Dear Student,

The educational programs described in this booklet were designed by the Ocean County Vocational Technical School to prepare you for entrance into the career of your choice. Selection of a program to meet your needs, interests and abilities is of the utmost importance for your success at the vocational schools. Carefully study the course offerings while keeping in mind that the district's mission is to prepare students for job placement or further education leading to successful employment.

The Ocean County Vocational Technical School strives to help individuals in their efforts to become responsible citizens by offering a learning environment that provides knowledge, skills and values. We stress the development of sound character, good citizenship, the ability to think critically and the desire to achieve a high level of craftsmanship, as well as equipping you with the skills of your trade.

We are happy to hear that you are considering entrance to our school. You will be attending classes with students who know where they are going and how they are getting there. They have chosen to train for their future as skilled technicians and tradespeople.

On behalf of the Board of Education, I wish you the best of success in any endeavor you choose.

Sincerely,

William P. Hoey, Jr.
Superintendent
OCVTs: Meeting Special Needs in Special Ways

Ocean County Vocational Technical School is proud of the accomplishments we have achieved in providing vocational training programs for students with special educational needs. OCVTS offers shared-time (half day) specialized vocational training programs for Special Needs students at four of our six vocational centers. Our goals are to prepare Special Needs students for the world of work and obtain skills for daily living.

School to Work Transition

The OCVTS Transitioning Program consists of a variety of activities to better prepare students in making the transition to life after high school. Our school-based learning programs are reinforced with a work-based learning component. Depending on their age and grade level, students participate in tours, job shadowing, job sampling, community service projects and other related activities. Students in their senior year complete a Job Readiness Workbook. Graduating seniors receive a resume highlighting their skills, education, activities, and work history. All graduating seniors and their parents are encouraged to attend our Senior Parent Transition Night. Key community agencies attend and answer the big question, “How can we help you now?” Transitioning at OCVTS is a collaborative effort between our staff, our students, their parents, and community agencies. By working together ...everyone benefits

Cooperative Education

Qualified or second year students may be eligible for one of our cooperative work programs. Students are placed in jobs directly related to their course of study while they continue to earn credits towards their certification. This program is generally set up so that students attend their vocational school a minimum of one day a week and develop their skills on the job the other four days. This cooperative program involves students, parents, employers, the home school and the vocational school. This program permits a smooth transition from school-based learning and paid employment.

Vocational Evaluation

The Evaluation process provides individuals, grades eight through twelve, with the opportunity to participate in a work-oriented environment that is designed to determine the individual’s interests, abilities and aptitudes. The process identifies an appropriate vocational cluster for the individual.

Vocational Individual Education Plan (VIEP)

A complete report is submitted to the home school for each student. This report indicates the strengths, interests and weaknesses of each student based upon his/her performance and experience at the Evaluations Unit. Recommendations are made to help the home school formulate a specific career plan for each student.

Program Length

This program will provide comprehensive evaluation and a meaningful experience for the participating students. The Evaluation Unit operates on a shared-time concept (half day at the home school - half day at the unit). The evaluation process generally takes up to seven days to complete.

Job Shadowing/Internship

The Ocean County Vocational Technical School has designed a Job Shadowing/Internship/Job Sampling agreement with many Ocean County employers. We take pride in the ever-growing number of businesses that have joined our educational family; thereby, affording our students the opportunity to have work-based learning activities. This agreement is designed to help our students with the transition from formal education to employment through the utilization of actual on-the-job experiences.

Life’s a Journey...
Better get good directions
AUTO COLLISION/WELDING
This program stresses the basic jobs, operations and skills needed in the collision repair of automobiles and trucks. Students will gain a thorough knowledge of tools, materials and equipment used by auto body technicians. Emphasis is placed on mastering basic skills in the auto body and welding industry.

AUTO SERVICING/INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
This program stresses the basic jobs, operation and skills needed in the servicing, diagnosis and repair of automobiles. Students will gain a thorough knowledge of tools, materials and equipment used by auto mechanics. Basic program activities include: oil changes, brakes, tire repair, exhaust pipe bending and general vehicle service.

BUILDING MAINTENANCE
Maintenance technicians repair and maintain physical structures of commercial and industrial facilities. Instruction in the program includes basic carpentry and masonry. Students also learn painting, floor cleaning and basic custodial duties.

CABINETMAKING
Instruction in this program enables students to learn the basics of detailed finished millwork and cabinetmaking through hands-on activities and projects. In cabinetmaking, students learn to design, use power and hand tools and operate woodworking machines.

CONSTRUCTION TRADES
Students in this program learn the basic skills and knowledge needed in the areas of carpentry and home construction. It incorporates the use of hand and power tools, and the operation of common trade equipment and their accessories. Instruction includes roofing, cabinetmaking and general construction.

CULINARY ESSENTIALS
The goal of this class is to help students to better understand and attain the necessary skills to be employed in the Culinary Arts industry. This program will allow students to explore several areas of the culinary profession including baking, hot food preparation, sandwich and salad preparation. We will also explore a variety of ethnic and cultural cooking techniques and recipes. Menu development and food pricing is also an important component of this class.

HOSPITALITY/BASIC FOOD SERVICES
This program affords the students the opportunity to service the public. Students will receive hands-on experience learning front-end and back-end operations of a restaurant. To best prepare our students for employment in this industry, they will perform a wide array of job duties including basic baking, sauteing, breakfast cooking and grilling, menu planning, hosting, bussing tables and serving patrons. An in-school restaurant will be operational, serving a limited menu. Instruction will focus on food preparation, use of equipment and sanitation. Customer service skills are also a component of this food service program.

INTRODUCTION TO CULINARY ARTS
This course develops skills in the culinary arts and prepares students for the many occupations available in the restaurant industry. Instruction emphasizes understanding essential cooking techniques. Instruction also includes food sanitation, nutrition and use of equipment. In the school restaurant setting, students prepare and execute a daily menu and learn front-end and back-end operations of the restaurant.
INTRODUCTION TO COMPUTER HARDWARE
Introduction to Computer Hardware focuses on all the hardware and procedures needed to build and run a computer. Students in class learn all the computer parts in a hands-on lab environment. Students will build their own computer and learn how to install operating systems and software.

INTRODUCTION TO EMPLOYMENT ORIENTATION PROGRAMS
The vision of this program is to identify unique strengths of all students as they discover their true potential. Major program activities include improving daily functioning, nurturing personal growth and identifying those strengths needed for successful employment. The program objective is to assist students in making a smooth transition into employment orientation classes.

INTRODUCTION TO GREENSCAPING
Instruction in the program includes providing cost-efficient and environmental friendly solutions for landscaping, preserving natural resources and preventing pollution and waste, exploring solutions to reducing your carbon imprint. Students in this class learn about eco-friendly and green goods and services, agri-tourism, naturescaping and other methods which allow people and nature to coexist. The program includes many hands-on experiences in both the science lab and in the field.

INTRODUCTION TO HEALTH CAREERS
This program is designed to provide students with work-based learning experience and training associated with occupational titles such as: home health aide and certified nurse aide. Information is offered in the areas of: dental assistant, medical assistant and first aid skills. Students have the opportunity to participate in job shadowing activities at local health care facilities to help in the transition from school to work.

INTRODUCTION TO INFORMATION TECHNOLOGY
This program introduces students to office skills. Students will use various programs, such as Windows, Excel, Print Shop Deluxe and Print Master Platinum. Students will also be exposed to the GIS (Geographic Information System) software. Projects using the digital camera, scanners, copiers, database management and GIS software will be incorporated. Students will develop work-readiness skills in the areas of computers, office work and data management.

PRINCIPLES OF TRANSPORTATION MECHANICS
The curriculum will focus on mechanical knowledge designed to transition appropriate pupils to transportation-related programs after one year of study. Transition opportunities exist in Special Needs and regular auto mechanics programs, auto/diesel engine mechanics programs and the motorsports technology program. Some related activities in the curriculum will include engine diagnostics, hand tool and power tool use, engine tune-ups, shop and tool safety, wheel and bearing maintenance, charging system diagnostics and repair, basic electrical wiring, basic brake repairs and engine servicing.

INTRODUCTION TO MULTIMEDIA
This course introduces students to multimedia principals and equipment as well as concentrating on the industry standard software for graphics and video editing. Students will learn to operate equipments such as scanners, printers, digital cameras (still and video) and computers that are used in the multimedia field. Hands on experience is also gained through projects on various multimedia software to give students a well rounded introduction to the field of multimedia. Students will become proficient in the use of industry standard software while learning a wide range of selection and manipulation techniques that can be applied to photos, graphics, and videos. Design principals will be discussed and implemented through the use of student projects.
RETAIL STORE OPERATIONS/ MARKETING
This program is designed to introduce or strengthen students’ knowledge of work place readiness skills in retail. With the use of classroom instruction and hands-on training in our in-house Food Market, the students will learn the basics of retail food store operations from start to finish. This includes stocking and selling products, store maintenance and front end operations such as cashiering, bagging and customer service. Students will also learn about skills for seeking employment (applications, resumes, cover letters, and interviewing) and the proper work habits/ethics that go hand-in-hand with the skills to do the job. Many job opportunities await in the world of retail. With this program, the skills and knowledge learned can be applied to any retail store environment.

SERVICE OCCUPATIONS
This course involves the major aspects of working in service industries. Instruction touches on housekeeping, clerical, custodial, child care, food service and cosmetology. Emphasis is placed on human-relations skills and good-work attitudes. Students participate in a job-shadowing program with local employers.

SMALL ENGINES TECHNICIAN
EO Small Engines Technician introduces students to the world of small engines, such as those typically used in go-karts, mopeds, motorcycles, out board engines, lawn mowers and grass edgers. Students will learn the skills needed to diagnose and repair these types of small engines, gaining a thorough knowledge of the tools, materials and equipment that are used by technicians in the field. Students will also be exposed to basic vehicle maintenance, basic auto body repair, welding and fabrication principals. Transition possibilities exist to all Special Needs and regular Automotive Programs, as well as Motorsports Technology and Marine Trades.

EMPLOYMENT ORIENTATION PROGRAM LOCATOR CHART

BRICK CENTER
Introduction to Culinary Arts
Building Maintenance
Construction Trades
Culinary Essentials
Introduction to Auto Technology
Introduction to Employment Orientation Programs (PM)
Introduction to Information Technology
Introduction to Multimedia
Service Occupations (AM)
Small Engines Technician

JACKSON CENTER
Auto Collision/Welding
Cabinetmaking (AM)
Introduction to Greenscaping (AM)
Introduction to Employment Orientation Programs (PM)
Service Occupations (AM)

WARETOWN CENTER
Auto Servicing
Hospitality/Basic Food Services
Introduction to Employment Orientation Programs (PM)
Service Occupations (AM)

TOMS RIVER CENTER
Introduction to Health Careers
Introduction to Computer Hardware (PM)
Principles of Transportation Mechanics (AM)
Retail Store Operations/Marketing

All programs are AM and PM except where noted.
RELATED ACADEMICS
Related academics are implemented within each of the Employment Orientation programs. This enables the special needs student to gain the Math and English skills necessary to succeed in a chosen field.

STUDENT ACTIVITIES
Students who attend OCVTS may participate in several state and vocational organizations that promote leadership development and skill recognition. Some of these groups sponsor state and national level contests. In the past, our students have earned gold, silver and bronze medals for their outstanding achievements.

Special Services Admissions Office: 732.473.3100 ext. 3326
Visit our website at www.ocvts.org

Mission Statement
The mission of the Ocean County Vocational Technical School system is to prepare students for job placement or further education leading to successful employment. We develop partnerships with affiliated schools, parents, business, industry and community agencies to create and deliver opportunities for students to participate in quality occupational programs and support services. These programs and services are designed to meet the needs of high school students and adult learners, as well as the requirements of employers, colleges, technical schools and the community. All students will achieve the New Jersey Core Curriculum Content Standards at all grade levels.

Our most important products are our quality graduates and our most important service is to provide them with skills for a lifetime. We measure our success by: enrollment in our programs; student attainment of marketable occupational skills; graduates capable and desirous of life-long learning; employer and graduate satisfaction; cost effectiveness of our total system; achievement of our graduates; and organizational and individual recognition and awards received.

It is the policy of the Board of Education of Ocean County Vocational Technical School not to discriminate in its technical programs, vocational opportunities, activities, employment practices or admission policies and practices on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional and sexual orientation, disability or social or economic status. Lack of English language skills will not be a deterrent to admission to any program at the Ocean County Vocational Technical School.

Inquiries regarding affirmative action, discrimination (including Federal Title IX requirements), sexual harassment or equity should be directed to:
Nancy Weber-Loeffert, Title IX/Affirmative Action Officer, 732.240.6414 (ext. 3332)
Nancy Weber-Loeffert, Division of Child Protection and Permanency District Liaison, 732.240.6414 (ext. 3332)
Thomas McInerney, Federal Section 504 Officer, 732.286.5660 (ext. 3412)
Kevin Dineen, Americans with Disabilities Act (ADA) Officer, 732.473.3100 (ext. 3123)
Life’s a Journey...Better Get Good Directions

OCVTS Special Services
732.473.3100 ext. 3326

WWW.OCVTS.ORG