

Fall 2014
- Spring 2015



The Guide to Your Future

Welcome to the Capital District Educational Opportunity Center

TROY
431 River Street
Troy, NY 12180



(518) 273-1900
www.hvcc.edu/eoc

ALBANY
30 North Russell Road
Albany, NY 12206

State University of New York
A division of Hudson Valley Community College

Change your life at the EOC...

Whatever your goal, you'll find opportunities and support at the Capital District Educational Opportunity Center (EOC). With more than twenty programs and services to choose from, this guide will help you organize an academic action plan so you can reach your goals.

If you already know what you want to achieve at the EOC, go directly to the Admissions section. We've also included a list of documents you will need to register.

If you want to know more about a program, aren't sure which path to take or simply have a question – ask us! We're here to help. Whatever your educational goals, everyone at the Educational Opportunity Center is committed to helping you achieve success as you define it!

Feel free to call us at **(518) 273-1900** or stop by. We look forward to hearing from you!

Thousands of Capital Region residents have gained self-confidence in their own potential, realized career goals, and obtained self-sufficiency and economic independence because they attended the EOC.

At the EOC You Can:

- Earn nationally recognized certifications;
- Enhance employability in today's competitive job market;
- Integrate academic coursework with vocational training; and
- Link with colleges and educational entities through established articulation agreements.

Unique Features

Unique features are offered to make educational opportunities more accessible to the non-traditional learner.

- Program instruction is **individualized** to allow students to progress at their own pace as long as making satisfactory progress.
- The majority of our academic and vocational programs have **continuous enrollment**, enabling individuals to start programs throughout the academic year.
- **Support services**, including career assessment, employability and life skills presentations, and employment services are provided so that adults can adapt more easily to their return to school and/or their transition to the workforce.
- The **Employment Services Center** has a staff of employment specialists to help individuals seek and obtain jobs through resume preparation and cover letter assistance, computer and internet access, job development and placement activities, and other job hunting tools.
- **College Connections** helps individuals increase their awareness of college opportunities and the benefits of a college degree, assist with the college application and financial aid application process, and provide other services to help individuals transition to college.



Program Descriptions

Academic Programs

High School Equivalency

As of January 2014, the high school equivalency exam in New York State is no longer called the GED. It is now called the TASC, the Test Assessing Secondary Completion. EOC's academic program provides instruction to prepare individuals to pass the New York State high school equivalency exam. Students receive instruction in English grammar and usage, essay writing, social studies, science, literature and the arts, math, study skills and test-taking techniques. Students also are provided with the opportunity to interact with computer based programs and activities to help them prepare for the exam. Students will also take a practice test in order to help determine their readiness for the exam.

College Preparation

The College Preparation program assists students in gaining the prerequisite skills necessary for college entrance and success. Courses available are reading, writing and algebra. Students will enhance and improve vocabulary, reading rate, critical reflection in reading, paragraph and essay writing, grammar consistency, computer usage and advanced study skills. Students also will receive instruction and support to assist with a smooth college transition.

English as a Second Language

The English as a Second Language programs allow students with limited English proficiency the opportunity to master speaking, listening, reading and writing skills

in English. Students have access to numerous software programs to help them achieve their language goals. Three levels of ESL instruction are available, beginner, intermediate and advanced.

Academic Enrichment

The Academic Enrichment program assists students with improving their reading, language and/or math skills to levels needed for entrance into other EOC academic programs and may be the first step to the goal of earning a high school equivalency diploma or enrolling in college. Reading comprehension, word identification, critical thinking skills, vocabulary acquisition, writing improvement, math computation and problem solving, calculator application, computer literacy and interaction, and the study skills of note-taking, test-taking, and concentration techniques are the main instructional areas.

Vocational Foundations

The Vocational Foundations program assists students in improving their reading, language, and/or math skills to levels needed for entrance into EOC vocational programs. The main instructional areas, based in a vocational context, are: reading comprehension, word identification, critical thinking skills, vocabulary acquisition, writing improvement, math computation and problem solving, computer literacy and the study skills of note-taking, test-taking and concentration techniques.

Business Programs

Microsoft Office Certifications

This Program provides students the opportunity to work independently to obtain industry recognized certifications. Students may complete one or two courses that include Microsoft Office Specialist in Word 2010 and/or Microsoft Office Specialist in Excel 2010.

Medical Office Administration

The Medical Office Administration program is designed to provide instruction in a variety of clerical support skills necessary for successful employment within a healthcare setting. Students receive instruction in medical filing; medical terminology and anatomy; records management; medical-legal guidelines; insurance; scheduling and appointment monitoring; database use and enhanced keyboarding skills. The program also provides graduates with the opportunity to earn globally recognized Health Insurance Portability and Accountability Act (HIPAA) and certifications in medical administrative areas.



All programs are subject to change without notice.



Service Programs

Cosmetology

The Cosmetology program provides instruction involving a minimum of 1,000 hours of cosmetology theory, practical application and simulated skill training in preparation to pass the New York State Cosmetology License Exam. Through demonstration, hands-on practice, instructional videos, computer training software, and workbook activities, students will learn about hair cutting, coloring, waving, styling, permanents, relaxers, manicures, pedicures, facial massage, salon safety, health standards and salon management. Students have the opportunity to earn the National Work Readiness Credential. Clinic services for the community, state board simulations, customer service and study skills enhancement are regular components offered in the program.



Cosmetology State Board Exam Preparation

The Cosmetology State Board Exam Preparation program is designed to provide review and practice for students taking the New York State Cosmetology License Exam. Only students who have completed 1,000 documented hours in the state-required competencies from a certified Cosmetology instructor and training facility are eligible for this program.

Nursing Assistant

The Nursing Assistant program prepares students to take the written and practical skill exam to obtain the New York State Nursing Home Nurse Aide Certification. The program is divided between a minimum of (90) hours of formal class lectures, video presentations, demonstration, and skill training and (30) hours of supervised clinical experience at a long-term health care facility. The New York State mandated curriculum objectives include special needs of the elderly, basic nursing care, various anatomical systems, bed making, and reporting and documenting in a long-term healthcare facility.

Culinary Arts

The Culinary Arts program provides a course of study for those interested in entry-level positions in the food service industry.

Students gain experience in all rotations in the kitchen laboratory, including providing lunch for EOC students and staff and executing wait staff techniques. The training includes theory and practice of hot and cold food production, desserts, entrees, catering, methods and procedures of stocks and sauces, knife skills, mis en place, weights, measures and mixing methods, cooking techniques, breads, kitchen equipment utilization, and lite fare cuisine. Culinary math is a component of the program. Successful completion provides graduates with the opportunity to earn the National Restaurant Association ServSafe Food Protection Manager Certification.

Security Guard Training

The Security Guard Training program offers 24 hours of training divided in two sessions: the eight-hour pre-employment certification and the sixteen-hour post-employment training. The program is offered in conjunction with Hudson Valley Community College. Classes are offered weeknights and weekends at the Hudson Valley campus facility.



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Technical Programs

Building Trades

The Building Trades program prepares students in the skills necessary for entry-level positions in the building construction field. Skill areas include shop safety, electrical wiring, plumbing, dry wall, carpentry, painting, and proper use of tools and machinery. Green applications, energy efficiency, and special projects are incorporated into all aspects of this program. Students gain additional practical experience by completing special projects. Technical Math is a component of the successful completion of this program and provides graduates with the opportunity to earn the Occupational Safety and Health Association (OSHA) construction-safety certification.

Welding

The Welding program prepares students in both theory and practice for the following types of welding: shielded metal arc, flux core, oxyacetylene cutting gas metal arc (MIG), tungsten arc (TIG), and plasma arc cutting. Comprehensive training in flat, overhead and horizontal welding positions is provided. Hands-on instruction is emphasized with additional theory presented in workbook format. This program prepares graduates for the New York State DOT Certified Welding Test and numerous American Welding Society certifications. Successful completion of this program also provides graduates with the opportunity to earn the Occupational Safety and Health Association (OSHA) construction-safety certification.



Welding Certification Upgrade

The Welding Certification Upgrade is designed to provide EOC Welding Program graduates with certification in DOT 1" steel plate, or recertification for the NYS DOT 3/8" steel plate, recertification for American Welding (AWS) Society certifications and/or to earn AWS certification in Aluminum TIG Welding or to acquire AWS Pipe welding skills. EOC Welding program graduates who have obtained employment or are working with Employment Services are eligible for the upgrade program.

Services and Opportunities

College Connections

College Connections is an initiative of the EOC designed to increase awareness of college opportunities for all EOC students and to highlight the benefits of a college degree. College Connections helps individuals explore college options through college fairs, workshops and field trips; take "virtual tours" of college campuses; select a college and program of study that will fit their needs; complete the college application process; and explore scholarship and financial aid opportunities. If you would like to go to college but don't know where to start, College Connections can help.



ATTAIN

ATTAIN (Advanced Technology Training and Information Networking) is a statewide technology-based initiative that provides EOC students and individuals in the surrounding community with access to the internet for education, language and workforce skill development. ATTAIN can be used in combination with EOC coursework or as a standalone service. Through the ATTAIN lab, individuals can work towards earning the Microsoft Digital Literacy and Microsoft Office Specialist (MOS) certifications.

Digital Literacy

Digital Literacy, offered through the ATTAIN Lab, assesses and teaches basic computer concepts and skills so that students can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities.

National Work Readiness Credential Exam Preparation

National Work Readiness Credential Exam Preparation prepares individuals with the skills needed to prepare to pass the National Work Readiness Credential (WRC) exam.

Skills developed in program include the following: listening actively, speaking so others can understand, cooperating with others, solving problems, interpreting graphs and data, making decisions, observing critically, using math to solve problems, and reading with understanding, all for use within a workplace environment.

Individuals that attain the Work Readiness Credential demonstrate to employers that they have important workplace skills employers seek.

All programs are subject to change without notice.

Admissions

The Capital District Educational Opportunity Center's Enrollment Management Services (EMS) Department offers guidance and support services to assist individuals in finding areas of study best suited for their interests and abilities. EMS staff provide relevant information about opportunities at the EOC. Interested students can contact EMS to receive program and application information every Monday through Friday (except holidays) between 8:30 a.m. and 4:30 p.m.

Admissions Locations and Times

TROY

Every Tuesday. Report promptly at 8:15 a.m. and plan to stay until Noon.
431 River Street, Troy, NY 12180

ALBANY

Every Friday. Report promptly at 8:15 a.m. and plan to stay until Noon.
30 North Russell Road
Adjacent to Westgate Plaza just off of Central Avenue

ONLINE

Individuals may also begin the application process online by visiting www.hvcc.edu/eoc and clicking "Apply Now."

Eligibility Requirements

To enroll in the EOC, applicants must meet the following eligibility requirements:

1. **Residency** - Be a resident of New York State for the previous 12 months;
2. **Age** - Be at least 16 years old and not officially enrolled in high school;
3. **Income criteria** - Household income must fall within the guidelines for admissions;
4. **Educational criteria** - Educational background must meet the guidelines for admissions.

Documentation Required for Admissions

Residency - To document eligibility requirements noted above you must bring/provide at least one and preferably three of the following:

- New York State driver's license
- New York State non-driver's photo ID
- New York State vehicle registration
- New York State voter registration
- New York State deed
- New York State lease (apartment or automobile)
- New York State postmarked mail over twelve-month period
- New York State tax return

Income - You must bring one of the following to support your economic eligibility:

- *Federal Income Tax Form (1040, 1040A, 1040EZ)*: A copy of the forms sent to the Internal Revenue Service for last year. You may submit a request to IRS to provide EOC with a transcript of your previous year's return. Forms are available at the EMS office.
- *Budget Sheet*: Department of Social Services clients can obtain this form from their caseworker. (Document must have a current effective date).
- *Unemployment or disability statement*: Bring your most recent award letter.
- *Social Security benefit letter*: This can be obtained from the Social Security Office.
- *Retirement*: Bring the most recent statement.
- *Verification of child support and/or alimony*: If you receive this support, you must provide proper legal documentation.

Education - You must bring one of the following that apply to you.

- High School Diploma or high school equivalency diploma including GED and TASC
- High school transcript
- College transcript: If you have attended college, you must provide an unofficial transcript.

Other -

- *Social Security Number*: If you do not know your number, bring your card.
- *Alien Registration Number/ Permanent Residence Card*: If you are not a United States citizen, you must provide proof of legal residency.
- *I-94 card* - for individuals admitted to the U.S. as nonimmigrants

Capital District Educational Opportunity Center

The Capital District Educational Opportunity Center began as a direct result of the movement in the 1960's that recognized segments of our population were not being served adequately by traditional educational methods. Through the efforts of Governor Nelson Rockefeller and the State Legislature, funding was provided through the State University of New York to establish Urban Centers, later named Educational Opportunity Centers (EOCs) in Troy, Buffalo, Manhattan, and Brooklyn.

Today, EOC is funded by the State University of New York through the University Center for Academic and Workforce Development (UCAWD). UCAWD oversees a statewide network of ten Educational Opportunity Centers and two outreach and counseling centers that essentially function as the 65th campus of the State University of New York.

With more than a 45 year history, EOCs have provided urban communities with innovative academic programs leading to higher education and vocational programs leading to gainful employment and economic self-sufficiency.

Our Mission

The Capital District Educational Opportunity Center is an educational enterprise that serves eligible adult learners.

The EOC delivers comprehensive, community-based academic and workforce development programs and provides support services leading to enhanced employment opportunities, access to further education, personal growth and development.



Contact us today!
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