

# Gulf Coast IT Consortium

(Retraining the Gulf Coast Workforce through IT Pathways Consortium)

## TAACCCT Grant Catalog of Products

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## Table of Contents

Retraining the Gulf Coast Workforce through IT Pathways Consortium.....	1
Introduction.....	8
Bossier Parish Community College.....	9
Accelerated Opportunity Pathway for Adult Education Students.....	9
Advisory Board.....	9
AO to TACCCT Bridge.....	9
Articulation Agreement.....	9
Billboard for Digital Gaming (Artwork and Design).....	9
Billboard for Health Information Technology (Artwork and Design).....	9
Boot Camp Syllabus, Schedule and Flyer- IC3, Network+ Certifications, A+.....	9
Career Pathway Graphics.....	10
Career/Job Fair Materials.....	10
Cyber Information Technology Company Listing Template.....	10
Directions to Access the GCIT Online IT Courses.....	10
Gulf Coast Training Career Services Training Documentation.....	10
Health Information Technology (HIT) Roundtable Minutes.....	10
HIT Syllabi, Program Curricula.....	11
Informational Technology Foundational Core Curriculum.....	11
Information Technology Roundtable.....	11
Intake Form.....	11
Memorandum of Understanding for an Articulation Agreement between Two Colleges.....	11
Navigator Program Plan.....	11
Navigator Program Plan Template.....	12
NTER Procedure Manual.....	12
Planning Your Next Steps Workshop Materials.....	12
Prior Learning Assessment Crosswalk.....	12
Push Cards.....	12
Radio Script and Recording-Outreach for Digital Gaming.....	12
Radio Script for Health Information Technology Training.....	12
Resume Café Materials.....	13

Retraining the Gulf Coast Signature Video .....	13
Retraining the Gulf Coast Video.....	13
Save the Date Flyer .....	13
Soft Skills Presentation and Flyer.....	13
Student Support Services Plan .....	13
TA Provider: Funding Gap Analysis Tool .....	14
TA PROVIDER: Helping Students Achieve Employment Manual and PowerPoint.....	14
TA PROVIDER: IT Career Interest Self-Assessment .....	14
TA PROVIDER: National College Transition Network Prior Learning Assessment Video & Guide .....	14
TA PROVIDER: National College Transition Network: Staff Guide to Prior Learning Assessment .....	14
TA Provider: Student Support Toolkit Content Checklist.....	15
TA PROVIDER: Washington State Board for Colleges: Supporting Team Teaching in Career Pathways	15
TV Ads/Commercial Outreach for Cyber Information Technology-Networking.....	15
TV Ads/Commercial Outreach for Digital Gaming Program .....	15
TV Ads/Commercial Outreach for the Health Information Technology Program .....	15
<b>Copiah-Lincoln Community College Wesson .....</b>	<b>16</b>
Billboard .....	16
Career and Technical Education Brochures .....	16
Credit for Prior Learning Policy .....	16
Documentation of Employer Feedback .....	16
Electronic Billboard .....	16
Industrial Technology Pathway Flowcharts .....	16
IT Automation and Control Pathway .....	16
IT Flowcart Cyber Security Pathway .....	17
IT Flowcart HVAC Pathway.....	17
IT Flowchart Precision Machining Pathway .....	17
Prior Learning Assessment Policy and Procedures .....	17
Retraining the Gulf Coast Video.....	17
Toolkits and Navigator Plan .....	17
Website Update .....	17

Delgado Community College .....	18
Accelerated Career Education (ACE) Application .....	18
Accelerated Career Education (ACE) Application .....	18
Accelerated Career Education (ACE) Brochure .....	18
Accelerated Career Education (ACE) Info Sheet .....	18
Accelerated Career Education (ACE) Letter of Support .....	18
Accelerated Career Education (ACE) Website .....	18
ACE Prior Learning Self-Assessment Tool .....	19
ACE Student Support Services Program Plan .....	19
Advanced Manufacturing Pathways Graphic.....	19
Career and Personal Readiness Resources .....	19
Career and Personal Readiness Resources .....	19
Career Resources .....	19
CMIN 201 Example Syllabus.....	20
Computer and Internet Literacy Course Syllabus .....	20
Course Organizer.....	20
Electrician Advisory Committee Minutes .....	20
Health Information Technology (HIT) Pathway Graphic.....	20
HESC 111 Example Syllabus .....	20
Information Sheet .....	20
Information Technology (IT) Pathway Graphic.....	21
Intake Rubric.....	21
Medical Terminology Syllabus .....	21
Navigator Program Plan .....	21
NCCER Core Certification Syllabus .....	21
NCCER TECH 101 Syllabus .....	21
New Instructor Training .....	21
Prior Learning Assessment (PLA) Policy .....	22
Retraining the Gulf Coast Video.....	22
Student Information Prezi.....	22
Student Roster .....	22

Student Support Services Program Plan .....	22
TECH 101 Example Syllabus .....	22
<b>Louisiana Delta Community College.....</b>	<b>23</b>
Assessment Tool .....	23
Medical Coding Program Bus Bench .....	23
Medical Coding Program Billboard .....	23
Medical Coding Specialist Career Pathway Graphic .....	23
Program Application .....	23
Program Flyer.....	23
Retraining the Gulf Coast Video.....	23
Student Services Plan.....	24
<b>Meridian Community College .....</b>	<b>25</b>
Career Pathway Graphics.....	25
Cyber Security Pathway .....	25
Foundations of Computer & Digital Literacy (IC3) Course.....	25
Grant Financial Tracking Spreadsheet .....	25
Information Sessions PowerPoints .....	25
IT Curriculum.....	25
Medical Assistant Curriculum Revised.....	26
Medical Assistant Courses .....	26
Pathway Fliers and Website.....	26
Retraining the Gulf Coast Video.....	26
Student Support Services ToolKit and Plan.....	26
<b>Mississippi Delta Community College .....</b>	<b>27</b>
Healthcare Pathway Graphic .....	27
IT Industrial Pathway Graphic.....	27
Networking Pathway Graphic .....	27
Outreach Materials .....	27
Resource Directory.....	27
Retraining the Gulf Coast Video.....	27

<b>North East Mississippi Community College .....</b>	<b>28</b>
Career Counseling Protocols and Assessments .....	28
Challenge Exams/Career Pathway Graphic.....	28
Community Resources Directory .....	28
Copies of IT Program Curricula .....	28
Cyber Security Pathway Graphic.....	28
Industry Validation Report.....	28
Information Technology Program Curricula .....	28
Intake Process Outline .....	29
IT Health Pathway Graphic.....	29
IT Industrial Maintenance Pathway Graphic.....	29
IT Program Curricula .....	29
Non-Credit to Credit Challenge Test Process.....	29
Outreach Flyer .....	29
Retraining the Gulf Coast Video.....	29
TAACCCT Grant Statement of Work.....	30
Web Link and Outreach Materials .....	30
Website and Outreach Materials.....	30
<b>Pearl River Community College.....</b>	<b>31</b>
GED Course Materials .....	31
Health Information Technology Rack Card .....	31
HIT Training Program Goals, Outcomes and Assessment Criteria.....	31
Intake Form of Student Information.....	31
Outreach/Program Management & Implementation Materials .....	31
Student Services Tool Kit .....	31
Navigator Program Plan.....	31
Retraining the Gulf Coast Video.....	32
Syllabi for Healthcare Career Pathway Courses.....	32

South Louisiana Community College .....	33
Adult Ed Student Referral .....	33
Application Software Development Pathway Graphic .....	33
Career Counseling, Protocol, and Assessments .....	33
Copies of IT Program Curricula .....	33
Credit for Prior Learning Policy .....	33
Employer Outreach Materials .....	33
Hardship Waiver Application .....	33
Health Information Technology - Medical Assistant Pathway Graphic .....	34
Industrial Electronics Technology Pathway Graphic.....	34
Information Session PowerPoint .....	34
Information Technology & Medical Assisting Program Curricula .....	34
IT Computer Networking & Cyber Security Pathway.....	34
IT Course Audit Reports .....	34
Machine Tools Industrial Technology Pathways.....	34
Outreach Materials .....	35
Participant Support Services Interview.....	35
Pathways to Accelerated Career Education Outreach Flyer.....	35
Student Intake Application .....	35
Student Intake Tracking Document .....	35
Support Services Toolkit .....	35
Supporting Documents Checklist.....	35
Textbook Checkout Form.....	36
Web Site.....	36

## **Introduction**

The following document catalogs the curricular resources and supporting documents developed by the Gulf Coast Information Technology (GCIT) Consortium through a Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant awarded by the U.S. Department of Labor. The project was led by Bossier Parish Community College (BPCC). The consortium included:

Bossier Parrish Community College (Lead)  
Copiah-Lincoln Community College  
Delgado Community College  
Louisiana Delta Community College  
Meridian Community College  
Mississippi Delta Community College  
Northeast Mississippi Community College  
Pearl River Community College  
Southeast Louisiana Community College

The nine community colleges, located in Louisiana and Mississippi, focused their attention on high-growth mid-skill occupations in the IT Sector with an emphasis on Cyber Security Technology, Health Information Technology and Industrial Technology. All products included in this catalog were developed by the partner colleges or their technical assistance providers. These resources were produced with federal grant funds and reviewed for content, overall quality and completeness by each college's curriculum review board and by the consortium's Third-Party Review contractor, PPM Associates.

The catalog is organized by member college with their associated products presented below. Resource materials produced by the Technical Assistance Providers are noted and appear under the BPCC section of the catalog. Each entry includes the product title, a brief description of the contents and a URL link or links to the location of the resource on the Department of Labor's [Skills Commons](#) Web site.



# **Bossier Parish Community College**

## **Accelerated Opportunity Pathway for Adult Education Students**

This product contains a description of procedures and a graphic depiction of the opportunities for Adult Education students who achieve their high school equivalency diplomas to enroll in the college's degree or national certification programs. <https://www.skillscommons.org/handle/taaccct/5734>

## **Advisory Board**

This product contains minutes from nine meetings of the college's Advisory Board for Cyber Information Technology (CIT), comprised of local business representatives, college faculty and program staff. The discussions focused on concerns and achievements related to the CIT program of study with the overall goal of achieving student success as well as employer satisfaction.

<https://www.skillscommons.org/handle/taaccct/4310>

## **AO to TACCCT Bridge**

This flowchart describes the bridge from Middle College to the BPCC CIT department.

<https://www.skillscommons.org/handle/taaccct/4314>

## **Articulation Agreement**

This product is a Memorandum of Understanding for an articulation agreement between Louisiana State University Shreveport (LSUS) and Bossier Parish Community College (BPCC). The agreement enables BPCC students to transfer all approved credit hours in partial fulfillment for a Bachelor of Science degree in Computer Information Systems, Cyber Technology-National Security and Programmer Analyst at LSUS. Articulation Agreement-LSUS (resigned 2014): Link below:

<http://www.bpcc.edu/tem/documents/mou-lsus-2014.pdf>

<https://www.skillscommons.org/handle/taaccct/4312>

## **Billboard for Digital Gaming (Artwork and Design)**

This product informs members of the community about the Digital Gaming program at the college.

<https://www.skillscommons.org/handle/taaccct/4315>

## **Billboard for Health Information Technology (Artwork and Design)**

This product informs members of the community about the Health Information Technology program at the college. <https://www.skillscommons.org/handle/taaccct/4316>

## **Boot Camp Syllabus, Schedule and Flyer- IC3, Network+ Certifications, A+**

The purpose of National Certification Boot Camp is to provide a fast paced curricula for individuals who want to take the coordinating national exams. The Boot Camp condenses an 8- or 12- week course into a 5-day, 40 hour course. <https://www.skillscommons.org/handle/taaccct/4104>

## **Career Pathway Graphics**

These career pathway graphics correlate the progression of certificate/degree attainment in three industry clusters--Network Security, Programming and Health Information Technology--with regional job market salary compensation. <https://www.skillscommons.org/handle/taaccct/4330>

## **Career/Job Fair Materials**

This outreach product contains two flyers about the college's career fair, sponsored collaboratively with local technology and engineering employers seeking qualified applicants for open positions in STEM occupations. In addition, the career fair provides an opportunity for interested individuals to learn more about these occupations and the programs the college offers to prepare for them. One flyer is directed to the general public and the other is directed to career fair vendors.

<https://www.skillscommons.org/handle/taaccct/4325>

## **Cyber Information Technology Company Listing Template**

This job search tool is a list of companies, both local and national, that employ individuals in the Cyber Information Technology industry sector. The listing provides the web address for online applications that students may utilize in their job search activities. <https://www.skillscommons.org/handle/taaccct/4324>

## **Directions to Access the GCIT Online IT Courses**

This product is a one-page information sheet explaining how to access the GCIT courses online. As a part of the GCIT Consortium, the college developed Programming and Networking online courses in order to assist students with the courses in which they are currently enrolled or have taken in the past and achieving industry-based certifications. Open Campus is available worldwide, which not only assists with the recruitment effort, but also helps individuals who are unable to attend the college gain knowledge of the Information Technology career field.

<https://www.skillscommons.org/handle/taaccct/5735>

## **Gulf Coast Training Career Services Training Documentation**

This product contains training materials for staff development pertaining to increasing employer engagement and improving placement of students after completion of training. It contains a plan of action template; a PowerPoint from the National Council for Workforce Education on strategies for getting students jobs; a template to document strategies to promote career services activities; and a template to document the skills employers are seeking. The materials can be accessed online at: <http://gulfcoastittraining.com/documentation/career-services-training-documentation/>

<https://www.skillscommons.org/handle/taaccct/5718>

## **Health Information Technology (HIT) Roundtable Minutes**

The purpose of the HIT Roundtable is to introduce the local healthcare community to the college's Health Information Technology curriculum, faculty/staff, and each other. This allows for feedback from the employers to see what areas are lacking and where the college is doing well. The entire HIT curriculum was considered and changes were made following the meeting in order to meet the needs of the employers. <https://www.skillscommons.org/handle/taaccct/4329>

## **HIT Syllabi, Program Curricula**

This is a complete list of syllabi of the courses in the college's HIT program of study. The course integrates information for all the college's HIT programs with emphasis on objectives aligning to the CompTIA Health Care Technician exam. <https://www.skillscommons.org/handle/taaccct/4105>

## **Informational Technology Foundational Core Curriculum**

This product outlines the student outcomes and competences for each of the IT foundational core courses. Upon completion of the six semester hours of general core in the IT Foundational Core Curriculum, students will move to the six semester hours of sector pathway core. Students will master all competencies at the end of the IT Foundational Core Curriculum.

<https://www.skillscommons.org/handle/taaccct/6715>

## **Information Technology Roundtable**

This product documents the outcomes of the Information Technology (IT) Roundtable which was conducted to introduce local IT employers to the college's Cyber Information Technology (CIT) curriculum, faculty/staff and each other. It includes an agenda, flyer, handouts and meeting notes. The outcomes of the discussions that took place at the Roundtable informed changes to the college's CIT curriculum that were made to meet the articulated needs of these employers.

<https://www.skillscommons.org/handle/taaccct/6640>

## **Intake Form**

Case managers use this intake form to enter data and keep track of all students participating in the college's grant-funded program. It also assists in identifying pertinent information needed for grant data tracking. <https://www.skillscommons.org/handle/taaccct/4332>

## **Memorandum of Understanding for an Articulation Agreement between Two Colleges**

The purpose of this Memorandum of Understanding is to develop a relationship/articulation agreement with four-year institutions in order to achieve optimal student success.

<https://www.skillscommons.org/handle/taaccct/6591>

## **Navigator Program Plan**

This product provides guidance to the Navigator about what activities and objectives the student is expected to accomplish. It is organized by week, type of activity, topic, others involved, necessary materials and desired outcomes. <https://www.skillscommons.org/handle/taaccct/3194>

## **Navigator Program Plan Template**

This template is the capstone project of the online course Navigating Pathways to Opportunity. It provides a framework for tracking the activities and desired outcomes for student navigators, in collaboration with campus leads and others on their program teams, over the course of a semester or school year. It also serves as a Student Support Services Plan.

<https://www.skillscommons.org/handle/taaccct/1913>

## **NTER Procedure Manual**

The NTER Procedure and User Guide provides guidance for students and faculty on how to navigate online courses and activities. It provides step-by-step instructions on how to access, utilize and document NTER coursework. <https://www.skillscommons.org/handle/taaccct/1574>

## **Planning Your Next Steps Workshop Materials**

This product contains an array of materials on a "Planning Your Next Steps" workshop for graduating students. It informs them about career placement/internship opportunities, transfer university options and CompTIA national certifications. It includes a student checklist, a promotional flyer, a PowerPoint presentation and a listing of CompTIA national certifications.

<https://www.skillscommons.org/handle/taaccct/4323>

## **Prior Learning Assessment Crosswalk**

This chart is used to assess, identify and, as appropriate, assign credit for participants' prior earning experiences through challenge exams or portfolio assessment.

<https://www.skillscommons.org/handle/taaccct/6639>

## **Push Cards**

The local Workforce Investment Board uses these outreach materials to recruit potential program participants and to inform employers about the opportunity to support the program as partners.

<https://www.skillscommons.org/handle/taaccct/4116>

## **Radio Script and Recording-Outreach for Digital Gaming**

This radio script informs the public about the college's certificate program for programming in digital gaming. <https://www.skillscommons.org/handle/taaccct/4319>

## **Radio Script for Health Information Technology Training**

This radio script informs the public about the college's programs for training individuals in the Health Information Technology sector. <https://www.skillscommons.org/handle/taaccct/4318>

## **Resume Café Materials**

This product contains outreach materials, including a template, informing students about the Resume Cafe, which is a workshop for creating effective resumes.

<https://www.skillscommons.org/handle/taaccct/4322>

## **Retraining the Gulf Coast Signature Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from the Consortium administrator, local employers, students and personnel from all eight member colleges who discuss their experiences with the initiative. Video Links: <https://vimeo.com/125051574> and

<https://vimeo.com/128150810> <https://www.skillscommons.org/handle/taaccct/2765>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from students and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/125051574>

<https://www.skillscommons.org/handle/taaccct/2684>

## **Save the Date Flyer**

This flyer informs students about a series of workshops designed to prepare them for the workforce as well as an information technology session with local employers. Workshop subjects include employment counseling; post-college planning; resume development; and interviewing/soft skills development. <https://www.skillscommons.org/handle/taaccct/5736>

## **Soft Skills Presentation and Flyer**

This product contains a promotional flyer and a PowerPoint presentation on critical soft skills that students need for interviews in their job search process. Local business partners conduct a workshop, utilizing the PowerPoint presentation, to inform students about the importance of soft skills in the interview/job search process. <https://www.skillscommons.org/handle/taaccct/4321>

## **Student Support Services Plan**

The Student Support Services Plan's purpose is to have a system, process, and set of tools in place beyond the life of the grant. It contains multiple materials: intake forms, student handouts, instruction guides, and ongoing coaching materials to include the exit process once a pathway is complete.

<https://www.skillscommons.org/handle/taaccct/4331>

### **TA Provider: Funding Gap Analysis Tool**

This product provides a federal funding source snapshot for academic institutions to use as they plan for sustainability for their integrated career pathway programs after grant funding ends. The tool has two components: a federal funding matrix and a self-assessment. The federal funding matrix illustrates which integrated pathway model elements can potentially be supported by federal workforce, education, and social support funding streams. <https://www.skillscommons.org/handle/taaccct/5731>

### **TA PROVIDER: Helping Students Achieve Employment Manual and PowerPoint**

These products were developed to assist the GCIT Consortium colleges in engaging employers, developing internships and improving career services.

<https://www.skillscommons.org/handle/taaccct/5737>

### **TA PROVIDER: IT Career Interest Self-Assessment**

This career exploration and self-assessment tool was developed for the Retraining the Gulf Coast IT Consortium. This tool is designed to help community college and Adult Basic Education navigators, faculty, advisors, and career services staff provide appropriate guidance to community students considering a career in IT. <https://www.skillscommons.org/handle/taaccct/6590>

### **TA PROVIDER: National College Transition Network Student Prior Learning Assessment Video & Guide**

This product includes a Prior Learning Assessment (PLA), which is an evidence-based acceleration and completion strategy to recognize and award credit for college-level learning. The process enables learners to demonstrate what they have learned and translate that learning into college credit. PLA validates knowledge acquired through life, work and/or military experience, civic engagement, individual study and reading, and participation in classes or training sponsored by business and industry, professional organizations, and/or government agencies. The Student PLA Video, along with the Companion Guide, frames the value of lifelong learning experiences and the potential and value of receiving college credit for these informal learning opportunities. The PLA video (available in 3 resolutions), can be found at <http://www.collegetransition.org/PLAvideo.html>

<https://www.skillscommons.org/handle/taaccct/5749>

### **TA PROVIDER: National College Transition Network: Staff Guide to Prior Learning Assessment**

Navigators and academic advisors need to be familiar with the college's Prior Learning Assessment (PLA) policies so that they can inform the students about potential Prior Learning credit opportunities that might be available to them. This guide is geared towards the staff, and builds on previous PLA resources to help them further understand their college's PLA policies and procedures. The publication file is also available at <http://www.collegetransition.org/PLAdocuments.html>.

<https://www.skillscommons.org/handle/taaccct/5733>

### **TA Provider: Student Support Toolkit Content Checklist**

The Content Checklist guides campuses in the development of locally customized Student Support/Navigator Toolkits. It suggests the types of processes, tools, and resources that should be documented and compiled in order to institutionalize these services.

<https://www.skillscommons.org/handle/taaccct/6589>

### **TA PROVIDER: Washington State Board for Colleges: Supporting Team Teaching in Career Pathways**

This product contains multiple materials, including PowerPoints, templates and instructional materials, for use in training teachers who will be providing instruction to students within a contextualized, co-enrolled career pathway. <https://www.skillscommons.org/handle/taaccct/5732>

### **TV Ads/Commercial Outreach for Cyber Information Technology-Networking**

These outreach materials inform the public about the college's Cyber Information Technology, Network Security program. <https://www.skillscommons.org/handle/taaccct/6592>

### **TV Ads/Commercial Outreach for Digital Gaming Program**

These outreach materials inform the public about the college's IT-Digital Gaming program.

<https://www.skillscommons.org/handle/taaccct/4320>

### **TV Ads/Commercial Outreach for the Health Information Technology Program**

These outreach materials inform the public about the college's Health Information Technology program.

<https://www.skillscommons.org/handle/taaccct/4317>

# **Copiah-Lincoln Community College Wesson**

## **Billboard**

This billboard identifies a hashtag to inform the public about the college's programs in HVAC Technology, Precision Machining Technology, Automation and Control Technology and Computer Networking Technology. <https://www.skillscommons.org/handle/taaccct/5721>

## **Career and Technical Education Brochures**

These brochures inform the public about the college's programs of study in Automation and Control Technology, Computer Networking Technology, HVAC Technology and Precision Machining Technology. <https://www.skillscommons.org/handle/taaccct/4108>

## **Credit for Prior Learning Policy**

This product describes the college's standards and procedures for awarding credit for prior learning experience. <https://www.skillscommons.org/handle/taaccct/5725>

## **Documentation of Employer Feedback**

This product documents the feedback from employers at advisory committee meetings for the college's programs of study in Computer Network Technology, HVAC, and Precision Machining Technology. <https://www.skillscommons.org/handle/taaccct/4301>

## **Electronic Billboard**

This outreach product focuses on recruiting potential participants for the following grant training programs: Precision Machining Technology, Computer Networking Technology, Automation and Control Technology, and Heating and Air Conditioning Technology. <https://www.skillscommons.org/handle/taaccct/4107>

## **Industrial Technology Pathway Flowcharts**

These flowchart graphics showcase the stackable credentials and certifications available within the college's Industrial Technology Pathway for three programs: Automation and Control Technology, Heating, Ventilation and Air Conditioning, and Precision Machining Technology. <https://www.skillscommons.org/handle/taaccct/4110>

## **IT Automation and Control Pathway**

This graphic depicts the college's career pathway for Automation and Control occupations, beginning with a core curriculum and culminating in an A.A.S degree. It correlates credential achievement with occupations earnings as individuals progress along the career pathways. <https://www.skillscommons.org/handle/taaccct/5722>



## **IT Flowcart Cyber Security Pathway**

This flowchart graphic showcases the stackable credentials and certifications available within the Cyber Security pathway. It is used to recruit and guide students within the Cyber Security pathway.

<https://www.skillscommons.org/handle/taaccct/4119>

## **IT Flowcart HVAC Pathway**

This graphic depicts the college's career pathway for HVAC occupations beginning with a core curriculum and culminating in an A.A.S. degree. It correlates credential achievement with occupational earnings as individuals progress along the career pathway. <https://www.skillscommons.org/handle/taaccct/5723>

## **IT Flowchart Precision Machining Pathway**

This graphic depicts the college's career pathway for Precision Machining Technology beginning with a core curriculum and culminating in an A.A.S. degree. It correlates credential achievement with occupational earnings as individuals progress along the career pathway.

<https://www.skillscommons.org/handle/taaccct/5724>

## **Prior Learning Assessment Policy and Procedures**

This product delineates the policies and procedures for students to receive college credit for prior college-level learning. <https://www.skillscommons.org/handle/taaccct/4111>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from student and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/126307397>

<https://www.skillscommons.org/handle/taaccct/2761>

## **Toolkits and Navigator Plan**

This product has three components: 1) Support Services Toolkit, a comprehensive collection of student support services and career counseling; 2) Navigator Program Plan, which describes the roles of multiple program partners; and 3) Resources Toolkit, a comprehensive listing of services and community-based organization in the college's geographic district. <https://www.skillscommons.org/handle/taaccct/6632>

## **Website Update**

The college's website, [www.careertraining.colin.edu](http://www.careertraining.colin.edu), contains a homepage link to the I-Best program information page where potential students can see the curricula of the college's Information Technology career pathways. <https://www.skillscommons.org/handle/taaccct/4109>

# **Delgado Community College**

## **Accelerated Career Education (ACE) Application**

This application captures specific information required by the college and the U.S. Department of Labor for program applicants including demographic data, employment status, education, intended program of study, military status and legal requirements. It also includes open-ended questions to be completed by applicants that enable them to articulate their interests and experience in greater detail.

<https://www.skillscommons.org/handle/taaccct/5726>

## **Accelerated Career Education (ACE) Application**

This product is the intake application for the college's Accelerated Career Education (ACE) program.

<https://www.skillscommons.org/handle/taaccct/5726>

## **Accelerated Career Education (ACE) Brochure**

This brochure is distributed to partner and referral agencies across the community for outreach and recruitment purposes. It provides contact information and describes program eligibility requirements, the admission process, and career cluster pathways (Healthcare, Information Technology and Technical Trades) within the program. <https://www.skillscommons.org/handle/taaccct/2770>

## **Accelerated Career Education (ACE) Info Sheet**

This outreach product informs the public about college information sessions, application deadlines, career clusters and pathways, and the student support model. It is designed to be a quick reference fact sheet for partner organizations. <https://www.skillscommons.org/handle/taaccct/3276>

## **Accelerated Career Education (ACE) Letter of Support**

This letter of support, which accompanies the application, is to be completed by an individual the applicant can refer to for support while enrolled in the Accelerated Career Education (ACE) program. This product is designed to encourage applicants to connect to a personal support network in addition to the college's student support services which will be provided if they are accepted in the program.

<https://www.skillscommons.org/handle/taaccct/2653>

## **Accelerated Career Education (ACE) Website**

This website, [www.dcc.edu/ACE](http://www.dcc.edu/ACE), is an outreach and recruitment tool for the college's Accelerated Career Education (ACE) program. It includes a program overview, a description of the three career cluster pathways (Healthcare, Information Technology and Technical Trades); printable versions of the ACE application and required letter of support; and contact information.

<https://www.skillscommons.org/handle/taaccct/1568>

### **ACE Prior Learning Self-Assessment Tool**

This online tool, designed exclusively for the Accelerated Career Education (ACE) Program, enables students to report any prior experience, licensures, or certifications to make program staff aware of prior learning experience and credentials. It can be accessed at [https://docs.google.com/forms/d/1szPKmO4oVwG0Btiurl7WHF\\_KWdA2AMNU3Uf8V\\_xtJA/viewform?usp=send\\_form](https://docs.google.com/forms/d/1szPKmO4oVwG0Btiurl7WHF_KWdA2AMNU3Uf8V_xtJA/viewform?usp=send_form). <https://www.skillscommons.org/handle/taaccct/1581>

### **ACE Student Support Services Program Plan**

This program plan is used as an overview of the traditional 16 week semester. The roles of multiple agents are incorporated including: various college departments and staff, ACE Program Managers, Navigators, Success Coaches, and employees of partner programs. The plan identifies the type of activity; topic addressed; parties involved; materials necessary and desired outcomes on a week-by-week basis. <https://www.skillscommons.org/handle/taaccct/4327>

### **Advanced Manufacturing Pathways Graphic**

This product is designed to map career outcomes for potential Accelerated Career Education students within the Advanced Manufacturing career pathway. It correlates achieved academic credentials with Advanced Manufacturing occupations ranging from entry to advanced levels. <https://www.skillscommons.org/handle/taaccct/1325>

### **Career and Personal Readiness Resources**

This product, available online at <https://sites.google.com/site/acistudentresources/home/personal-resource>, contains materials that enable case managers to provide students with personal resources to support them as they pursue their programs of study.. These resources address an array of subject areas including financial management, medical needs, child care, Internet connectivity, emergency housing and time and stress management. <https://www.skillscommons.org/handle/taaccct/5738>

### **Career and Personal Readiness Resources**

This product contains materials used to assist the Navigator, coaches, and students with developing academic and employment skills. The product resources can be viewed online: <https://sites.google.com/site/acistudentresources/home/personal-resource>. <https://www.skillscommons.org/handle/taaccct/5738>

### **Career Resources**

The program Navigator and staff coaches use these materials to help students develop employment and career skills. The materials, which include employment websites, career research, program presentations and college resources, can be accessed on line at <https://sites.google.com/site/acistudentresources/home/career-resources> <https://www.skillscommons.org/handle/taaccct/5739>

## **CMIN 201 Example Syllabus**

This product outlines the desired outcomes of the CMIN 201 course.

<https://www.skillscommons.org/handle/taaccct/4131>

## **Computer and Internet Literacy Course Syllabus**

This product is the syllabus for the college's Computer and Internet Literacy course.

<https://www.skillscommons.org/handle/taaccct/6637>

## **Course Organizer**

This Excel sheet tool organizes all essential course data for the project manager.

<https://www.skillscommons.org/handle/taaccct/2506>

## **Electrician Advisory Committee Minutes**

This product contains the minutes from a meeting of the college's Electrician Advisory Committee. The committee members addressed the following topics; 1) student enrollment and completion data; 2) curriculum review; 3) current job market outlook and job placement for students; and 4) new trends in the industry. <https://www.skillscommons.org/handle/taaccct/5740>

## **Health Information Technology (HIT) Pathway Graphic**

This product maps career outcomes for potential Accelerated Career Education students within the Health Information Technology (HIT) career pathway. It correlates achieved academic credentials with HIT occupations ranging from entry to advanced levels.

<https://www.skillscommons.org/handle/taaccct/1569>

## **HESC 111 Example Syllabus**

This product outlines the desired outcomes of the HESC 111 course.

<https://www.skillscommons.org/handle/taaccct/4132>

## **Information Sheet**

This product informs the public about the college's Accelerated Career Education (ACE) career cluster programs of study in Technology Trades, Health Care, Culinary and Hospitality Occupations, and Information Technology. It describes the ACE program features, specifies application deadlines and identifies times and location for information sessions.

<https://www.skillscommons.org/handle/taaccct/4129>

## **Information Technology (IT) Pathway Graphic**

This product maps career outcomes for potential Accelerated Career Education students within the Information Technology (IT) career pathway. It correlates achieved academic credentials with IT occupations ranging from entry to advanced levels.

<https://www.skillscommons.org/handle/taaccct/1576>

## **Intake Rubric**

This tool enables staff members to independently rate an applicant in multiple areas as part of the evaluation process for admittance to the Accelerated Career Education program. These factors include scores for Test of Adult Basic Education, support system, personal readiness, schedule, and perseverance.

<https://www.skillscommons.org/handle/taaccct/1570>

## **Medical Terminology Syllabus**

This product is the syllabus for the college's Medical Terminology course.

<https://www.skillscommons.org/handle/taaccct/6636>

## **Navigator Program Plan**

This product provides guidance to the Navigator about what activities and objectives the student is expected to accomplish. It is organized by week, type of activity, topic, others involved, necessary materials and desired outcomes. It also includes a course completion certificate.

<https://www.skillscommons.org/handle/taaccct/2602>

## **NCCER Core Certification Syllabus**

This product is the syllabus for the college's National Center for Construction Education and Research (NCCER) core curriculum, Introductory Craft Skills.

<https://www.skillscommons.org/handle/taaccct/4137>

## **NCCER TECH 101 Syllabus**

This product is the syllabus for the college's National Center for Construction Education and Research (NCCER) Tech 101 course.

<https://www.skillscommons.org/handle/taaccct/6635>

## **New Instructor Training**

This product is a PowerPoint presentation that trains new instructors for the Accelerated Career Education (ACE) program. It includes information on ACE program history and goals, the I-Best model, teaching techniques, student demographics and support services. The college uses this presentation in conjunction with group discussions and course syllabi to help new staff acclimate to the ACE program's expectations and their role in achieving those outcomes.

<https://www.skillscommons.org/handle/taaccct/1575>

## **Prior Learning Assessment (PLA) Policy**

This product is a Prior Learning Assessment (PLA) matrix which correlates with industry-based certifications and challenge exams by subject area. It can be accessed online at <http://docushare3.dcc.edu/docushare/dsweb/Get/Document-5403>  
<https://www.skillscommons.org/handle/taaccct/4140>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from student and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/127348812>  
<https://www.skillscommons.org/handle/taaccct/2653>

## **Student Information Prezi**

This outreach and recruitment presentation, <http://www.dcc.edu/ace/about/>, is used at student information sessions to convey the history and structure of the college's Accelerated Career Education program. It contains information on the college's three career cluster pathways--Healthcare, Information Technology and Technical Trades--and identifies specific coursework for each. It also outlines each step in the program application process. <https://www.skillscommons.org/handle/taaccct/3275>

## **Student Roster**

This tool, designed exclusively for the Accelerated Career Education program, organizes information on all enrolled students for each semester for both the daytime and evening cohorts. It contains contact information, enrollment status, and chosen career pathway/course of study.  
<https://www.skillscommons.org/handle/taaccct/6643>

## **Student Support Services Program Plan**

This tool organizes the activities related to student support throughout the semester, including the required materials, parties involved, and desired outcomes of each activity.  
<https://www.skillscommons.org/handle/taaccct/5741>

## **TECH 101 Example Syllabus**

This product outlines the desired outcomes of the TECH 101 course.  
<https://www.skillscommons.org/handle/taaccct/4135>

# **Louisiana Delta Community College**

## **Assessment Tool**

This program intake form is used with students when applying to the TAACCCT program. This program intake form assists program staff to determine eligibility and provide initial career counseling to applicants. <https://www.skillscommons.org/handle/taaccct/4303>

## **Medical Coding Program Bus Bench**

This product includes the outreach materials that were used on the bus bench which included information regarding the types of training offered at the college. <https://www.skillscommons.org/handle/taaccct/4306>

## **Medical Coding Program Billboard**

This billboard informs the public about the college's Medical Coding program and provides contact information. <https://www.skillscommons.org/handle/taaccct/5742>

## **Medical Coding Specialist Career Pathway Graphic**

This graphic depicts the trajectory of students preparing for Medical Coding occupations. It correlates college coursework and student support services with the achievement of technical certificates or degrees that prepare students for these occupations. <https://www.skillscommons.org/handle/taaccct/5743>

## **Program Application**

This product is a program application. Program staff utilize this form to determine applicant eligibility and to provide initial career counseling to eligible applicants. <https://www.skillscommons.org/handle/taaccct/5744>

## **Program Flyer**

This program flyer provides information regarding the types of training offered and certifications students can earn. The program provides training to prepare individuals for entry level jobs in the technology field. <https://www.skillscommons.org/handle/taaccct/4328>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from students and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/127451802>  
<https://www.skillscommons.org/handle/taaccct/2764>

## **Student Services Plan**

This program management tool is used by project staff to assist students with attaining their educational goals by ensuring that they know what services are available and how to access these services. The plan addresses education and training resources, support resources and includes career pathways/program of study flowcharts in three Information Technology occupations.

<https://www.skillscommons.org/handle/taacct/4304>



# **Meridian Community College**

## **Career Pathway Graphics**

This product contains three career pathway graphics: Health information Technology, Cyber Security and Consolidated I-BEST. The graphics enable students to correlate occupations and average wages with various levels of certification and/or degree attainment.

<https://www.skillscommons.org/handle/taaccct/4112>

## **Cyber Security Pathway**

These two courses comprise the college's CompTIA information technology certification curricula. For System Maintenance, individuals will have the knowledge required to assemble components based on customer requirements, install, configure and maintain devices, PCs and software for end users, understand the basics of networking and security, properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. For Network Maintenance, the course prepares a student for the CompTIA Network+ exam that will certify that the student has the knowledge and skills required to implement a defined network architecture with basic network security.

<https://www.skillscommons.org/handle/taaccct/4063>

## **Foundations of Computer & Digital Literacy (IC3) Course**

The IC3 Computer Course Assessment determines an individual's base knowledge of computers and their various components. The course outline details the technical and basic skills covered throughout this course. Upon successful completion of the course, participants should have attained their IC3 (Internet and Computing Core) certification. <https://www.skillscommons.org/handle/taaccct/4098>

## **Grant Financial Tracking Spreadsheet**

This spreadsheet enables grant managers to track and enter monthly expenses to ensure that grant funds are spent appropriately and within the set budget amount.

<https://www.skillscommons.org/handle/taaccct/4114>

## **Information Sessions PowerPoints**

This presentation provides information about the grant including eligibility requirements, programs of study, certifications and career pathway graphics.

<https://www.skillscommons.org/handle/taaccct/4150>

## **IT Curriculum**

This product contains the syllabi for the college's Network Maintenance and System Maintenance courses, which prepare students to take CompTIA certification exams. It also contains the corresponding objectives for the applicable CompTIA certification exams.

<https://www.skillscommons.org/handle/taaccct/6642>

## **Medical Assistant Curriculum Revised**

This full program curriculum was NOT developed with grant funds. This curriculum was already developed by the state of Mississippi and its curriculum development team. Meridian Community College chose to implement this program under the TAA Gulf IT consortium grant. The program offers training to become a certified Medical Assistant for the healthcare industry. However, a few courses were modified to include basic skills outcomes utilizing grant funds. Those are included with this memo. <https://www.skillscommons.org/handle/taaccct/4106>

## **Medical Assistant Courses**

This product contains syllabi of three new courses for the college's Medical Assistant certificate program: 1) Computer Concepts for Medical Assistants; 2) Medical Terminology; and 3) Medical Business Practices. <https://www.skillscommons.org/handle/taaccct/6641>

## **Pathway Fliers and Website**

These outreach materials, including flyers and an information session presentation, inform a target audience as well as the general public about the college's pathways programs of study. The website, <http://www.meridiancc.edu/ibest>, also serves as an outreach tool for these programs. <https://www.skillscommons.org/handle/taaccct/4113>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from students and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/127100119>  
<https://www.skillscommons.org/handle/taaccct/2762>

## **Student Support Services ToolKit and Plan**

This product enables program Navigator staff to identify comprehensive resources and services for students to support them as they progress through the program including individual counseling, career exploration and participant assessment. In addition to college resources, the plan also contains recruitment and outreach materials and identifies services that are available to students within the college's geographic district. <https://www.skillscommons.org/handle/taaccct/4127>

# **Mississippi Delta Community College**

## **Healthcare Pathway Graphic**

This product is a graphic delineating career pathways in the healthcare industry by correlating academic credentials with front office occupations ranging from office assistant to medical office manager.

<https://www.skillscommons.org/handle/taaccct/4123>

## **IT Industrial Pathway Graphic**

This graphic delineates the college's career pathways for IT Industrial occupations ranging from industrial technician to industrial supervisor with corresponding credentials and average salary levels.

<https://www.skillscommons.org/handle/taaccct/4120>

## **Networking Pathway Graphic**

This graphic delineates career pathways in the computer networking industry by correlating academic credentials with occupations ranging from office assistant to network specialist.

<https://www.skillscommons.org/handle/taaccct/4121>

## **Outreach Materials**

These outreach products, including a flyer, brochure and PowerPoint presentation, are used to recruit individuals into the college's C4 program; Common Career Core Curricula. Training is available in multiple clusters including Health Information Technology, Computer Networking, Electronics, Automotive and Welding. These can be accessed at <http://www.ms.delta.edu/index.php/c4>.

<https://www.skillscommons.org/handle/taaccct/4124>

## **Resource Directory**

This product is a listing of community resources that students may need while enrolled in the college's programs of study and may elect to utilize. <https://www.skillscommons.org/handle/taaccct/4122>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from students and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/127329331>

<https://www.skillscommons.org/handle/taaccct/2763>

# **North East Mississippi Community College**

## **Career Counseling Protocols and Assessments**

This product describes the career counseling material utilized by the Career Coach in the Gulf States Career Pathway Program at NEMCC. The Career Coach develops an individualized plan for workforce training for each participant after analyzing all participant assessments. Each participant will meet with the Career Coach the Monday following orientation for an individualized success plan for employability. <https://www.skillscommons.org/handle/taaccct/5745>

## **Challenge Exams/Career Pathway Graphic**

This product contains challenge exams, created by the college, to assess prior learning of program participants for potential college credit. It also includes a career pathway graphic for certifications in Health information Technology, industrial Maintenance and Micro-Computer Information Systems. <https://www.skillscommons.org/handle/taaccct/6633>

## **Community Resources Directory**

This directory provides information for students who may need help with finding necessities such as clothing, food, housing, and child care through community resources. <https://www.skillscommons.org/handle/taaccct/3274>

## **Copies of IT Program Curricula**

This product is a collection of all the course curricula and syllabi for the Gulf States Adult Career Pathway Program at NEMCC. <https://www.skillscommons.org/handle/taaccct/4102>

## **Cyber Security Pathway Graphic**

This product contains a flowchart graphic to showcase the stackable credentials and certifications available within the IT Cyber Security Pathway as well as career options. This flowchart is used to recruit and guide students within the IT Cyber Security Pathway. <https://www.skillscommons.org/handle/taaccct/1578>

## **Industry Validation Report**

This report provides summaries of industry validations of the college's I-BEST program goals, Information Technology core courses and expected student learning outcomes. <https://www.skillscommons.org/handle/taaccct/5729>

## **Information Technology Program Curricula**

This product is a collection of all the information Technology course syllabi for the college's Gulf States Adult Career Pathway Program. Each syllabus identifies course objectives, student learning outcomes and assessment criteria. <https://www.skillscommons.org/handle/taaccct/6634>

## **Intake Process Outline**

This product describes the college's student intake process. The process is designed to assess participant abilities/skills; interpret assessment outcomes; counsel the participant toward an individualized success plan with specific training/employment goals; and provide the training necessary to accomplish the individualized plan for workforce training and employment.

<https://www.skillscommons.org/handle/taaccct/4115>

## **IT Health Pathway Graphic**

This product contains a flowchart graphic to showcase the stackable credentials and certifications available within the IT Health Pathway as well as career options. This flowchart is used to recruit and guide students within the IT Health Pathway. <https://www.skillscommons.org/handle/taaccct/3273>

## **IT Industrial Maintenance Pathway Graphic**

This product contains a flowchart graphic to showcase the stackable credentials and certifications available within the IT Industrial Maintenance Pathway as well as career options. This flowchart is used to recruit and guide students within the IT Industrial Maintenance Pathway.

<https://www.skillscommons.org/handle/taaccct/1579>

## **IT Program Curricula**

This product is a collection of all the college's course curricula and syllabi for the Gulf States Adult Career Pathway Program. It contains the following information for each course: 1) description; 2) goals and objectives; 3) instructional techniques; 4) methods of evaluation and grading; and 5) attendance policies. <https://www.skillscommons.org/handle/taaccct/4100>

## **Non-Credit to Credit Challenge Test Process**

This non-credit to credit process enables students to take a non-credit course and then take a challenge test in order to receive college credit. <https://www.skillscommons.org/handle/taaccct/4099>

## **Outreach Flyer**

This outreach flyer is used to recruit participants for three certificate programs: Medical and Business Office Assisting, Industrial Maintenance IT and Microcomputer Information Systems Technology.

<https://www.skillscommons.org/handle/taaccct/2774>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from student and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/126998643>

<https://www.skillscommons.org/handle/taaccct/2652>

### **TAACCCT Grant Statement of Work**

This statement of work provides a program description and allows individuals to understand the purpose of the grant. The grant management team uses this product for its own reference and to introduce the program to potential grant partners.

<https://www.skillscommons.org/handle/taaccct/3208>

### **Web Link and Outreach Materials**

This product contains two brochures relating to the college's workforce training activities and the Gulf States Career Pathway program as well as a reference to the college's workforce training Web Link, <http://www.nemc.edu/workforce>. The program Navigator utilizes these materials for recruitment purposes and career coaches distribute these materials to students during their orientation interviews. They also use them to devise an individualized training plan for each participant.

<https://www.skillscommons.org/handle/taaccct/4126>

### **Website and Outreach Materials**

This website and outreach product is a collection of all the materials utilized in the Gulf States Adult Career Pathway Program at the college. The materials are available on the college's website and are distributed in all seven orientation sites and throughout the community. The college's Navigator relies heavily upon these materials for recruiting and career coaches distribute the materials to students during the orientation interview and utilize them to devise an individualized training plan for each participant with the goal of establishing a new skill set for employment success.

<https://www.skillscommons.org/handle/taaccct/5727>

# **Pearl River Community College**

## **GED Course Materials**

This product contains syllabi for two courses--Microsoft Applications and Personal and Professional Development--that are intended to prepare students to enter the Health Information Management career pathway. <https://www.skillscommons.org/handle/taaccct/1664>

## **Health Information Technology Rack Card**

This brochure informs potential students about the college's Health Information Technology program. <https://www.skillscommons.org/handle/taaccct/2775>

## **HIT Training Program Goals, Outcomes and Assessment Criteria**

This product describes goals, outcomes and assessment criteria for a Health Information Technology (HIT) training program intended to prepare students for a national certification in this field. <https://www.skillscommons.org/handle/taaccct/1663>

## **Intake Form of Student Information**

This intake form is used to record demographic and personal information about all students entering the college. <https://www.skillscommons.org/handle/taaccct/3210>

## **Outreach/Program Management & Implementation Materials**

These outreach materials inform the community about the availability of training and opportunities for employment. These program management and implementation materials inform participants about program procedures and career pathways. <https://www.skillscommons.org/handle/taaccct/3212>

## **Student Services Tool Kit**

This product provides a comprehensive package of the multiple tools that the college provides to support students including the navigator plan, career pathways, resource contacts, a job search tool and an exit survey. <https://www.skillscommons.org/handle/taaccct/5719>

## **Navigator Program Plan**

This product provides guidance to student Navigators about what activities and objectives are expected to be accomplished by the student within the semester. It tracks student progress week by week in the following categories: 1) type of activity; 2) topic; 3) others involved; 4) materials; and 5) desired outcomes. <https://www.skillscommons.org/handle/taaccct/2601>

## **Retraining the Gulf Coast Video**

This product informs the public about the college's activities and programs of study as a member of the Gulf Coast IT Consortium. It features interviews with and testimonials from students and college personnel who discuss their experiences with the initiative. Video Link: <https://vimeo.com/125757445>  
<https://www.skillscommons.org/handle/taaccct/2654>

## **Syllabi for Healthcare Career Pathway Courses**

This product contains syllabi for 18 courses in the college's Healthcare career pathway, which encompasses Healthcare Data Technology and Office Systems Technology. It also includes a suggested course sequence for Healthcare Data Technology and a profile sheet for Office Systems Technology that captures students' progress towards a career certificate, technical certificate or A.A.S degree.  
<https://www.skillscommons.org/handle/taaccct/1668>



# **South Louisiana Community College**

## **Adult Ed Student Referral**

Adult education program staff use this tool to refer potentially eligible students to the Pathways to Accelerated Career Education program. It also serves as a letter of support or recommendation.

<https://www.skillscommons.org/handle/taaccct/1669>

## **Application Software Development Pathway Graphic**

This product is designed to map career outcomes for potential students within the Information Technology-Application Software Development pathway. It outlines program entry points and pairs academic milestones with industry experience. <https://www.skillscommons.org/handle/taaccct/4307>

## **Career Counseling, Protocol, and Assessments**

These products provide students with a focused overview of the process of entering the workforce after completion of training. They include the following: 1) employment readiness checklist; 2) career assessment hyperlinks; 3) individual support services plan; and 4) professional development PowerPoint presentation. <https://www.skillscommons.org/handle/taaccct/4300>

## **Copies of IT Program Curricula**

These products include the master syllabi for IT and MA classes, as well as the college's A+ boot camp. They also include an example of a lecture from the MA program.

<https://www.skillscommons.org/handle/taaccct/4101>

## **Credit for Prior Learning Policy**

This product articulates the college's policy with regard to the assessment of prior learning and the opportunities for students to receive college credit for such experiences.

<https://www.skillscommons.org/handle/taaccct/5746>

## **Employer Outreach Materials**

This outreach product informs potential employer partners about the benefits of participation in the college's grant-funded program of study. <https://www.skillscommons.org/handle/taaccct/5748>

## **Hardship Waiver Application**

This tool enables new Pathways to Accelerated Career Education program participants to apply for a waiver of tuition due to personal circumstances that hinder their ability to meet the college's tuition requirements. <https://www.skillscommons.org/handle/taaccct/1670>

## **Health Information Technology - Medical Assistant Pathway Graphic**

This product maps career outcomes for potential students within the Health Information Technology-Medical Assistant pathway. It outlines the entry points for the Pathways to Accelerated Career Education Program and also pairs academic milestones with industry experience.

<https://www.skillscommons.org/handle/taaccct/1671>

## **Industrial Electronics Technology Pathway Graphic**

This product is designed to map career outcomes for potential students within the Industrial Electronics Technology pathway. It outlines program entry points and correlates academic milestones with industry experience. <https://www.skillscommons.org/handle/taaccct/5747>

## **Information Session PowerPoint**

This product provides an overview of the college's Pathways to Accelerated Career Education program. It outlines the enrollment process; aligns the three career clusters (Health Technology, Cyber/Network Security and Industrial Technology) into pathways; and identifies student support services. <https://www.skillscommons.org/handle/taaccct/1672>

## **Information Technology & Medical Assisting Program Curricula**

These products contain the master syllabi for the college's Information Technology and Medical Assisting classes, as well as the A+ Certification Boot Camp. An example of a lecture from the Medical Assisting program is also included. <https://www.skillscommons.org/handle/taaccct/6631>

## **IT Computer Networking & Cyber Security Pathway**

This product provides detailed information about the college's Cyber/Network Security career pathway. <https://www.skillscommons.org/handle/taaccct/1676>

## **IT Course Audit Reports**

This product was designed by the college to proactively offer students various Credit for Prior Learning (CPL)/Non-Traditional credit/Prior Learning Assessment (PLA) methods through which their varied experiences can be assessed. <https://www.skillscommons.org/handle/taaccct/4237>

## **Machine Tools Industrial Technology Pathways**

This product provides detailed information about the college's Machine Shop Technician, Lathe Operator, Mill Operator, and CNC Operator career pathways.

<https://www.skillscommons.org/handle/taaccct/1677>

## **Outreach Materials**

These outreach materials provide essential information about the college's programs of study in Health Information Technology, Cyber Networking/Security and Industrial Technology including eligibility requirements, application procedures, program costs and contact information.

<https://www.skillscommons.org/handle/taaccct/5720>

## **Participant Support Services Interview**

This tool allows intake staff to develop an understanding of the potential barriers to employment and support services needed by students who enroll in the Pathways to Accelerated Career Education program. <https://www.skillscommons.org/handle/taaccct/4118>

## **Pathways to Accelerated Career Education Outreach Flyer**

This outreach product provides a brief overview about the benefits of the Pathways to Accelerated Career Education program. <https://www.skillscommons.org/handle/taaccct/1678>

## **Student Intake Application**

This application is designed to collect personal contact information, demographic data, employment history, educational background and other relevant information to determine a potential student's eligibility to participate in the Pathways to Accelerated Career Education program.

<https://www.skillscommons.org/handle/taaccct/1680>

## **Student Intake Tracking Document**

Program staff use this tool to track and organize all necessary and relevant information pertaining to potential students for the Pathways to Accelerated Career Education program.

<https://www.skillscommons.org/handle/taaccct/1679>

## **Support Services Toolkit**

This product includes information about all the support services that the college offers to students. Such as housing, transportation, childcare, food stamps, tutoring, assistance with textbooks, etc.

<https://www.skillscommons.org/handle/taaccct/4231>

## **Supporting Documents Checklist**

This tool allows Pathways to Accelerated Career Education program applicants to keep track of necessary supporting documentation (e.g., test scores, high school/GED diploma copies, photo ID copy, Social Security card copy, etc.) in addition to the Intake Application.

<https://www.skillscommons.org/handle/taaccct/1675>

## **Textbook Checkout Form**

Program staff use this form to track student use of textbooks obtained from the college's library.

<https://www.skillscommons.org/handle/taaccct/1674>

## **Web Site**

This Web site contains basic information about the college's Pathways to Accelerated Career Education program including career pathways, application procedures, course offerings, college history, FAQs and contact information. <https://www.skillscommons.org/handle/taaccct/1673>