The Morris County Vocational School District

SHARE TIME PROGRAMS

Morris County School of Technology
400 East Main Street ~ Denville, NJ 07834
Tel: 973-627-4600 ext. 277
www.mcvts.org

The Morris County Vocational School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation.
1. **Is there tuition cost to attend a Share Time Program?**  
   The tuition is paid by the student’s home school district. There is no cost to the parents.

2. **Transportation to MCST**  
The home school district is responsible to provide transportation to and from MCST. There is no cost to the parents for this service.

3. **What are the school hours?**  
   AM Session is from 8:00-10:40 AM  
   PM Session is from 12:10-2:50 PM

4. **Who should apply to the Fundamentals Program?**  
   Students with IEP’s who are looking for a self contained environment and smaller class size

5. **If my child has an IEP or 504 Plan can they apply to any of the programs?**  
   Yes, all Share Time programs accept students with IEP’s.

6. **What is the admission process?**  
1. Parent/Guardian complete online application at [www.mcvts.org](http://www.mcvts.org), click the Admissions tab. Application deadline is March 31, 2016.  
2. Print and Sign Parent Release Form. Submit to High School Counselor.  
3. High School will submit the remainder of the online application.  
4. Applicants will be asked to attend a shadow/interview.  
5. All applicants will receive notification of acceptance, waiting list, or non acceptance via email that was provided on the application.  
6. Home school districts will be notified of candidates who have accepted a seat at MCVSD.

7. **What is the admissions process for Fundamentals programs?**  
1. Case Manager completes online application at [www.mcvts.org](http://www.mcvts.org), click the Admissions tab, and choose Fundamentals. Application deadline is March 31, 2016.  
2. Print and Sign Parent Release Form. Submit to Parent/Guardian for signature.  
3. Applicants will be asked to attend a shadow/interview.  
4. All applicants will receive notification of acceptance, waiting list, or non acceptance via email that was provided on the application.  
5. Home school districts will be notified of candidates who have accepted a seat at MCVSD.
The Auto Body and Collision Repair program exposes students to the essential concepts and principles of automotive structural repair and paint refinishing. Students learn knowledge and skills required to perform high quality, comprehensive, and safe collision repairs using industry recognized I-CAR education programs. Students have the opportunity to earn I-CAR and NATEF certifications and credentials.

**PROGRAM OVERVIEW**

- Tool and Shop Safety
- Structural Repairs
- Paint Refinishing
- Restoration
- Custom Painting/Custom Finishes
- Paint Mixing Formulas
- Estimating Fees
- Cost Analysis & Efficiency
- Metal and Plastic Repair
- Spot Welding/Resistance Welding
- Vehicle Preparation
- Customer Service
- Itemizing Invoices
- Accurate Record Keeping
- Experience in Industry Standard Paint Booth
- OEM Finish/Detail & Polishing
- Applied Science Concepts
- Applied Math Concepts

**HIGH SCHOOL CREDITS EARNED:**

- Career and Technical Education Program = 20 Credits

**STUDENTS WHO COMPLETED THE AUTO BODY & COLLISION REPAIR PROGRAM**

pursued post-secondary education and/or employment as auto body technicians, collision repair technicians, and automotive painters.

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**ALL INQUIRIES PERTAINING TO PRE-ADMISSION SHOULD BE SUBMITTED TO**

Gina DiDomenico, Student Recruitment and Community Relations

**Email:** didomenicog@mcvts.org  **Phone:** 973-627-4600 ext.277
Program Overview

- Tool and Shop Safety
- Automotive Systems
- Electrical Systems
- Engine Performance
- Steering and Suspension
- Braking Systems
- Customer Service
- Troubleshoot Automotive Problems
- Computer Diagnostics
- Itemizing Invoices
- Accurate Record Keeping
- Cost Analysis and Efficiency
- Oil Changes
- Tire Rotations
- General Maintenance
- Applied Math Concepts
- Applied Science Concepts

High School Credits Earned:
- Career and Technical Education Program = 20 Credits

Students will be required to:
- Read and Comprehend Information at the high school level
- Follow Multi-step directions
- Work collaboratively in groups
- Develop career readiness skills
- Apply problem solving and critical thinking skills
- Engage in classroom lessons related to automotive theory and apply concepts to hands-on activities

The Auto Service Technology program exposes students to essential concepts and principles of automotive mechanics. Students learn the key components of the automotive systems, including braking, electrical, steering and suspension, and engine performance using industry recognized ASE education programs. The program is NATEF accredited and the instructors are ASE certified. Students have the opportunity to earn NATEF, Hunter, and Snap-On certifications and credentials.

Program Overview

Students who completed the Auto Service Program pursued post-secondary education and/or employment as auto technicians, specialty technicians, and automotive service managers.

All inquiries pertaining to pre-admission should be submitted to
Gina DiDomenico, Student Recruitment and Community Relations
Email: didomenicog@mcvts.org  Phone: 973-627-4600 ext.277
The Computer Aided Design and Drafting program exposes students to essential concepts and principles of technical drafting and 3D design and animation. Students learn how to transform mechanical and architectural drawings into 3D designs, including buildings, characters and scenes using 3D software. Students use the 3D printer to produce actual prototypes of the designs they created.

PROGRAM OVERVIEW

- Technical Drafting
- 3D Design and Animation
- Interpretation of mechanical and architectural designs
- AutoCAD Software
- Autodesk Inventor Software
- Revit Architecture Software
- 3D Studio Max Software
- Advanced Customization
- Photo-realistic 3D graphics
- 3D Printing
- Designing and Manufacturing Parts
- Create Scale Drawings
- Interpret Blue Prints
- OSHA 10 Training and Certification
- Applied Math Concepts

Students will be required to:

- Read and comprehend information at the high school level
- Follow multi-step directions
- Utilize visual - spatial skills to interpret designs and animation
- Apply basic math skills to solve problems
- Interpret and create scale drawings and blue prints

HIGH SCHOOL CREDITS EARNED:

- Career and Technical Education Program = 20 Credits

Students who meet the NOCTI criteria may earn college credits.

STUDENTS WHO COMPLETED THE COMPUTER AIDED DESIGN AND DRAFTING PROGRAM pursued post-secondary education and/or employment as designers, 3D modelers and animators, and blueprint drafters.

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CARPENTRY

Share Time Program for High School Junior and Seniors

The Carpentry program exposes students to the construction process from the ground up, with an emphasis on project based learning experiences. Students learn the technologies and skills needed to construct residential and light commercial buildings common in today’s environment. Upon completion, students have the opportunity to earn entrance into the local carpenter’s union.

PROGRAM OVERVIEW

- Tool and Shop Safety
- Building Codes and Permits
- Site Layout
- Footings and Foundations
- Installing and Finishing Sheetrock
- Transit and Concrete Wall Forms
- Column Forms
- Step and Landing Forms
- Structural Framing (floor, wall, roof, common rafters)
- Blue Print Reading
- Project Estimates and Proposals
- Stair Building
- Furniture Making
- Exterior and Interior Finishes and Trim
- Complex Roof Frames (hip, valley, jack rafters)
- Energy Conservation and Efficiency
- OSHA 10 Training and Certification
- Applied Math Concepts

Students will be required to:

- Perform basic math operations
- Calculate percents and square roots
- Work with fractions and decimals
- Interpret measurements
- Apply formulas for area and volume
- Interpret scale drawings and blueprints

**HIGH SCHOOL CREDITS EARNED:**

- Career and Technical Education Program = 20 Credits

- Students who meet the NOCTI criteria may earn college credits.

STUDENTS WHO COMPLETED THE CARPENTRY PROGRAM

pursued post-secondary education in architecture, project management, engineering and business administration, apprenticeship, and/or employment with general contractors and local carpenters unions.

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COSMETOLOGY

Share Time Program for High School Junior and Seniors

The Cosmetology program exposes students to essential concepts and principles of cosmetology and hair styling. Students learn the principal components of salon operations, including hair, skin, and nail care. Students have the opportunity to earn a New Jersey State Board of Cosmetology and Hairstyling License.

PROGRAM OVERVIEW

- Hair Cutting & Styling
- Highlighting and Coloring
- Keratin Relaxers
- Client Consultations
- Shampooing Techniques
- Waxing
- Facials
- Manicures and Pedicures
- Acrylic, UV Gels and Nail Tip Applications
- Customer Service
- Salon Management
- Barbering
- Straight razor shaves
- Make-Up Design
- Applied Science Concepts

Students will be required to:

- Read and comprehend information at the high school level
- Apply knowledge of chemistry, anatomy and physical science
- Meet NJ State Requirements for classroom instruction (1,000 hours)
- Utilize fine motor skills with precision
- Develop time management skills

- HIGH SCHOOL CREDITS EARNED:
  - Career and Technical Education Program = 20 Credits

STUDENTS WHO COMPLETED THE COSMETOLOGY PROGRAM

pursued post-secondary education and/or employment as cosmetologists, hairstylists, hair color specialists, make-up artists, beauty care consultants, product distributors, industry educators, cosmetology instructors and salon owners.

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ELECTRICAL TRADES

Share Time Program for High School Junior and Seniors

The Electrical Trades program exposes students to the essential concepts and principles of residential and commercial electrical systems. Students learn knowledge and skills required to perform the functions of an electrician, including wiring, motor controls, telecommunications, alarm systems, computer installations, and fiber optics. Upon completion, students have the opportunity to advance their studies and pursue apprenticeship through participation in Morris County Vocational School District’s continuing education program or the program at Pennsylvania College of Technology (Penn State University).

PROGRAM OVERVIEW

- Tool and Shop Safety
- Residential and Commercial Wiring
- Motor Controls
- Telecommunications
- Computer Networking
- Low Voltage Wiring
- Alarm Systems
- Fiber Optics
- Customer Service
- Cost Analysis and Efficiency
- Career Exploration
- Electrical Codes and Permits
- OSHA 10 Training and Certification
- Applied Math Concepts
- Applied Science Concepts

Students will be required to:
- Read and comprehend information at the high school level
- Initiate tasks independently
- Follow multi-step directions
- Apply related math concepts
- Work collaboratively

· HIGH SCHOOL CREDITS EARNED:
  - Career and Technical Education Program = 20 Credits

· Students who meet the NOCTI criteria may earn college credits.

STUDENTS WHO COMPLETED THE ELECTRICAL TRADES PROGRAM
pursued post-secondary education and/or employment as electricians, electrical helpers, utility workers, and union apprentices.

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**PLUMBING & PIPEFITTING**

*Share Time Program for High School Junior and Seniors*

The Plumbing and Pipefitting program exposes students to the essential concepts and principles of plumbing, pipefitting, and heating in residential and commercial environments. Students learn the knowledge and skills required to perform the functions of plumbers and pipefitters, including drafting and design, pipe installation, building codes, venting systems, and green technology. Upon completion, students have the opportunity to advance their studies and pursue apprenticeship through participation in Morris County Vocational School District’s continuing education program.

**PROGRAM OVERVIEW**
- Tool and Shop Safety
- Installation and repair of residential and commercial systems
- Water Pipe Installation (PEX and Copper Sweating)
- Gas Pipe Installation
- Pipe Cutting and Threading
- Drainage Systems (Cast Iron, PVC, and ABS)
- Venting Systems
- Steam and Hydronic Heating Systems
- Drafting and Interpreting Blue Prints
- Cost Analysis and Efficiency
- Career Exploration
- Industry Standard Plumbing and Heating Systems
- Plumbing Codes and Permits
- Green Technology
- OSHA 10 Training and Certification
- Applied Math Concepts
- Applied Science Concepts

**HIGH SCHOOL CREDITS EARNED:**
- Career and Technical Education Program = 20 Credits

**Students who meet the NOCTI criteria may earn college credits.**

**STUDENTS WHO COMPLETED THE PLUMBING & PIPEFITTING PROGRAM**
pursued post-secondary education and/or employment as plumbers, plumbers assistants, pipefitters, and plumbing apprentices.

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The Welding Technologies program exposes students to the essential concepts and principles of welding and fabrication. Students learn the knowledge and skills required to perform the functions of a welder, including mig, tig, and stick welding processes, print interpretation, thermal cutting processes, hydraulic metal shear, and metric and standard measurements. After completion, students have the opportunity to advance their studies and pursue apprenticeship through participation in Morris County Vocational School District’s continuing education program.

PROGRAM OVERVIEW

- Tool and Shop Safety
- Gas Metal Arc Welding (MIG)
- Flux Core Metal Arc Welding
- Shielded Metal Arc Welding
- Fillet and Open Grove Welds
- Gas Tungsten Arc Welding (TIG)
- Air Carbon Arc Cutting
- Plasma Arc Cutting
- Manual and Powered Cutting
- Print and Drawing Interpretations
- Oxy/Fuel Cutting System
- Operation of Welding Tools and Equipment
- Fabrication
- OSHA 10 Training and Certification
- American Welding Society Student Chapter
- Applied Math Concepts
- Applied Science Concepts

HIGH SCHOOL CREDITS EARNED:
- Career and Technical Education Program = 20 Credits

Students who meet the NOCTI criteria may earn college credits.

Students who completed the Welding Technologies program pursued post-secondary education and/or employment as welders, pipefitters, machinists, and fabricators.

All inquiries pertaining to pre-admission should be submitted to Gina DiDomenico, Student Recruitment and Community Relations

Email: didomenicog@mcvts.org    Phone: 973-627-4600 ext.277
The Fundamentals of Building and Grounds Maintenance program exposes students to the essential concepts and principles of interior and exterior building maintenance. Students learn the knowledge and skills required to perform the functions of a custodian, including electrical, plumbing, and carpentry work, floor buffing, cleaning, painting, and landscaping. Students have the opportunity to earn OSHA Forklift Operations Certification and a New Jersey State Black Seal Low Pressure Boiler Operations License.

**PROGRAM OVERVIEW**

- Tool and Shop Safety
- General Cleaning and Repairs
- Painting
- Floor Buffing
- Sheetrock Patches
- Landscape Maintenance
- Career Exploration
- Materials Handling
- Forklift Operations
- Small Engine Repair
- Fundamental concepts of electrical trades, plumbing, and carpentry
- OSHA 10 Training and Certification
- Applied Math Concepts

**Students will be required to:**

- Read and comprehend information at the elementary level
- Apply basic math skills
- Work independently
- Collaborate with peers
- Utilize gross and fine motor skills

**HIGH SCHOOL CREDITS EARNED:**

- Career and Technical Education Program = 20 Credits

STUDENTS WHO COMPLETED THE BUILDING AND GROUNDS MAINTENANCE PROGRAM pursued post-secondary education and/or employment as maintenance or custodial personnel, repair workers, landscapers, and painters.

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Email: didomenicog@mcvts.org  Phone: 973-627-4600 ext.277
The Fundamentals of Food Services program exposes students to the essential concepts and principles of culinary arts. Students learn the knowledge and skills required to perform the functions of food service personnel, including sanitation, hot and cold food preparation, cooking procedures, baking, and table set up and service. Students have the opportunity to gain practical experience by working in our industry standard kitchen and planning functions for the community.

**PROGRAM OVERVIEW**

- Food Safety and Sanitation
- Basic Food Preparation
- Food Identification
- Methods of Cooking
- Menu Planning
- Hot and Cold Food Preparation
- Baking
- Soups
- Napkin Folding
- Place Settings
- Table Service
- Event Planning
- Front and Back of the House Operations
- Applied Math Concepts

**HIGH SCHOOL CREDITS EARNED:**

- Career and Technical Education Program = 20 Credits

**Students will be required to:**

- Read and comprehend information at the elementary level
- Interpret measurements
- Work with fractions
- Utilize fine motor skills
- Collaborate with peers

STUDENTS WHO COMPLETED THE FOOD SERVICES PROGRAM

pursued post-secondary education and/or employment as prep cooks, pantry cooks, dietary assistants, baker assistants, bakery clerks, and cake decorators.

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Email: didomenicog@mcvts.org  Phone: 973-627-4600 ext.277
The Fundamentals of Retail and Supermarket Careers program exposes students to the essential concepts and principles of retail sales. Students learn the knowledge and skills required to perform the necessary functions of retail establishments and supermarkets, including customer service, basic marketing, cash register operations, bagging techniques, bakery preparations, and career readiness skills. Students have the opportunity to gain practical experience by working in the school store, which is open to the campus community.

PROGRAM OVERVIEW
- Food Safety and Sanitation Procedures
- Supermarket and Retail Business Operations
- Product Placement and Display Design
- Effective Communication & Customer Service Techniques
- Money Handling
- Cash Register Operations
- General Understanding of Produce
- Operation of Small Scale Bakery
- Hot and Cold Beverage Handling
- Grocery Bagging Techniques
- Product Inventory Procedures
- Career Readiness and Exploration (Resume, Interview Skills, Job Applications)
- DECA - National Student Marketing Organization
- Applied Math Concepts

Students will be required to:
- Read and comprehend information at the elementary level
- Follow step by step directions
- Apply basic math skills
- Work independently
- Collaborate with peers

HIGH SCHOOL CREDITS EARNED:
- Career and Technical Education Program = 20 Credits

STUDENTS WHO COMPLETED THE RETAIL AND SUPERMARKET CAREERS PROGRAM
pursued post-secondary education and/or employment as bakery, deli, meat, and seafood department personnel, customer assistant clerks, and retail assistants.

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