Career Exploration, for Students to be College and Career Ready

Information Guide 2015-2016

Central Community College
ESU’s 7, 9, 10 and 11

Contact Information:

Central Nebraska Career Academy Director
Central Community College
3134 West Hwy 34
PO Box 4903
Grand Island NE 68802-4903
Central Nebraska Career Academy

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Central Nebraska Career Academy
Project

Mission Statement
To promote teaching and learning through a combination of academic and career and technical education curriculum that may lead to an industry certificate depending on the program.

Project Goals
- Link business trends and targeted industry growth to Career Academy targets.
- Engage business in partnerships that allow young people to explore and prepare for future careers through a combination of school-based curricula and work-based experiences.
- Enhance learning which results in highly skilled high school graduates.

Recruitment
Students wishing to participate in any of the career academies will need to complete a Career Academy Application and submit it to the Career Academy Director for consideration. It is suggested that several students in any particular school join the academy program together in order to form a small learning community within that school.
Central Nebraska Career Academy
Project

PURPOSE

The Central Nebraska Career Academy Project (CNCAP) is designed to provide high school juniors and seniors with opportunities to explore various career clusters. The Career Academies will provide students with many benefits:

- Gain exposure to a rigorous college environment
- Exposure to skills for a career area
- Safety, legal, and ethical procedures
- Job-seeking skills
- Interpersonal skills for the workplace
- Concurrent or dual credit while in high school
- Get a head start on a college degree

Participation in a Career Academy will not only provide students with college level courses and a head start in a high-demand career area, but students will also be able to visit various jobsites, job-shadow different career areas, and learn skills that will help them be successful in pursuing the career field of their choice.

Students will have the opportunity to meet and interact with other students, college instructors, businesses and health care providers from across Central Nebraska.

- CNCAP is a partnership between CCC, ESU 7 (Columbus), ESU 9 (Hastings), ESU 10 (Kearney) and ESU 11 (Holdrege) school districts; grant funded program authorized under Carl D. Perkins Career and Technical Education Act of 2006

The Career Academies support the Nebraska Department of Education’s Career Education Model. For more information go to:
http://www.nebraskacareerconnections.org/
HONOR STATEMENT

Participation in CNCAP requires a high level of commitment from Central Community College, your high school, yourself and your parents. This agreement acknowledges that you (the student) and your parents are entering into a relationship built on honesty, ethical behavior, open communication and trust. Students should be a junior or senior to participate in the Career Academy. All participants must adhere to the following list of guidelines:

- The student is required to attend all courses. Excessive absences may affect your grade.
- The student has access to an appeal process to review extenuating circumstances of absences and tardiness at CCC. During the appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as the Career Academy’s calendar. In addition, the student is expected to follow CCC’s inclement weather policies.
- The student is required to arrive in class on time. At CCC each program has its own standards which students are to abide by. Arrangements will need to be made prior to an absence.
- The student is expected to follow the high school class schedule as well as the Career Academy’s calendar. In addition, the student is expected to follow CCC’s inclement weather policies.
- The student is required to be drug and alcohol free while attending CCC. Appropriate action will be taken in accordance with CCC policies and procedures if substance use/abuse is suspected. Job shadowing sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to follow.
- Equipment provided by the Career Academy must be treated with respect and returned to CCC at the end of the course in good condition. Lost or damaged books or equipment will result in replacement fines to be paid by the student.

Job Shadowing Expectations

- Students will be expected to job shadow each semester. Students in the Health Science Academy will need to receive a “B” or above on a HIPAA test to be able to job shadow.
- Your job shadow experience cannot be at any school you have attended and should not be directly with family members.
- Your class attendance must be in good standing at your high school and CCC to be able to job shadow.
- Students will be expected to make the contact with the job shadowing site/host at least two weeks in advance of the date requesting to job shadowing. *Note: some hospitals and employers require four weeks’ notice; please abide by the job shadow site/host policies. This date will need to be cleared with your high school. Students and parents will need to read and sign the Request for Job Shadow form.
- Students and parents will need to read and sign the Confidentiality and Ethical & Legal Behavior form.
- Parents and students will need to read and sign the Parental Permission and Release of Liability form.
- Students will need to follow up with a Job Shadow Report and Evaluation form within one week of completion.
FREQUENTLY ASKED QUESTIONS

What is a Career Academy?  The Career Academy is an opportunity for students to be both college and career ready. This means that students will explore a career field and get a first-hand look at what goes on in the “real world”. Students will participate in tours and job shadowing, and experience other career exploration activities, many of them within their own communities. In short, academies link academic learning to career expectations.

What Academies will be offered?  The Health Science Career Academy and Business Academy. An Agribusiness Academy is in development.

What will it cost me?  Central Community College tuition and fees will apply to all classes offered for college credit. Check with your school counselor or administrator regarding possible tuition assistance. Textbooks for academy classes will be the student’s responsibility. Please see page 18 for information about assistance with tuition.

What classes will I take?  Each semester students will take at least one Career Academy class. See listing of classes and course descriptions in this booklet.

Where/When will I take classes?  Classes will be offered in a variety of ways. Some courses may be offered in an on-line format or through the distance learning telecommunications system. Other courses may be offered face-to-face at your school or on a CCC campus.

Will these classes transfer?  Central Community College maintains transfer agreements with a number of colleges and has formal transfer agreements with several institutions. Some agreements are for general education courses and others are for specific majors or programs of study. If a student is interested in transferring CCC credits to another institution, they may go to: www.cccneb.edu/transfer.
How will I register? Students will complete a Central Community College Early Registration Form. School counselors and CCC staff will assist students in registering for Career Academy classes. The form requires signatures from the student, the parent/guardian, and the high school. Missing information may delay the registration process. Tuition and fee payment must accompany the registration form or other payment arrangements must be made with the Student Accounts office.

Will I need to take a college entrance exam? All Early College students will need to take either the Asset, Compass or ACT test and have the test scores on file at Central Community College before they can be registered in a Central Community College course.

Where will I learn more about jobs and the career I am interested in? Job shadowing will be part of the Career Academy experience. Students will be required to job shadow throughout their experience in the academy program.

Why should I consider a Career Academy? With many college graduates changing their program of study several times before they complete college, career academies are a way for students to start learning about careers and college work before committing to a major course of study. Career Academy programs are designed to prepare students for high-skill, high-wage, and high-demand careers. Career Academies will combine rigorous classes with relevant experiences that will help prepare students.

What happens when I complete the Career Academy? Students who successfully complete four semesters of the Career Academy will receive an Achievement Award. The completion of the career academy program can be used as an accomplishment on a student resume and on scholarship applications.
General Information

Eligibility Requirements
- Must be a junior or senior when Academy classes start
- Be in good academic standing at your high school
- Complete an Central Nebraska Career academy Application and a Central Community College Early College Registration form

Curriculum
Career Academy courses are determined by CCC faculty, business partners, and the governing Steering Committee. Based on classes taken, students may be able to complete between 12-17 credit hours of college-level work at the end of the two years in the Academy.

Calendar
Students are expected to abide by the Central Community College calendar.

Course Capacity
Class limits range from 10-25 students per class.

Course Syllabus
The course syllabus is a very important guide for students to use throughout the duration of the course. It contains learning objectives, important directions on the required assignments, grading policies and other details related to the course.

College and High School Credit
Central Community College credit is awarded for the college courses that students take in the Career Academy. If the Central Community College instructor has a NDE Teaching Certification then each high school/district can determine whether high school credit is also awarded for the Career Academy course work. For transfer information to other higher education institutions (such as four-year colleges), it is best to contact the institution that will be receiving the credit. There is also a transfer guide located in the Central Community College Course Catalog.
Grades
Grades for each college course are derived using the criteria identified in the course syllabus developed by the faculty. Students receive a course syllabus at the beginning of each class. Grades for any high school credit portion of the class will be the responsibility of the school district.

FERPA
Family Education Rights and Privacy Act (FERPA) gives students the right to inspect and review their education records and provides students with some protection against the release of their information. The law basically says that no one outside the institution (CCC) shall have access to a student’s education record nor will the institution disclose any information from those records without the written consent of the student. As part of the Career Academy program, students will need to sign a release of information for student records to be released to parents and to the high school.

Inclement Weather
If CCC is closed, Career Academy classes and activities may be cancelled. In such a case please check your CCC email for details and instructions.

Instructor Absences
In the event of an instructor’s absence, CCC will attempt to hire a substitute instructor. If a substitute instructor is not available, then classes will be cancelled. An attempt will be made to notify each school, advising of the class cancellation.

Work-Based Learning Component
A key part of the Career Academy program will be work-based learning experiences. Each student will be required to job shadow during their career academy experience and be responsible to contact a business of his/her choice to shadow. Students will be expected to complete a typed summary of their job shadowing experience. Forms and other information will be available at their schools and on the CCC web site at: www.cccneb.edu/careeracademy or on the Moodle classroom management system.

Students will also have opportunities to hear guest speakers, participate in business tours and field trips, and other special programs as part of the Career Academy.
Student Responsibilities

1. Attendance – Regular attendance and conscientious work habits are necessary to meet CCC’s academic standards of progress. Excessive absences may be factored into determining your grade. It is the student’s responsibility to contact the instructor about any absences. Students should refer to their course syllabi.

2. Confidentiality – A level of privacy exists in each career field. What students see in a place of business or health care facility should remain confidential. HIPAA training will be part of the Health Science Career Academy and will be strictly enforced as part of that academy.

3. Dress Code – Students will be asked to follow their high school dress code, however, they may be asked to dress according to professional standards at certain times.

4. Transportation – Transportation to a job shadowing experience is the responsibility of either the student or local school district.

Support Services

Students who request special services or accommodations must disclose the nature of their condition and provide documentation of disability to the Career Academy Director. This disclosure is considered confidential and will be released to the Special Population offices to assist with the accommodations.

Students are asked to request services as soon as possible so that specific accommodations are made available. Students should know that without sufficient notice, timely provision of services may be delayed.

Documentation should describe the disability, how it may impact the student’s academic performance, and suggest appropriate education accommodations as usually stated in an Individual Educational Plan (IEP).
Health Science Academy General Information

The Health Science Academy presents to students a set of challenges and learning experiences that will help the student to better understand the many career fields and choices in the health care industry. Students will take four college level courses along with completing job shadowing events to help them get that real world experience. During their four semesters in the Career Academy Program students will take; Introduction to Health Sciences, Community Health Needs, Medical Terminology (HLTH*1040) and Human Biology or Introduction to Health Informatics through Central Community College. These courses have been developed and sequentially placed to help guide the student into many different career pathways.

Students are encouraged to enroll in the Career Academy Program before their junior year in high school. After acceptance into the Career Academy Program the student must complete the first two semesters of the Health Science Academy courses. Please see page 11 and 12 for Health Sciences Academy course requirements and descriptions. The student must also complete a minimum of two job shadow events monitored through the Central Nebraska Career Academy Program Directors office. Job shadow packets are available online or by contacting the Central Nebraska Career Academy Project Director.

In the second year of the Career Academy Program the student will be required to complete Medical Terminology (HLTH*1040) in the first semester and then choose between Human Biology and Introduction to Health Informatics in the second semester. Once again job shadowing is required as part of the Career Academy Program. A student must complete a minimum of three job shadowing events monitored through the Central Nebraska Career Academy Program Directors office their senior year.

In addition to completing the required courses and doing job shadowing, academy students will be encouraged to attend other Career Academy Program events including business and industry tours, etiquette luncheons, career fairs and other events as planned.

The Health Science Career Academy can help your school complete a Nebraska Department of Education Program of Study. Please ask your school counselor about this benefit.
# Health Science Academy

## Course Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Pre-Req</th>
<th>Credits</th>
<th>High School Year</th>
<th>Optional/Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1000</td>
<td>Introduction to Health Science</td>
<td>None</td>
<td>3</td>
<td>Junior (Fall)</td>
<td>Required</td>
</tr>
<tr>
<td>HUSR 1260</td>
<td>Community Health Needs</td>
<td>None</td>
<td>3</td>
<td>Junior (Spring)</td>
<td>Required</td>
</tr>
<tr>
<td>HLTH 1200</td>
<td>Nursing Assistant</td>
<td>None</td>
<td>3</td>
<td>Junior (Summer)</td>
<td>Optional</td>
</tr>
<tr>
<td>HLTH 1040</td>
<td>Medical Terminology</td>
<td>None</td>
<td>3</td>
<td>Senior (Fall)</td>
<td>Required</td>
</tr>
<tr>
<td><em>BIOS 1020 or HIMS 1410</em></td>
<td>Human Biology or Health Informatics Foundations</td>
<td>None</td>
<td>3</td>
<td>Senior (Spring)</td>
<td>Required</td>
</tr>
<tr>
<td>HLTH 1030</td>
<td>Basic Medical Terms</td>
<td>None</td>
<td>2</td>
<td>High School Articulation</td>
<td>Optional</td>
</tr>
</tbody>
</table>

*Either BIOS*1020 Human Biology or HIMS*1410 Health Informatics Foundations must be taken second semester of the senior year.

This interdisciplinary program provides students with a broad perspective of health and wellness at the population level and an exploration of health care systems. The curriculum is based on a strong foundation in the health sciences.
# Health Science Academy Course Descriptions

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<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 1000</td>
<td>Introduction to Health Science</td>
<td>Introduction to the Health Sciences Career opportunities in Biotechnology, Research and Development, Diagnostic Services, Supportive Services, Health Informatics, and Therapeutic Services as well as community and volunteer careers in the community. Includes personal and professional qualities of a health care worker, legal responsibilities, ethics, and current “hot topics” in health care and cultural diversity in healthcare. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>HUSR 1260</td>
<td>Community Health Needs</td>
<td>Provides an understanding of community health and the health needs of the diverse members of the community. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>HLTH 1030</td>
<td>Basic Medical Terms</td>
<td>Learn medical words and word parts, emphasizing spelling, syllabication, pronunciation, and definition of medical terms. (30/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>HLTH 1200</td>
<td>Nursing Assistant</td>
<td>Basic nursing knowledge and skills course for the nurse assistant in a health care setting. Meets the requirements of Public Law 100-203 OBRA and is approved by the Nebraska Department of Health. (45/31/0/0)</td>
<td></td>
</tr>
<tr>
<td>HLTH 1040</td>
<td>Medical Terminology</td>
<td>Learn the meaning, spelling, and pronunciation of medical terminology in order to develop the medical vocabulary needed to work in a medical setting. Medical abbreviations and symbols will also be covered. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>BIOS 1020</td>
<td>Human Biology</td>
<td>Explores basic biological principles as they relate to humans. Besides studying concepts of human structure and function, reproduction, genetics, development, and ecology, the course will stress ethical considerations of biological problems. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>HIMS 1410</td>
<td>Health Informatics Foundations</td>
<td>This course introduces the students to Health Informatics encompassing practical information about computer applications and information systems in health care. (45/15/0/0)</td>
<td></td>
</tr>
</tbody>
</table>
Business Academy General Information

The Business, Marketing, and Management Cluster Academy is a unique opportunity for students to explore the vast career fields in business. Students can take a variety of different high school and college courses linked together with several job shadowing experiences to obtain the Academy Certificate of Achievement.

Students are encouraged to enroll in the Career Academy Program before their junior year in high school. After acceptance into the Career Academy Program, during their junior year, the student must complete two semesters of business related classes. These classes can be articulated classes through the Tech Prep program or they may be offered as either high school level or college level courses, a list of college options is provided on page 14. High school courses may be in the area of economics, accounting, marketing, introduction to business, or personal finance. Please contact the Career Academy Director for high school course approval. The student must also complete a minimum of two job shadow events monitored through the Central Nebraska Career Academy Program Directors office. Job shadow packets are available online or by contacting the Central Nebraska Career Academy Project Director.

As a senior in the Career Academy Program the student will be required to complete two college level courses in the field of Business, Marketing and Management from Central Community College. One of these required courses must be Introduction to Business (BSAD*1050). The other required course may be either Personal Financial Planning (BSAD*1360) or Introduction to Entrepreneurship (ENTR*1050). In the event that either of these courses is articulated through the Tech Prep program, the student will be required to take the other course. Once again job shadowing is required. A student must complete a minimum of three job shadowing events monitored through the Central Nebraska Career Academy Program Directors office their senior year.

In addition to completing the required courses and doing job shadowing, academy students will be encouraged to attend other Career Academy Program events including business and industry tours, etiquette luncheons, career fairs and other events as planned.

The Business Career Academy can help your school complete a Nebraska Department of Education Program of Study. Please ask your school counselor about this benefit.
## Business Academy

### Course Offerings & Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Pre-req</th>
<th>Credits</th>
<th>High School Year</th>
<th>Optional/Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BSAD 1050</strong></td>
<td>Introduction to Business</td>
<td>None</td>
<td>3</td>
<td>Senior (Fall)</td>
<td>Required</td>
</tr>
<tr>
<td><strong>BSAD*1360</strong></td>
<td>Personal Financial Planning Or Introduction to Entrepreneurship</td>
<td>None</td>
<td>3</td>
<td>Senior (Spring)</td>
<td>Required</td>
</tr>
<tr>
<td>Or <strong>ENTR*1050</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| HMRM 1250   | Orientation to Hospitality Industry             | None    | 3       | Optional         |
| BSAD 1920   | Leading & Motivating                           | None    | 3       | Optional         |
| OFFT 1200   | Workplace Interaction                           | None    | 3       | Optional         |
| PRDV 1010   | Consumer Problems                               | None    | 3       | Optional         |
| PRDV 1850   | Employment Search & Interview                   | None    | 2       | Optional         |
| PRDV 1080   | Critical Thinking                               | None    | 2       | Optional         |
| PRDV 1030   | Successful Job Relations                        | None    | 1       | Optional         |
| INFO 1120   | Microcomputer Applications                      | None    | 3       | Optional         |
| ACCT 1200   | Principles of Accounting                        | None    | 3       | Optional         |
| ACCT 1100   | Small Business Accounting                       | None    | 3       | Optional         |

**BSAD*1050 Introduction to Business and either BSAD*1360 Personal Financial Planning or ENTR*1050 Introduction to Entrepreneurship must be taken to complete the academy program.**
## Business Academy Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 1050</td>
<td>Introduction to Business</td>
<td>An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management and finance. Also a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>BSAD 1360</td>
<td>Personal Financial Planning</td>
<td>A study and application of the steps required in the personal financial planning process including budgeting, tax planning, insurance, investments, retirement planning, and estate planning. A personal or family financial plan will be developed. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>HMRM 1250</td>
<td>Orientation to Hospitality Industry</td>
<td>Exploration of jobs in the hospitality industry. Study of customer service skills and development of preliminary career goals. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>ENTR 1050</td>
<td>Introduction to Entrepreneurship</td>
<td>The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>BSAD 1920</td>
<td>Leading &amp; Motivating</td>
<td>Leadership skills, teamwork, team building techniques, employee relations and confrontational management will be covered. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>OFFT 1200</td>
<td>Workplace Interaction</td>
<td>Course focuses on team dynamics, meeting structure, speaking and presenting, and communication in the workplace including correspondence, telephone techniques, and communicating electronically. Will prepare student for typical workplace scenarios. (45/0/0/0)</td>
<td></td>
</tr>
<tr>
<td>INFO 1120</td>
<td>Microcomputer Applications</td>
<td>Provides an interactive study of microcomputer-based productivity tools. Concepts and fundamental skills in the application of word processing, spreadsheet, database and presentation software will be covered. (30/45/0/0)</td>
<td></td>
</tr>
</tbody>
</table>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Small Business Accounting</td>
<td>For the student with little or no accounting background; an introductory course of accounting fundamentals including the accounting cycle, special journals, cash and payroll. (45/0/0/0)</td>
</tr>
<tr>
<td>ACCT 1200</td>
<td>Principles of Accounting</td>
<td>This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owner’s equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal control, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business. (45/0/0/0)</td>
</tr>
<tr>
<td>PRDV 1010</td>
<td>Consumer Problems</td>
<td>Investigation of the rights and responsibilities of the consumer, analysis of the social forces affecting consumer decisions, and identification of guidelines for the selection of goods and services. (45/0/0/0)</td>
</tr>
<tr>
<td>PRDV 1030</td>
<td>Successful Job Relations</td>
<td>Covers on-the-job communication skills, personal traits of success, problem-solving, time management, goal setting, assertiveness, and the relationship between productivity and job attitude. (15/0/0/0)</td>
</tr>
<tr>
<td>PRDV 1080</td>
<td>Critical Thinking Skills</td>
<td>Analysis of thinking, learning new thinking skills and application of these skills to a variety of life situations. (30/0/0/0)</td>
</tr>
<tr>
<td>PRDV 1850</td>
<td>Employment Search &amp; Interview</td>
<td>Prepares the student for all phases of the job search process and job follow-up. Topics include electronic and paper research, applications, resume and cover letter development, interviewing, and proper follow-up. (30/0/0/0)</td>
</tr>
</tbody>
</table>
Tuition Assistance Opportunities

**Access College (ACE) Scholarship** – pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska’s colleges or universities, either through dual-enrollment or early enrollment agreements. For more information contact your high school counselor or go to [http://www.ccpe.state.ne.us/publicdoc/ccpe/ACE/](http://www.ccpe.state.ne.us/publicdoc/ccpe/ACE/).

**Workforce Development Eligibility:**
- Student needs to be age 17
- Meet family income eligibility and have one of the following barriers:
  - Low reading and math skills
  - Homeless or foster child
  - Pregnant or single parent
  - Disability

Students will need to contact their local Nebraska Workforce Development Manager for more information:

Ada Sanchez, Columbus: 402-564-7160 or ada.sanchez@nebraska.gov
Randy Kissinger, Grand Island: 308-385-6312 or randy.kissinger@nebraska.gov
Michelle Loeffelholz, Hastings: 402-462-1867 or michelle.loeffelholz@nebraska.gov

**Vocational Rehabilitation:**
Columbus: 402-562-8065 or vr.columbus@vr.ne.gov
Grand Island: 308-385-6200 or vr.grandisland@vr.ne.gov
Kearney: 308-865-5343 or vr.kearney@vr.ne.gov

**Other options to check out in your community:**
- Local Chamber of Commerce
- Local Scholarships