given to the Child Labor Laws regarding work permits, working hours, insurance, worker's compensation, safety and hazardous occupations, and mandated clearances
- Work experiences monitored by the school and supervised by employers
- Formal recognition of the experience by the school (e.g. grade, credit hours, etc.)
- Evaluations and assessments completed by the instructor and the employer

Diversified Occupations

Cooperative Education is a structured method of instruction for qualified seniors that combines school-based classroom learning with productive work-based learning at a training site in an occupation matching the student learner's academic and career objective. This program is available to students unable to gain admission to a vocational program due to: excessive number of applicants; inability to meet entrance requirements for other existing vocational programs; or lack of specific vocational areas offered at a participating comprehensive career and technical center.

Cooperative Education is a partnership among students, parents/guardians, educational institutions, and employers, with specified responsibilities for each party. These include, but are not limited to:

- A written training agreement detailing responsibilities and a written training plan including work-based competencies relevant to the student's career choice
- An occupational objective aligned with industry certifications approved by parent/guardian, counselor and instructor
- Specified minimum work period equivalent in length to an academic term (quarter, semester)
- Recognition of an employer/employee relationship which enforces all state and federal laws. Particular attention given to the Child Labor Laws regarding work permits, working hours, insurance, worker's compensation, safety and hazardous occupations, and mandated earances
- Work experiences monitored by the school and supervised by employers
- Formal recognition of the experience by the school (e.g. grade, credit hours, etc.)
- Evaluations and assessments completed by the instructor and the employer

COMPUTER INFORMATION TECHNOLOGY

Mrs. Nicole Kmetz
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The fast-paced, ever-changing computer field can be approached from many different directions. More than 50% of our students further their education by going to college. Students in the Computer Information Technology program will receive instructions in a variety of aspects and methods dealing with computers and business. The goal of the program is to give students a well-rounded perspective that will allow them to obtain employment in the computer/business industry or further their education at a post-secondary institution.

Students will develop both academic and technical skill sets in such areas as: system management and design, infrastructure, software, programming, e-commerce, business ethics and law, and much more.

Many businesses, health care facilities, industries, and other large areas of activity need to collect, analyze and summarize factual and statistical information every day. The fast and efficient way to do this is with the help of computers.

CERTIFICATIONS

- IC3: Computer Fundamentals, Key Applications, Living Online
- Microsoft Office Specialist all applications core and expert
- CompTIA: Strata IT
- Start Safe/Stay Safe
- Employability Skills
- SP/2
- Human Resource Skills

TYPICAL JOB OPPORTUNITIES

- Administrative Support
- Basic Network Support
- Data Entry Operator
- Computer Information System Manager
- Computer System Analyst*
- Computer Support Specialist*
- Computer Programmer*
- Help Desk Representative
- Microcomputer Applications Specialist
- Software Application Trainer

*High Priority Occupation

COMPUTER NETWORKING & MAINTENANCE

Mr. Gary Miller
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Computer Networking & Maintenance is a Cisco Networking Academy program that focuses on the design, implementation and management of linked systems of computers, peripherals and associated software and prepares individuals with the technical skills required to support networks and network users.

Instruction also prepares individuals to apply basic engineering principles and technical skills in support of professionals who use computer systems. This program includes instruction in basic computer design and architecture, programming, problems of specific computer application, component and system maintenance and inspection procedures, hardware and software diagnosis and repair, and report preparation.

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. Technician may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

CERTIFICATIONS

- Cisco Certified Network Associate (CCNA)
- Cisco Certified Entry Networking Technician (CCENT)
- Network +
- Security +
- A+
- IC3
- Computer Hacking Forensic Investigator (CHFI)
- Microsoft Certified Technology Specialist (MCTS)
- Certified IT Professional (MCITP)
- IT Fundamentals
- PC Pro
- Security Pro
- Network Pro
- Server Pro

TYPICAL JOB OPPORTUNITIES

- Network Administrator
- Network Specialist
- Network Technician
- Network Security Analyst
- System Administrator
- Help Desk Technician
- Programmer
- System Intrusion Specialist
- Computer Systems Security Specialist
- Crime Scene Investigator
- IT Investigator
- Computer Service Technician
- Tech Support Specialist
- User Support Analyst
- Sales Representative

COSMETOLOGY

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Our purpose here at WSCTC in the Cosmetology program is to train students in the basic manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to obtain licensure. The hour-based program (1,250) is provided through a sequential set of steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration and student participation. Upon the completion of the 1,250 hours and a minimum grade of 70%, students are able to take the State Board Licensing Exam.

It is important that the cosmetologist be able to interpret current trends in fashion and styling, and adapt them to the needs and desires of the patron. A basic knowledge of the skin and hair structure, as well as anatomy and chemistry as it relates to beauty products, is essential to performing beauty services.

After 1250 hours are complete students qualify to take the PA State Cosmetology Board exam.

This license may cost in excess of \$20,000 if completed after high school.

TYPICAL JOB OPPORTUNITIES

- Hair Stylist
- Cosmetology Instructor
- Salon Owner/Manager
- Sales Personal for Cosmetic Firms
- Cosmetology Equipment Sales
- Salon Managers
- Nail Tech
- Wigmaker
- Cosmetic Company Technician
- Theatrical Make-Up and Styling
- Cosmetologist
- Shop Owner, Texture Specialist, Color Specialist

CULINARY ARTS

Mrs. Heidi Miller
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The Culinary Arts program prepares students for a career in the food service industry in a variety of settings such as restaurants, hotels and resorts, banquet facilities and bakeries.

Students in the Culinary Arts program are trained in food safety and sanitation; hot and cold food production; pastry arts and dining room management. The program offers students a taste of the culinary industry and is designed to provide the opportunity for extensive hands-on training which is practiced in our school run restaurant, the West Side Cafe.

The Culinary Arts program prepares students who are ready to enter the workforce immediately after graduation, but also prepares students who choose to continue their culinary training in a post-secondary setting.

The food service industry is the nation's largest private-sector employer, providing work for nearly nine percent of the U.S. workforce. Food Service careers offer a wide variety of jobs, often with rapid advancement opportunities. Job opportunities for chefs, cooks, and food preparation workers are expected to be plentiful because of the continued growth and expansion of food services.

CERTIFICATIONS

- ServSafe
- OSHA- Restaurant Safety
- OSHA
- For Teen Workers
- SP/2 culinary
- ServSafe: Safe Food Workers

TYPICAL JOB OPPORTUNITIES

- Chef
- Pastry Chef
- Food Services Director
- Caterer
- Dining Room Manager
- Food Sales Representative
- Food Stylist
- Restaurant Manager
- Research Chef

Early Childhood Education

Mrs. Patty Temple
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PROGRAM OBJECTIVE:

To prepare emotionally and socially mature students for direct work with pre-school aged children. WSCTC graduates who successfully complete the program will be ready to enter the workforce in a child care setting at the entry level as a teacher aide/ assistant.

PROGRAM GOALS:

Students must complete 1914 hours (including observation hours) of Early Childhood Education in the following areas:

- Planning a safe and healthy learning environment
- Advancing children's physical and intellectual development
- Supporting children's social and emotional development
- Building productive relationships with families
- Managing an effective program
- Maintaining a commitment to professionalism
- Observing and recording children's behavior
- Understanding principles of child development and learning
- Understanding standards and writing lesson plans

CAREER OUTLOOK:

The childcare industry is considered a bright outlook occupation, offering a large numbers of job openings in the coming years.

Student Readiness Checklist

- Ability to work independently and on a team
- Ability to successfully complete CPR/ First Aid/ AED certifications
- Basic math and reading skills
- Creativity and problem-solving skills
- Good attendance
- Ability to participate in and complete observations and clinical activities with minimal supervision in an off-site childcare setting with children ages birth to 5 years.

CERTIFICATIONS

- NOCTI Certification
- OSHA 10 hour Healthcare
- Pediatric Heart Saver First Aid, CPR and AED Training
- ACT 126 – Child Abuse and Recognition Training

TYPICAL JOB OPPORTUNITIES

- **Teacher Assistants**
- **Childcare Worker**
- **Head Start Aide**

ELECTRICAL TECHNOLOGY

Mr. Raymond Eichler
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The Electrical Technology Program prepares individuals to apply technical knowledge and skills necessary to install, operate, maintain and repair energized and de-energized equipment in residential, commercial and industrial settings.

A worker in this field will plan electrical lay-outs, install and repair electrical wiring, electrical fixtures, and electrical control equipment.

The trainee will prepare sketches showing the location of wiring and electrical equipment; be able to read and understand diagrams or blueprints prepared by others; measure, cut, bend, thread, install and assemble conduits, using such tools as the hacksaw, pipe threader, and conduit-bender; splice wire, solder leads, and tape terminal caps; connect wiring to lighting fixtures and power equipment with hand tools and install control and distribution apparatus, such as switches, relays, and circuit breakers and often fasten these in place with screws or bolts, using drills, masonry chisel, hammers and wrenches, and repair faulty equipment and test electrical characteristics such as voltage and resistance, using voltmeters, ammeters, and ohmmeters.

CERTIFICATIONS

- OSHA- 10 hour Construction Certification
- SP-2 Safety Training
- Career Safe
- American Ladder Safety

TYPICAL JOB OPPORTUNITIES

- Electrician
- Electricians' Helper
- Appliance Repairperson
- Motor Re-winder
- Cable Splicer
- Electrical Equipment Salesperson
- Industrial Plant Maintenance Person
- Lineperson
- Surveillance and Alarms

HEALTH RELATED TECHNOLOGY

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The Health Care Technology Program is a series of planned courses designed for those students whose career objectives are within the technical allied health field. The program is designed to promote careers in health care. Graduates may pursue occupations requiring further training or education.

In addition, the program requires a concentration of planned courses in science and mathematics. Basic health occupations instruction introduces field experience within settings concerned with technical functions to obtain data for use in diagnosis, treatment and control of disease. Instruction will include the use of technical equipment. The health occupations core instruction includes planned courses in medical terminology, anatomy and physiology, clinical laboratory procedures, basic nursing skills, aseptic techniques, and infection control.

Science and math taught by certified teachers are coordinated and deemed essential for the student's success to reach their career objectives. Clinical Education is an integral part of the program.

RELATED OCCUPATIONS REQUIRING FURTHER TRAINING OR EDUCATION

- Dental Assistant
- Diagnostic Medical Sonographer
- Electrocardiograph Technician
- Electroencephalographic Technologist
- Hospital Computer Operator
- Medical Assistant
- Occupational Therapy Assistant
- Ophthalmic Medical Assistant
- Physician Assistant
- Physical Therapist Assistant
- Registered Prosthetic/Orthodontic Tech.
- Respiratory Therapy Technician
- Speech Therapist
- Surgical Technologist
- Physical Therapy/Occupational Therapy Radiology/ X-Ray Technician

CERTIFICATIONS

- Cardiopulmonary Resuscitation
- CPR/First Aid
- Automated External Defibrillator (AED)
- Blood Borne Pathogens
- Certified Nurses Assisting
- Stop the Bleed
- OSHA 10

TYPICAL JOB OPPORTUNITIES

- Dietetic Assistant
- Home Health Aide
- Medical Secretary
- Medical Assistant
- Mental Health Technician
- Nursing Assistant
- Psychiatric Aide
- Dental Technician
- EMT

HEATING, A/C, VENTILATION, & REFRIGERATION MAINTENANCE TECHNOLOGY

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The H.V.A.C. program prepares individuals to apply technical knowledge and skills to install, repair and maintain commercial and residential heating, air conditioning and refrigeration systems. Instruction includes theory and application of basic principles involved in conditioning of air (cooling and heating); filtering and controlling humidity; operating characteristics of various units and parts; blueprint reading; use of technical reference manuals; the diagnosis of malfunctions; overhaul, repair and adjustment of units and parts such as pumps, compressors, valves, springs and connections; and repair of electric/electronic and pneumatic control systems, basic plumbing, drain waste vent, sink repair, toilet repair, ect.

The four-year program includes all phases of the trade and it is of the utmost importance that the student accomplishes the required competencies to be fully qualified for immediate employment in the trade after graduation.

Students completing this program are skilled, knowledgeable, and able to meet the needs of the industry today and well into the future.

CERTIFICATIONS

- EPA
- NATE
- GASTITE
- WARD FLEX
- OSHA- 10 hour Construction
- OSHA -30 hour

TYPICAL JOB OPPORTUNITIES

- Air Conditioning Technician
- Refrigeration Technician
- HVAC Installers
- HVAC Mechanics

LAW ENFORCEMENT/POLICE SCIENCE

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Students in the Law Enforcement / Criminal Justice Program will be introduced to the laws, practices and techniques necessary to work in the criminal justice system. Students will become familiar with the Pennsylvania court and corrections systems, police organizations and private security. Students will develop the skills needed to deal with criminal investigations, crime scene investigations, crash investigations, traffic direction, control, and enforcement, social situations and security requirements as they affect the community. They will learn through hands-on, real-world activities such as mock trials, demonstrations, police patrol functions, community service events, educational field trips and lectures from guest speakers.

Physical development will also be stressed with a strong emphasis on physical conditioning, self-defense, self-discipline and the building of self-confidence. This program has its own separate facility that is equipped with new conditioning equipment such as treadmills, stack weight machines, free weights, along with a matted area for learning defensive tactics, techniques, and boxing, etc.

The program is equipped with a state-of-the-art use-of-force/firearms simulator, a live scan digital fingerprint system, a digital fingerprint comparator, composite drawing software, WatchGuard body worn Cameras, an evidence fuming chamber, an actual police car equipped with emergency lights, siren, two-way radio, prisoner cage, and an In-Car-Camera, and other high-tech tools that enhance students' training.

CERTIFICATIONS

- CPR (Cardiopulmonary Resuscitation)
- First Aid
- AED (Automated External Defibrillator)
- Stop the Bleed
- Epilepsy Awareness
- Tactical Handcuffing
- TASER
- OC Pepper Spray
- Batons (PR-24, Expandable, Straight, KUBOTAN)
- NIMS ICS-100, ICS-200, ICS-700, & ICS-800
- OSHA-10 General Industry – Healthcare
- SFST (Standardized Field Sobriety Testing)

RELATED OCCUPATIONS **REQUIRING FURTHER TRAINING** **OR EDUCATION**

Graduates can go on to pursue careers in local, state, and federal law enforcement, or elsewhere in the criminal justice system, such as corrections, courts, fish & game, security, military police, etc.

MACHINE TOOL TECHNOLOGY

Mr. Michael Galanda
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This course offers instruction in the machine tool trades, especially that of a machinist and toolmaker. The all-around machinist is a skilled metal worker operates precision metal cutting equipment to produce metal parts according to mechanical drawings.

The machinist sets up and operates machine tools. Some prerequisites are the ability to read blueprints, sketches and descriptions of parts. A good machinist is able to set up and operate a lathe, milling machine, drill presses and grinder and to make parts according to specifications. Students have the opportunity to learn and develop basic welding skills in MIG/TIG and stick welding applications.

Trainees use instruments commensurate with the parts specified in detailed instructions. Trainees place and fasten various pieces of work tables with devices called V-blocks, vises and angle plates. A competent machinist will become involved with inspection, precise measuring, the development of specifications and the selection of appropriate tooling and material needed to complete the job.

CERTIFICATIONS

- NIMS Level I
- NIMS Level II
- OSHA 10

TYPICAL JOB OPPORTUNITIES

- Machinist
- Machine Tool Operator
- Tool and Die Maker
- Tool Room Clerk
- Equipment Maintenance Person
- Model Maker
- Millwright
- Inspector
- Manufacturing Technicians
- Related Buyers
- Engineering Associates & Technicians
- CNC Machine Operators
- CNC Programmers
- Gunsmith
- Production
- Machine setters
- Maintenance machinist

MULTI-MEDIA TECHNOLOGY

Mr. Michael Dennis
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Multi Media is a multi-faceted program that introduces students to the art and science of various ways to express communication. Through a mix of classroom instruction and hands-on experience, students will be well prepared for success in today's rapidly growing communication fields. They gain a working knowledge of hardware, software, and equipment necessary for delivering effective communication for business, education, and entertainment. Rigorous instruction motivates students to develop competency in photography, cinematography, concept design, graphic design, storytelling, television production, streaming video and audio production, as well as electronic computer imaging, motion graphics, and animation using Apple computers. Multiple software applications are taught including Apple Final Cut Pro, Apple Keynote, Adobe Creative Cloud apps including: Animate, Character Animation, Photoshop, Illustrator, and After Effects. They will also participate in creating the West Side CTC yearbook showcasing their skills as a photographer, designer, and journalist. This program will enhance computer literacy, build communication skills and yield work samples for an impressive portfolio in preparation for college and employment.

Video production – The student will learn scriptwriting, storyboarding, camera operation, audio, green screen, editing, and adding effects to your video. The software used includes Final Cut Pro, Apple Motion, Adobe Premiere Pro, and Adobe After Effects.

Photography - The student will learn about the various types of cameras, camera controls, lenses, flashes, studio photography, cropping and editing. The software used includes Apple Photos, Adobe Photoshop, and Adobe Lightroom.

Animation - The student will create scenes, characters, and other elements to create a virtual environment and tell a story. The animations will integrate video and audio production to tell a story. The software used includes Adobe Animate, Adobe Character Animator, and Apple Final Cut Pro.

Live Studio Production - The students will produce a TV news/announcement show every school day. They will learn all the elements of the studio production process from producing, directing, scriptwriting, teleprompting, video switching, audio, camera operation, and 'on air' anchoring.

CERTIFICATIONS

- ADOBE
- FINAL CUT PRO
- OHS A 10

TYPICAL JOB OPPORTUNITIES

- Public Relations Specialist
- Radio and Television Announcers & Newscasters
- Reporters and Correspondents
- Writers and Editors
- Photographers & Camera Operators
- Actors, Directors & Producers
- Broadcast Technicians
- Radio Disc Jockeys
- Computer Graphic Artist
- Audio-Video Technician
- Audio-Engineer
- Computer Animator
- Multimedia Producers & Designers

Academic Course Descriptions

Humanities Courses

Family and Consumer Science

Family and Consumer Science provide students with the life skills necessary to be a productive member of our society. In Family and Consumer Science, students will learn about Food Science and Nutrition, Child Development, how to balance family, work and community responsibilities. Throughout the year, students will design their own resume, along with learning how to perform in a job interview, and deal with crisis. Teamwork, leadership and communication skills are just a few of the competencies learned. As per current Chapter 4 Curriculum Mandates, students must demonstrate, through a local assessment, mastery of the Family and Consumer Sciences Curriculum Standards as a graduation requirement.

Senior Experience Enrichment

The Senior Experience course is designed to prepare students for life after high school. This course covers career awareness, financial resource management, and career options. Students will assess personal interests and abilities, then explore career options based on those aptitudes. These options include joining the military, joining a union, pursuing higher education, and entering the workforce. After determining their path, students will learn the steps needed to pursue their career pathway. They will have the opportunity to speak with military recruiters, college admissions counselors, technical school admissions counselors, and members of the workforce in the local community. All pathways after high school require knowledge of financial management. Students will also learn about budgeting for major purchases in the future such as cars, houses, apartments, etc. Strategies to save money, manage checking accounts, use online and mobile banking, and important aspects about taxes will also be discussed throughout the course.

Optional Elective Art

Art is a multifaceted elective program, 1/2 year course, designed for 12th grade students. It is an introduction to Art and Art History where students will experience fundamental techniques and methods to create Art while being introduced to the history behind it. Students will participate in school community activities which may include display case design, mural painting, and project coordination in WSCTC clubs and labs areas.

Health and Physical Education

Health

Health is a required semester course included in the 11th grade scope and sequence and is required by graduation. The major health problems confronting society today are covered in this course. Included is information related to how individuals can cope with these problems through the knowledge of how their body functions and through the understanding of the psychology of human beings in meeting these problems. Units include anatomy of human beings, HIV and Aids, leading causes of death in the United States today, common health problems, health frauds and fads. Personality and mental health, alcohol, tobacco, and dangerous drugs, and the family life are also covered in this course.

Physical Education

The Physical Education program provides students with the opportunity to develop skills and to participate in a variety of activities associated with the individual or the team concept. The following activities are scheduled in the physical education classes: basketball, soccer, touch football, volleyball, softball, table tennis, badminton, aerobics, wrestling, weight training, running, bowling, general physical fitness, and fitness testing. All Physical Education classes are co-educational and concentrated on “life” sports. Physical Education classes are scheduled daily for one semester and are required each year as a part of the graduation requirements. Students must successfully pass Physical Education each year and Physical Education cannot be made-up during the regular school year.

English Language Arts – 4 credits

English Language Arts 9

The English language arts curriculum is organized into four required courses that correlate with the Pennsylvania core standards. Students read and analyze short stories and nonfiction selections. Skills of focus with real world connection such as compare and contrast, theme, context clues and summarizing are an integral part of this course. Each year, creation of short and long term projects will add to not only learning about teamwork, but enhance communication skills as well. The courses will also cover a chosen novel and assess student reading and grammar skills, vocabulary techniques, literary devices, and the Keystone practice skills needed in preparation for Keystone testing, college placement, and the 21st century workplace.

English Language Arts 10

English 10 is the second of four required state standard-based language arts courses. This course continues teaching the concepts of the elements of a story. Each element is examined in more depth by analyzing short stories and novels. Studies will include other types of literature, including nonfiction, drama, and poetry. Students will consider the narrator and voice in stories and analyze different works to determine point of view, evaluate symbolism, make predictions, and look at choice of words, suspense, theme, and mood of a piece. In grade 10, students will write a short story/speech that involves purpose, structure, grammar conventions, drafting, editing, and presenting. A more in depth look at Keystone practice skills and testing is another important factor on this level as students will take the test in the Spring.

English Language Arts 11

English 11 course introduces and explores American literature. In this course, students become acquainted with important historical events. They will read an assortment of texts (both fiction and non-fiction) and expound on the ideas of theme and values within the texts. They will craft an assessment of the way literature reflects history. Students will also have a novel study in which they will understand the plot and character motivations, historic time period of the novel, and devices and techniques that increase tension and suspense in the story. Specific focus of literary elements as well as the creation of project based learning is an essential part of this course.

English Language Arts 12

This senior course uses a combination of writing exercises, research, and the examination of British literature. Students continue to understand writing conventions, the difference between formal and informal writing, the research process, and MLA format. Students explore and draw inferences from the language used and look for cultural connections made in the transition. Students analyze historic and cultural significance of the English Renaissance period. The Anglo-Saxon period is also introduced and analyzed in an epic poem. A vocabulary and literary term lesson focuses on the vocabulary of the time period and the devices used in the poem. They will consider period themes reflected in the poem. During the Medieval period, societal issues will be explored. A novel study will round out the course.

Elective- Early College- ENG 031/ENG 101

Students will first be enrolled in ENG 031 where the focus is proper grammar and sentence construction. The ultimate goal is to prepare students to write a multiple paragraph essay known as the Writing Assessment Test (WAT). This assessment will show writing that is clear, functional and effective. This is a timed assessment that is mandatory to pass in order to be accepted into ENG 101.

The focus of ENG 101 includes principles of rhetoric, grammar and usage, the development of vocabulary and extensive use of selected reading materials. Study of research methods are stressed as fundamentals in the writing of themes as well as extended papers. Students will be required to produce a selective process-oriented digital portfolio as part of the course.

Social Studies – 3 credits

History 9 – American History

Required as a ninth grade course, American Cultures will present students with a chronological history of the United States, from Civil War Reconstruction through World War II. Throughout our study, American Cultures will emphasize important themes, such as forging a national identity from a diverse population, emphasizing the strengths and weakness of our democratic institutions, improving our knowledge of the economic and technological systems and the effect of these themes on the American experience of today. American Cultures will also demonstrate the connections of history of fine arts, literature, music, and science. Also, American Cultures will demonstrate the multicultural contributions of individuals to the American life experience.

History 10 – Civics/American Government

Required as a tenth grade course, Civics/ American Government will focus upon the documents of freedom and the function of the legislative, executive, and judicial branches of the federal and state level. It will introduce the principles of our society's free market economy and basic consumer skills including negotiating and money management. This understanding will lead the student to a better understanding of civic responsibility and their role as participating citizens of the United States. Students will focus on responsibilities as citizens not just rights.

History 11 – World Cultures

A required eleventh grade course, World Cultures will enable the student to acknowledge the cultural diversity of the United States and the world. This multicultural approach strives for a more complex understanding and more sensitivity to issues of diversity, (race, ethnic background, gender, religion, and social-economic status). To accomplish this, the student will study seven regional units. In each regional unit the student will learn about the region's geography, history, traditions, economics, and the daily life, as well as the role of the region in the world today fitting into an overall theme of the development of the global community.

Elective - American History 12

American History (1939-Present) will examine a wide-variety of topics (listed below) focusing on the wars in each country, but also including other significant events that were occurring in the United States as well. Maps on European, Asian, and Middle Eastern Geography will also be included in this course (students will know the layout of countries in all of these areas of the world).

- The 1930s – The Great Depression
- The 1940s – World War II
- The 1940s – After World War II (The Holocaust)
- The 1950s – Korean War
- The 1960s - Vietnam War
- The 1970s – 1980s – The Cold War
- The 1990s – Operation Desert Storm
- 21st Century- War in Iraq

Early College – Western Civilization I (11th Grade)

This course is survey of the main stages of the history of western civilization up to the beginning of the 17th century. It emphasizes the concepts, forces, ideas, events, and people that shaped the complex dimensions of the contemporary world. After a brief consideration of the earliest civilization phase, the course explores the classical period, from about 1000 B.C. to 500 A.D., the spread of civilization period, 500 to 1400 A.D., and the spread of the Renaissance and Reformation.

Early College – American History from 1865 – Present (12th Grade)

This survey course will focus on the development of the United States from the Reconstruction Era to the present. Emphasis will be given to late nineteenth and twentieth century industrialization, the expansion of government, the emergence of the industrial-urban society, and America's status as a world power.

Mathematics – 3 credits

Algebra A

Algebra A topics include properties of real numbers (introduction to number systems, comparing and ordering real numbers, operations with real numbers, and the distributive property), simplifying expressions (square roots, GCF/LCM, exponents, absolute value), linear equations, linear inequalities, graphing linear equations and linear inequalities, using coordinate planes, systems of linear equations and inequalities (solutions by graphing, substitution, and elimination method), polynomials(products of binomials, factoring fractions, and fractional equations), and functions.

Algebra B

Algebra B topics include operations and equations, graphing linear equations, solving systems of linear equations (graphically and elimination of variables) products, factoring, solving quadratic equations, graphing conic sections, and rational number calculations. The trigonometry portion of this course deals with an introduction to the six trigonometric functions solving triangles, radian measure, graphing the trigonometric functions, and solving fundamental identities using the six trigonometric functions.

Geometry

A course offered to students who have passed Algebra A and Algebra B, geometry deals with problems involving two dimensional aspects of a line, angles, rectangles, triangles, and circles. Three dimensional concepts such as volume of prisms, pyramids, and spheres are also explored. Through these problems the inductive and deductive methods of reasoning are also introduced through problem solving.

Calculus

Calculus is an advanced level math course open to juniors and seniors who have passed Algebra A, Algebra B, and Geometry. This course deals with functions, limits, differentiation, integration, maximum and minimum values of a function, methods of differentiation, trigonometric, logarithmic and exponential functions as well as applications of Calculus.

Topics in College Algebra – Algebra III

Topics in College Algebra is an advanced level math course open to juniors and seniors who have passed Algebra A, Algebra B, and Geometry. This course deals with the real number system, operations involving radicals, operations involving polynomials, linear equations, linear inequalities, quadratic equations, operations of functions, quadratic functions, linear functions, exponential functions, and logarithms.

Particular Topics in Foundation Math

This course may be taken by a 12th grade student. This course is a review of basic math skills. Topics will include but are not limited to adding, subtracting, multiplying, dividing, fractions, equations, check writing, conversions, percentages, and other pre-algebra problems.

Science – 3 credits

General Science

General Science is an introductory science course that develops a foundation in physical and life science. The major goals of the program are (1) to demonstrate the relevance of science to the everyday lives of students, (2) to develop reading comprehension skills, (3) to increase the student's problem-solving skills, (4) to provide science content that is developmentally appropriate, (5) to integrate science concepts with easy-to-use technology, and (6) to relate science concepts to technology areas.

Chemistry

Chemistry is the science that makes the connection between microscopic and macroscopic worlds. It is an advanced level science course that covers fundamental core chemistry topics such as, structure of atoms, structure and properties of matter, chemical reactions, and interactions between energy and matter. The emphasis is on hands-on/minds-on learning, critical thinking, and scientific inquiry. Topics are related to various technology areas and provide a foundation for further educational/occupational endeavors.

Biology I

Biology I is an introductory course designed to familiarize students with the fundamental aspects of living organisms. The course covers cellular structure and function, genetics, ecology, mammals and animal behavior with the greatest emphasis on cell structure and physiology. There is a continual emphasis on applying the scientific method throughout the course.

Biology II

Biology II is offered as an elective to those students who have completed Biology I, and for those students who require a more extensive biology background for their technology area. Ecology and environmental science, microorganism and pathology, and human anatomy are covered. The ten major systems of the human body are explored in great detail, ie. Muscular, digestive, and integumentary systems, etc.

Advanced General Science

Advanced General Science is a follow-up course to the introductory course of General Science. We begin the year by studying topics related to dynamics, such as velocity, acceleration, and momentum. We then discuss how to calculate the force and pressure that objects experience. At the midpoint of this course we explore the topic of energy and specifically compare potential and kinetic energy. Students will also learn about differences between heat and temperature. The students are also introduced to waves and electricity in this course. Students will learn how to read simple schematic diagrams and be able to compare and contrast between series circuits and parallel circuits.

Elective - Astronomy

In this class we will study the history of astronomy. Students will learn about predictions made by the earliest of observers and which theories have stood the test of time and why others have been proven wrong. We will study each planet in depth and the moons and rings that orbit each of these celestial bodies. The students will also research our moon landings and make predictions about the infamous Apollo 11 mission. We will also study galaxies, constellations, and stars and their life cycles. This class will be concluded by studying what current astronomers are researching and working on in the field and by looking at where the future of astronomy is headed.

Early College - Science

Historical development and significance of major concepts and theories with emphasis on the nature of physical science and its role in modern life; stresses elements of physics and chemistry with topics from organic chemistry and modern physics also included. An introduction to basic principles in physics and chemistry. Some of the topics covered are Newton's laws of motion, energy, and thermal properties of matter, electricity, and nuclear reactions.

*** This class is a dual enrollment class, where the student earns both a high school science credit and 3 credits through Luzerne County Community College.

Credit Requirements and Course Sequences

<u>Course</u>	<u>Credit Hours</u>
<u>Grade 9</u>	
English 9	1.00
History 9	1.00
Math	1.00
General Science or Biology I	1.00
Physical Education	.25
Career & Technology Program	3.75
Total Credit Hours	8.00 Credits
<u>Grade 10</u>	
English 10	1.00
History 10	1.00
Math	1.00
General Science or Biology I	1.00
Physical Education	.25
Career & Technology Program	3.75
Total Credit Hours	8.00 Credits
<u>Grade 11</u>	
English 11	1.00
History 11	1.00
Math	1.00
Science	1.00
Physical Education/Health	.50
Career & Technology Program	3.50
Total Credit Hours	8.00 Credits
<u>Grade 12</u>	
English 12	1.00
Senior Experience Enrichment	1.00
Elective*	1.00
Family & Consumer Sciences	1.00
Physical Education	.25
Career & Technology Program	3.75
Total Credit Hours	8.00 Credits

Academic Credit Requirements for Graduation

<u>Course</u>	<u>Credit Requirement</u>
<i>English Language Arts</i>	4.00
<i>Social Studies</i>	3.00
<i>Math</i>	3.00
<i>Science</i>	3.00
<i>Senior Experience Enrichment</i>	1.00
<i>Physical Education</i>	1.00
<i>Health</i>	.25
<i>Elective</i>	1.00
<i>Family & Consumer Science</i>	1.00
Total Academic Credits	17.75 Credits

*Students entering WSCTC as freshmen or sophomores **must pass a minimum of three years of their career and technology program.***

*Students entering WSCTC as juniors **must pass a minimum of two years of their career and technology program.***

West Side CTC does not admit seniors unless they are direct transfers from another career and technology center with a direct career and technology program match.

WSCTC Admissions Procedure

Students interested in attending West Side Career and Technology Center must complete an application which is available at the Guidance Office of the home school district and online at <http://wsctc.net/students/admission.html>. The application (provided with a checklist of requirements on the first page) must be completed by the parent/guardian and submitted to the student's guidance counselor so that they can include all paperwork that is required by them to process the application. The application deadline for the home school district to submit applications to West Side CTC is April 15th.

***If there is any paperwork or documentation missing from the application will NOT be accepted and will be returned to the guidance department at the sending district.**

After April 15th, students may still obtain an application through their home school district and have the ability to submit documentation until August 1st with the understanding that the procedures discussed above are followed. Any application submitted after August 1st will require Administration approval. Please note that students who complete an application during this time period will in some instances have a more difficult time being placed into their desired career and technology choices due to availability.

All students entering West Side CTC must have successfully completed adequate credits to be promoted to ninth grade. These credits must include three (3) core academic subjects (English/Language Arts, Mathematics, Science or Social Studies).

Students are not guaranteed their first career choice as program selection is not done on a first come/first served basis. West Side CTC believes that passing grades, attendance, punctuality, and appropriate behavior are important not only to successfully enter to post-secondary education but to be successfully employed in their career field of choice. As a result, the selection process for acceptance into the school will be determined by, but not limited to, credit requirements, attendance/punctuality, academic involvement, behavioral infractions and standardized test results.

It is highly recommended that all part-time students that attend West Side CTC are scheduled during their grade level appropriate CTE time; 9th and 10th grade attend West Side CTC in the AM and 11th and 12th grade attend in the PM. If the district feels they will not be able to accommodate the student's schedule, the district must inform West Side CTC by June 30th so the schedule may be changed otherwise West Side CTC cannot guarantee the student will be placed in their career and technology choice due to lab availability.

District Requirements

Once the application is submitted to the sending district, the Guidance Secretary is responsible to obtain all documentation required (outlined on first page of application) along with the student's discipline record and custody papers (if applicable).

Applications are to be collected and submitted no later than April 15th and will be picked up by West Side CTC Co-operative Education Instructor, Tracy Faux. If applications are submitted after the April 15th deadline, the Guidance Secretary is to call the Co-op Instructor on a weekly basis for pick-up until the end of the school year.

All students must be registered with their District of Residence in order to be eligible to apply to West Side CTC.

Application Acceptance Procedure

Once the applications are received by West Side CTC, they will be submitted to Danette Mynes, Child Accounting, to be assessed for missing paperwork and documentation and then pre-registered in the computer system.

After pre-registration, Jerry Ogurkis, Guidance Counselor, will review the student's file to check transcript and make any necessary changes to the student's schedule.

West Side CTC Contact Information

#570-288-8493

www.wsctc.net

Jerry Ogurkis, Guidance Counselor
Tracey Faux, Co-op Instructor
Danette Mynes, Child Accounting

Ext. 126
Ext. 203
Ext. 130

Special Education Registration

When special education students are being considered for a program, a representative of West Side CTC will be part of the IEP process of the sending school district to help determine an appropriate program. It is required that a meeting is held to review the IEP and the needs of the students to ensure all needed supports and services are in place prior to the start of school.

Special education students will not be placed in a career and technology program at West Side CTC until all documents and procedures have been completed and the IEP has been received in the guidance department.

CTE: Learning that works for America™

Nationwide, Career Technical Education (CTE) programs are changing, evolving and innovating to better serve the country's needs. CTE is preparing students of all ages to help drive America's success and vitality. Further, it is creating an educational environment that integrates core academics with real-world relevance. CTE is leading this change, transforming expectations and making a difference for students, for secondary and postsecondary schools, for businesses and industry—for America.

West Side Career & Technology Center.... A Technology Center That Works!