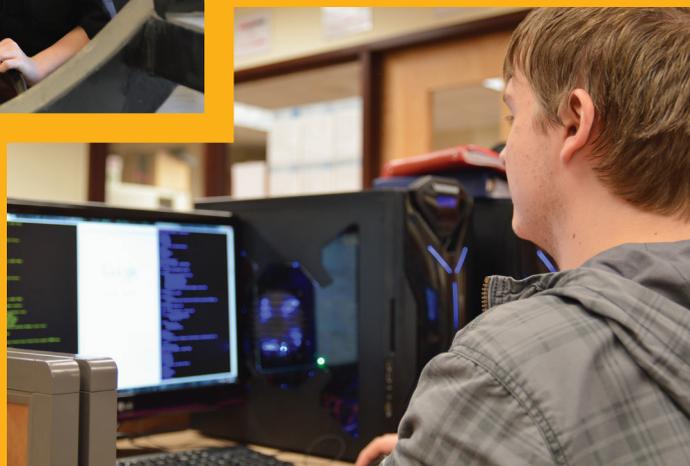
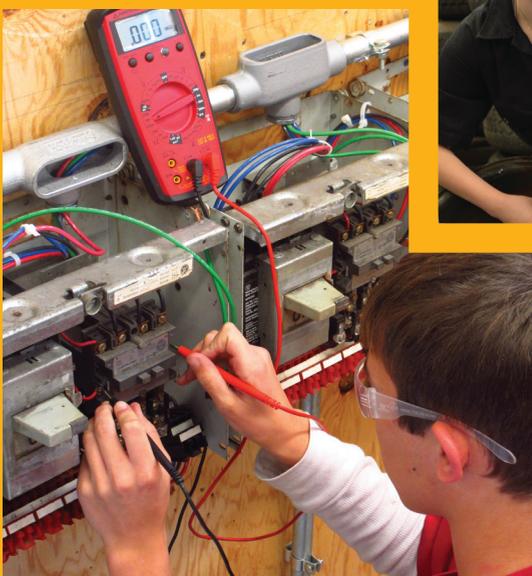
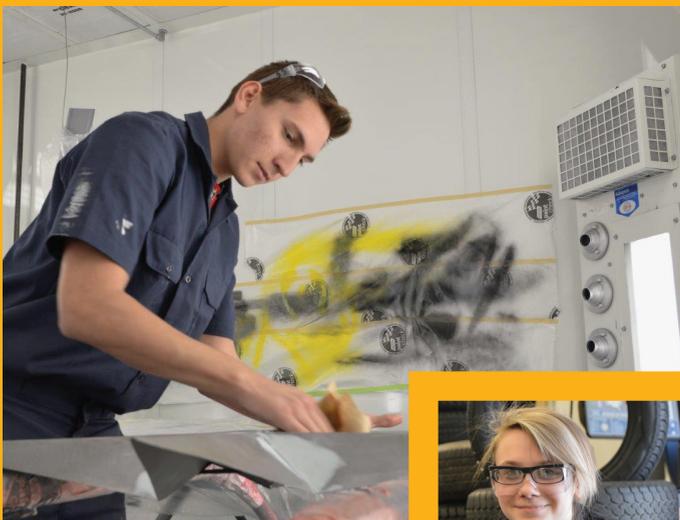
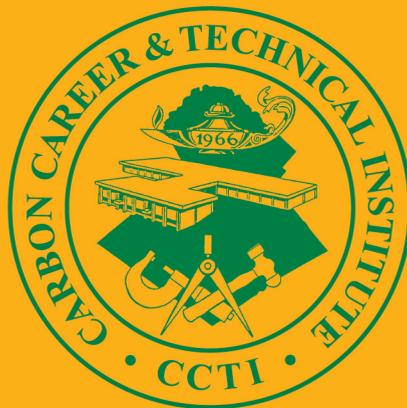


CARBON CAREER & TECHNICAL INSTITUTE



Course Handbook

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Mission Statement

Carbon Career & Technical Institute provides unique opportunities for students to build a better future.

Slogan

“Real training, real results, real careers!”

Contact Info

150 West 13th Street • Jim Thorpe, PA 18229
Phone 570-325-3682 • Fax 570-325-3737
Website: www.carboncti.org

Introduction

Carbon Career & Technical Institute is a comprehensive career and technical high school, providing both academic and career education for students in grades 9, 10, 11, and 12. CCTI is also a shared high school for those districts that wish to send their students for a half-day of career and technical training and remain in their home schools to meet their academic requirements. We also offer FLEX programs of shorter time periods in career and technical studies to meet the needs of **highly** motivated students in grade 12. Our exploratory program offers a limited number of 9th grade students an opportunity to attend CCTI.

CCTI is comprised of students from five sending districts: Jim Thorpe, Lehighton, Palmerton, Panther Valley and Weatherly. While enrolled at CCTI, students will learn the technical and academic skills necessary to be successful in their chosen career. Our goal is to provide first-rate career and technical training, valuable academics, and hands-on experience that will offer the first steps to a rewarding career.

Career and Job Trends

The United States has experienced massive economic restructuring over the past thirty years. One result of this has been the loss of many high wage, low skill jobs; it has appeared that the earnings of all, except college graduates, have dropped. Today young people and their parents are not really certain what the future holds; however, they do know that, on average, a four-year college graduate will earn more than someone without a degree. This well publicized information is really a half-truth and has led to labor market confusion and even some myths.

- Currently, only about 21% of all jobs in the U.S. economy actually require a four-year college degree. These jobs are primarily professional and managerial. This proportion has been consistent since the 1950's.
- Many high-skilled, high-wage jobs in the future will be in technical fields that do not require a four-year college degree. These skills can be acquired in high school or one or two year post-secondary school programs.
- The largest and fastest growing segment of the emerging technical workforce is in occupations that do not require a four-year college degree.
- College graduates will not automatically displace workers who have obtained specialized technical skills.
- In the labor market, scarce occupational skills are rewarded with above-average wages.
- Higher education has many values in and of itself, but a college degree does not automatically guarantee a higher income.
- The U.S. Bureau of Labor Statistics forecasts that currently, one in three four-year college graduates will not find college-level employment.

Skills Growth

The 10 Largest Job Growths

Retail Salespersons
 Truck Drivers (CDL)
 Office Secretaries/Clerks
 Registered Nurses
 Computer Support Specialists
 Personal Care & Home Health Aides
 Culinary/Food Service Workers
 Child Care Workers
 Teachers – Elementary /Secondary
 Information Services Specialists

The 10 Fastest Growing Occupations

Computer Engineers
 Computer Support Specialists
 Systems Analysts
 Database Administrators
 Paralegals & Legal Assistants
 Personal Care & Home Health Aides
 Medical Assistants
 Warehousing/ Distribution Workers
 Social & Human Service Assistants
 Physician Assistants

Pennsylvania Careers that do not require a four-year college degree and are projected to have more than 50 openings annually. **

| | |
|--|---|
| *Auto Technicians | *Licensed Practical Nurses |
| Brick Masons | *Machine Tool Cutting Operators |
| *Carpenters | *Machine Technicians |
| *Computer Programmer Aides | Machine Builders/Assemblers |
| *Construction & Building Inspectors | Mechanics & Installers |
| *Construction Workers | Medical Laboratory Technicians |
| Corrections Officers | Millwrights |
| *Desktop Publishing Specialists | Occupational Therapy Assistants & Aides |
| *Drafters | *Painters & Paper Hangers |
| Drywall Installers | *Plumbers & Pipe Fitters |
| Electric Home Appliance/Power Tool Repairers | Police Officers |
| *Electricians | Printing Press Operators |
| Electromechanical Equipment Assemblers | Private Detectives & Investigators |
| *Electronics Repairers | Respiratory Therapists |
| Excavating & Loading Machine Operators | *Roofers |
| Fire Fighters & Fire Fighting Supervisors | Sheriff & Deputy Sheriffs |
| *Food Preparation/Service Workers | *Tool & Die Makers |
| Grader, Bulldozer & Scraper Operators | *Welders & Cutters |
| *Heating, A/C & Refrigeration Technicians | *Welding Machine Operators |

* Careers CCTI prepares you to enter.

** Source: PA Dept. of Labor and Industry, Center for Workforce Information and Analysis

Frequently Asked Questions

Who may attend CCTI?

Students in grades 9*, 10, 11, and 12 who live in any of the five Carbon County districts may attend CCTI. You will get to meet other students who want to prepare for their future and make lifelong friends. *Opportunities are available for a limited number of 9th grade students in our exploratory program.

How will CCTI help me?

The education you receive at CCTI will open doors for you. All programs provide students with the entry-level skills to immediately gain employment. You will learn skills that are valued by employers and experience real-life work situations in your chosen career field. For students who qualify, cooperative education is available during the senior year. In addition, you will be introduced to multiple options for education after high school.

May I participate in activities at my district high school?

Yes. You are encouraged to participate in athletics and all extra curricular activities. In addition, you will have opportunities to make new friends and exercise your leadership abilities in the career and technical student organizations and other activities at CCTI.

Is college an option after CCTI?

Absolutely! Many CCTI graduates continue their education at college, technical schools, apprenticeships, or business and medical schools. You can even earn college credit for some of the coursework you complete at CCTI.

What is an articulation agreement?

This is an agreement between CCTI and a post high school institution through which CCTI students may earn free credits toward attending that school **while they are still enrolled at CCTI**. CCTI has articulation agreements with the many post-secondary institutions. (refer to page 38)

Career or College?

Career and technical education has changed significantly in recent years. Students no longer need to choose between attending a career and technical school or preparing for college. Significantly, many of tomorrow's jobs will not require a four-year college degree, but rather, a set of skills that are in demand by business and industry. The goal of a career and technical school is to provide students with the necessary training and experiences so that upon graduation they may enter the workforce or continue into post-secondary education. Programs are organized so that students may enter into one or more of a variety of post-secondary options, including technical or business schools, medical training, apprenticeship opportunities, community college, or a four-year college program.

CCTI Key Practices in Education

- **High Expectations** – we set high expectations and work hard to get students to meet them.
- **Extra Help** – CCTI provides a structured system of extra help (every Monday after school) to enable students who may lack adequate preparation to meet these higher expectations by successfully completing their program of study.
- **Career and Technical Studies** – increasing access to intellectually challenging career and technical studies, with a major emphasis on using high-level mathematics, science, language arts and problem-solving skills in the modern workplace and in preparation for continued learning.

- **Academic Studies** – increasing access to academic studies that teach the essential concepts from the college preparation curriculum by encouraging students to use academic content and skills to address real-world projects and problems.
- **Program of Study** – having students complete a challenging program of study with an upgraded academic core and a major.
- **Work-Based Learning** – we provide students with a system that integrates school-based and work-based learning, including exploratory experiences, job shadowing, internships, and cooperative education.
- **Teachers Working Together** – CCTI provides academic and technical teachers the time to plan and deliver integrated instruction aimed at teaching high-level academic and technical content.
- **Students Actively Engaged** – our aim is to get every student involved in rigorous and challenging learning.
- **Guidance** – CCTI involves each student and his or her parents in a guidance and advising system that ensures the completion of a program of study with an in-depth career and technical major.
- **Keeping Score** – we use student assessment and program evaluation data to continuously improve the school climate, organization, management, curricula, and instruction to advance student learning and to recognize students who are successful.

Admissions Policy

Juniors and sophomores will be admitted only if they:

- 1.) have successfully achieved sophomore or junior standing according to the criteria of their home school and
- 2.) have successfully completed all previous high school level(s) of English, Science, Social Studies, and an Algebra course (the latter in some fashion).

Freshmen will be admitted only if they:

- 1.) have successfully achieved 9th grade status according to the criteria of their home school district and
- 2.) passed 8th grade English, Mathematics, Social Studies, and Science (English and math with a B average or better).
- 3.) Freshmen candidates who have previously completed 6th, 7th, or 8th grade Career Academy Camp and/or similar exploratory program, and meet the above criteria will be given priority.

Based on a review of attendance and disciplinary records, students and parents/guardians at any level may be asked to sign behavioral/attendance agreements to ensure their commitment to their chosen field of study.

All requests by students to transition from half-time to full-time status are subject to a review of records to determine eligibility.

Admissions Information

Each student must complete the required Student Application form, including the required signatures. Forms are available in each home school guidance office, or students may tear out the enrollment application found in the back of this booklet. These must be completed and submitted to the home school guidance office. A completed application will include the form itself, attendance and discipline reports, report card at time of application, report card or transcript for grade(s) completed prior to current year, Keystone exam(s) score report(s), grade 8 PSSA Score report, and a fully completed application form/checklist.

Every effort will be made to honor all student requests. When a program has full enrollment, students will be offered another program. However, students will be kept on a waiting list for programs that are filled.

All career and technical programs may require students to purchase some type of safety equipment, tools, or uniforms. Students entering Cosmetology, Culinary and Health Medical will be required to have physicals. In addition, FBI clearances and tuberculin tests will be required for students upon entry into Health Medical.

Ninth Grade Exploratory Program

The ninth grade exploratory program allows ninth grade students to get an early start on their career and technical education. Freshman students accepted into this program will rotate through three career and technical programs of their choice for the first half of the year. Each rotation will last six weeks. Progress will be monitored through a daily work ethic grade, a skills grade and a knowledge grade. A “pass” or “fail” grade will be given at the end of each six week cycle. Upon completion of the third rotation, exploratory students will be scheduled in the CTE area of their choice pending the availability of the program and the students’ performance during the rotation. Ninth grade students must complete the exploratory program to be eligible for a CTE program. When scheduled into their selected programs, students will receive a standard percentage grade on their quarterly report card.

Professional Development Program

PDP provides the tools to strengthen school-based learning, work-based learning and connecting activities. Skills lessons include self-assessments to communications skills, ethics, conflict resolution, government awareness, time management skills, career research, and more. Use of the PDP is integrated into the existing curriculum. Students are recognized for individual achievement as they develop their professional and occupational skills.

PDP Student Benefits:

- Delivers skills employers want
- Builds a portfolio
- Teaches job search skills
- Teaches workplace values
- Puts students in touch with business and industry
- Enables students to direct their own learning process

Career and Technical Areas

Autobody/Collision and Repair Technology/Technician (CIP 47.0603)

This is a program that prepares students to apply technical knowledge and skills to repair, reconstruct, and refinish automobile bodies, fenders, and external features. It includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.



ACR students are instructed through the PA PDE state competency-based task list, which prepares them for the basics of entry level employment, understanding new technology, and gaining the skills necessary to be a successful collision professional. The ACR program utilizes the I-CAR (Inter-Industry Conference on Auto Collision Repair) curriculum, which is the standard of the trade industry. Students are encouraged to earn I-CAR Gold Class Points at a reduced student rate, and have the opportunity to become S/P2 certified. Visit www.i-car.com for additional info.

What does a collision repair technician do?

Thousands of motor vehicles are damaged in traffic accidents every day. While some are totaled, most can be repaired by collision repair technicians in order to look and drive like new. This can be challenging because each damaged vehicle presents a different problem. Collision repair technicians must develop appropriate repair plans for each job using their knowledge of collision repair techniques. The general tasks of a collision repair technician include estimating damage, straightening, repairing dents, replacing parts that are beyond repair, mixing and matching paint colors, spraying paint, and refinishing the vehicles.

If you enjoy working with your hands, have a mechanical aptitude, take pride in your work, and are passionate about cars, then you might consider a career in collision repair. An experienced technician has high income potential, excellent job security, and ample opportunities for career advancement within the automotive industry.

Many people are surprised to learn that a collision repair technician's income, on average, is better than comparable trades. A 2013 survey from the Collision Repair Education Foundation found that collision repair technicians average nearly \$53K in income. Almost one in five technicians earned \$70K or more, demonstrating the attractive earning potential of the trade.

In addition, the demand for new technicians is growing. The average age of the collision repair technician has increased by 10 percent since 1995. As more industry veterans approach retirement age, many new technicians will be needed to fill the positions they leave vacant. * Above info obtained from I-CAR website.

To learn more about careers in collision repair, visit www.collisioncareers.org.

Auto Service and Technology (47.0604)

Students in the program will be taught how to service, troubleshoot, and repair modern automobiles and light trucks. They will be taught many essential skills and will be encouraged to develop good work habits. Current safety standards used in business and industry will be stressed.

Students will use a current textbook, workbook, and computer software program that deal with automotive theory and Automotive Service Excellence (ASE) standards. This program is designed as a competency-based program, one in which each student will be encouraged to develop to his or her fullest potential and progress at his or her own pace. A glossary of automotive terms, along with many other words and phrases commonly encountered in the automotive industry, will be introduced within the program. Priority 1 ASE skills will be taught first. Students will be prepared for entry-level positions in the workforce or be encouraged to attend a postsecondary automotive program upon graduation from CCTI. Students in this program are eligible to join SKILLS USA and DECA. Students are responsible for purchasing the safety clothing required for the program.



Employment Opportunities:

- Automotive Master Mechanic
- Mechanical Inspectors
- Tire Repairers and Changes
- Automotive Service Technicians & Mechanics
- Helpers/Installation, Maintenance & Repair Worker

Auto Service Excellence (ASE) national certification is possible for outstanding students.



Carpentry (46.0201)

This program is designed to provide entry-level employment skills in the following areas: practical mathematics for carpentry, blueprint reading, project drawings, estimating materials, and labor costs. The program includes instruction in layout, construction, installation of house, structural members of wood, plywood, wall, and ceiling, finished materials, and interior trim, as well as the safe and proper use of hand and power tools. Practical experience is gained through work on various construction projects. Students will gain practical experience in carpentry and related construction trades by working on the School House Project as well as building sheds. Students in this program are eligible to join SKILLS USA and DECA. Students are responsible for purchasing the safety clothing required for the program.

Employment Opportunities:

- Construction Managers
- Construction Carpenters
- Rough Carpenters
- Drywall Installers
- Carpenter Assemblers & Repairers
- Carpenter Helpers
- Roofers
- Building Materials Salespersons



Computer Engineering Technology (52.1201)

This program is based on a Pennsylvania Department of Education Program of Study (POS) curriculum which introduces students to systems-based technology. CET provides students the opportunity to obtain both the knowledge and skills necessary to be competitive in a diverse job market or to further their education. Students who enter this field are expected to become lifelong learners in the field. Students are prepared for positions in business and technical areas within the fields of Computer Repair, Networking, Security, and MIS.

Computer Engineering Technology is designed for students interested in developing a strong foundation in Information Technology. This program provides unique opportunities to explore CET from both the business and the technical aspects. Students are exposed to core level certification programs (CompTIA's Strata, A+, Network+, and Security+, as well as Certiports IC3), and may progress to advanced certifications such as, but not limited to, Microsoft's MTA IT Infrastructure Certification. This will include the following four courses; Windows OS Fundamentals, Windows Server Administration Fundamentals, Windows Networking Fundamentals, and Windows Security Fundamentals. The MTA certification is the prerequisite for the advanced MCSA (Microsoft Certified Solutions Associate) and MCSE (Microsoft Certified Solutions Expert) Certifications. Students may also receive various certifications from the Electronic Technicians Association (ETA) such as Customer Service Specialist (CSS), Computer Service Technician (CST), and Certified Network Systems Technician (CNST). Students have the opportunity to earn up to 16 college credits by completing portions of the program.

Classes are structured to represent real world situations using experimental, individual, and team-based learning. Intel-based hardware utilizing a Microsoft Windows platform is focused on in the CET program. The program develops communications, critical thinking, problem solving, and interpersonal skills through labs, projects, presentations, and team activities.

Students in this program are eligible to join SKILLS USA and DECA.

Employment Opportunities:

- Computer/Network Security
- Administration & Maintenance
- Computer Support Specialists
- Computer Systems Analysts & Repair
- Networking Administration & Maintenance
- Programmers

** Certifications may require work experience to complete. They may also require work experience and/or a continual education to maintain certifications.



Cosmetology (12.0401)

This program is offered in accordance with State Board of Cosmetology and the PA Department of Education requirements. To qualify for the Cosmetologist License, 1250 hours of attendance and attainment of course requirements must be completed within the program. Subjects include anatomy, chemistry, hair styling, skin and nails, and state laws. Students will gain entry level cosmetology skills through written and practical testing, as well as live experience through the public salon. Students in this program are eligible to join SKILLS USA, National Technical Honor Society, SADD, Yearbook, Student Council, and DECA. Students in this program must purchase the required kit and uniform (price range approximately \$340.00 - \$400.00).

Employment Opportunities:

- Receptionist/Shampooist
- Nail Technician
- Hairstylist
- Skin Care Specialist



Culinary Arts (12.0508)

This program provides opportunities for students to prepare high quality food products in both a restaurant and cafeteria setting. Students learn cooking and baking techniques, sanitation standards, safety measures, customer service, menu planning, purchasing, receiving, storage, and inventory. All work is live, and therefore an excellent setting in which to gain skills for entry-level employment and/or post secondary educational opportunities.

All course competencies satisfy the required knowledge and skills required under the American Culinary Federation, National Restaurant Association, and PA Safe Serv standards. This field is growing, and offers opportunities for a variety of career options. Students in this program are eligible to join SKILLS USA and DECA.

While in the Culinary Arts program, students may earn Serv Safe certification, which is industry required through the National Restaurant Association.

Students are responsible for purchasing the safety clothing and obtaining a physical prior to admission.

Employment Opportunities:

- Cooks, Institution & Cafeteria
- Food Preparation Worker
- Server
- Bread & Pastry Baker
- Waitress and Waiter
- Hostess

Culinary students can partake in an internship experience or experience co-op in various restaurants in the area.



Drafting and Design Technology/ Technician (15.1301)

This program offers education in Architectural, Mechanical and Civil design. Students create technical drawings that are comparable to those used in industry today to design buildings, develop technology, or manufacture products.

Upon entrance into the program, students gain an understanding of drafting concepts by developing hand drafting skills. This enables them to study fundamental drafting principles such as geometric constructions, isometric views, perspective, and scaling from the beginning. With these principles solidified, students make the step into Computer-Aided Drafting and Design (CADD).

State-of-the-art hardware and software are provided to the students as they transition to computer generated drawings. The Drafting and Design Technology program uses the same AutoCAD software that is used in industry. The students display their finished designs using either a 3D printer or a large format plotter.

As the students progress through this program, they become familiar with common building codes, standard symbols, and correct terminology used in industry. This gives them a competitive advantage when entering the workforce.



Major topics covered in this program include the following:

- Architectural Drafting
- Mechanical Drafting
- Blueprint Reading
- Rapid Prototyping (3D Printing)
- Civil Drafting
- Technical Mathematics
- Computer-Aided Drafting & Design
- Solid Modeling

Students in this program are also eligible to join SKILLS USA and DECA.

The goal of each student in this program is to attain industry-recognized certification from AutoDesk, the American Design Drafting Association, and/or the National Occupational Competency Testing Institute.

After successful completion of this program, students are well-prepared to continue their education in the following Degree programs:

- Architecture
- Architectural, Mechanical, Industrial, Electrical or Civil Engineering
- Construction Management / Technology
- Design Drafting Technology

Graduates will also be employable in the following positions:

- Architectural, Mechanical, or Civil Drafter
- CAD Designer
- CADD Operator/Technician

Electrical Distribution and Automation/Electrician (46.0399)

The program is a complete electrical course that concentrates on all aspects of electrical construction and industrial maintenance. Daily electrical construction includes Ohms law, basic D.C. Circuits, D.C. motors and generators, A.C. theory, single and three phase power systems, load centers, switchgear, transformers and polyphase A.C. motors, solar system installation, industrial motor control, hydraulics, PLC's, and VFD's.



Safety is extensively covered in all aspects of the workplace. Topics include power tool, ladder, fall arrest systems, and electrical safety instruction, with an emphasis on lockout/tagout as required by OSHA.

Students gain practical skills on writing methods and materials used in the electrical trade, as well as an OSHA 10 Hour Certification, International Residential Code Certification, and NCCER Credentials.

Electrical Construction Wiring – This area of concentration begins with safety and common construction trade skills. The International Residential Code is covered extensively. Installation of service entrance equipment, branch circuits including outlets and lighting circuits, wire sizing, grounding, load calculations, blueprint reading, and residential telecommunications installation are all studied.

Commercial Wiring – This area of concentration begins with conduit bending and installation. Electrical theory at this level keys on three-phase power and lighting systems used in commercial installations, grounding, and bonding in accordance with National Electrical Code. Hand, ratcheting, electric, and hydraulic conduit benders are utilized in the program. Students bend ½” through 4” conduit.

Industrial Wiring – This area of concentration centers on industrial motor controls. Students study basic and advanced motor controls, then progress to more complex industrial control schemes used in modern manufacturing plants today. Students gain practical skills conveying systems, electro pneumatic, and Hydraulic control systems.

The electrical lab is one of the most modern, well equipped labs in the Commonwealth of Pennsylvania. The Pennsylvania Department of Education considers this program the “Model Program for Safety” in career and technical schools. A very strong Occupational Advisory Committee steers the curriculum. The Advisory Committee consists of current industrial plant foremen, merit shop contractors, and IBEW electrical workers. These active trade practitioners keep the program up to date. Employability of steady, family sustaining wage jobs is the norm for students maintaining a “B” average or higher grade. Graduates are prepared for post-secondary schooling options, and qualify for advanced and articulated credits to many in and out-of-state colleges. Experienced electrical construction and industrial maintenance personnel often earn over \$100,000 per year. Demand is high, and the employment outlook is excellent as shortages of skilled electrical workers are expected in the near future.

Good reading comprehension and math skills are an asset to incoming students, as this is a heavily theory based program. Students are responsible for purchasing safety clothing and work boots for the program. All tools, equipment, supplies, and books are provided free of charge.

Employment Opportunities:

- Electricians
- Electrical Assemblers
- Electrical Sales
- Electric/Mechanical Technician
- Electrical & Instrumentation Technician
- Telecommunications Installer

Electronics Communication Engineering Technology (15.0303)



This program is based on a curriculum which introduces students to electronics. ECET provides students the opportunity to obtain both the knowledge and skills necessary to be competitive in a diverse electronics engineering job market or to further their education. Students are prepared for positions in business and technical areas within the fields of Electronics Communication Engineering.

Students desiring study in Electronics will complete DC Fundamentals, DC Network Theorems, AC Fundamentals, Digital Logic Fundamentals, Digital Circuit Fundamentals, Semiconductor Fundamentals, Transistor Amplifier Fundamentals, FET Fundamentals, Op-Amp Fundamentals, Analog Communications, Soldering, Nano-Technology and Computer Service Technician within the program. ECET is part of a State-Wide Articulation earning a total of twelve (12) college credits, for students meeting the program requirements. Demand for Electronics Technicians at the Associates (2 Year) Degree level is high.

ECET is designed for students interested in developing a strong foundation in the electronics field, from both a business and technical standpoint. Students are exposed to core level certification programs: Student Electronic Technician (SET), Associate Electronic Technician (CETa), Journeyman Electronic Technician (CET), Computer Systems Technician (CST), and Customer Service Specialist (CSS).

Classes are structured to represent real world situations using experimental, individual, and team-based learning. Intel-based hardware utilizing a Microsoft Windows platform is focused on in the ECET program. The program develops communications, critical thinking, problem solving, and interpersonal skills through labs, projects, presentations, and team activities.

Students in this program are eligible to join SKILLS USA and DECA.

Employment Opportunities:

- Electronics Technician
- Computer Technician
- Customer Service Specialist

Graphic Design (50.0402)



Students will learn how to apply their artistic talents to today's market, beyond pencil and pen and into digital and print media. Students will work with the latest graphics software and technology to create brochures, posters, magazine covers and layouts, business cards, signs, logos, print ads, and more. The course covers the principles of graphic design, graphic software, typography, basic illustration, use of color, page layout, advertising, digital photography, and portfolio development. Students will learn to use the same programs professional designers use every day, such as the Adobe Photoshop, Illustrator, and InDesign.

In addition, Graphic Design students will learn basic business and marketing skills. This program is also an excellent opportunity for students planning to pursue post secondary education in graphics, or a design related field.

Students in this program are eligible to join SKILLS USA and DECA.

Employment Opportunities:

- Graphic Designer
- Desktop Publisher
- Multimedia Artist
- Scanner Operator
- Art Director

Health/Medical Assistant/Aide (51.0899)

This program provides students an opportunity to learn the theory, nursing, and leadership skills necessary to obtain useful and rewarding entry-level employment as a Nurse's Aide, while also preparing the student for continued education in a two or four year nursing program or other health profession. The Nurse Aide program at CCTI is articulated with the Licensed Practical Nurse program at LCCC; this articulation allows students the opportunity to finish the LPN program in less time than traditional students entering the program. While at CCTI, students are given the opportunity to explore the many areas of health care such as physical therapy, respiratory therapy, radiology, and nursing. This allows the student to make an informed decision regarding which area of health care to pursue. Theory and nursing practice are presented at CCTI, while clinical experience is gained through affiliation with Blue Mountain Health Systems, and Mahoning Valley Nursing and Rehab Center. Students in this program are eligible to join HOSA, SKILLS USA, and DECA. Students are responsible for purchasing the uniforms required for the program and obtaining clearances, physicals, flu shots, and tuberculin tests.

Employment Opportunities:

- Home Health Aide
- Nursing Aide
- Personal Care Home Assistant

After meeting the pre-requisites for the approved Nurse Aide program, the Pennsylvania Nurse Aide Examination is given after the students complete the course requirements.



Heating, Ventilation, Air Conditioning and Refrigeration (47.0201)



As a HVAC student, students will learn to install, maintain and repair essential temperature control equipment found in today's homes and small businesses. This program consists of competency based classroom and practical experiences, which enable the student to learn the skills needed to obtain an entry-level position. Students are responsible for purchasing work boots with oil resistant soles, blue Dickies work pants, HVAC t-shirt(s), a 3" binder, and a journal.

Included in the first year of instruction are the fundamentals needed to understand the basics of the trade: safety, tools, tubing and applications, basic piping skills, blueprint reading, brazing, soldering, the basic refrigeration cycle, EPA regulations, refrigerants and oils, recovery, recycling and reclaiming, and leak testing techniques. The second and third years of instruction students will build on the basics learned in year one. Included in the second and third years are gas-fired furnaces, oil-fired furnaces, cooling systems, heat pump systems, hydronics, customer relations, electrical devices, circuits, and HVAC service.

The demand for skilled technicians and professionals increases every year.

This program has an articulation agreement with LCCC. Students are eligible to join SKILLS USA and DECA.

Employment Opportunities:

- HVAC Mechanic
- Refrigeration Mechanic
- Pipe Fitter
- Helpers
- Construction Laborers
- OSHA 10 hour
- NORA
- EPA
- NOCTI
- ICE

Student Certifications may include:

Marketing/Distributive Education (52.1801)

In this specialization, students will acquire the necessary skills and terminology needed to be successful in the competitive world of Marketing. Topics include but are not limited to: *advertising, retailing, merchandising, business operations, promotion, selling, economics, financing, distribution, inventory control, pricing, entrepreneurship, and professional development.*

These skills will be acquired using a variety of techniques. While working in our practicum facility, The Hive, students will apply the theory component and learn the key elements of operating a successful business. Throughout their time in Marketing, students will visit local businesses to observe industry trends and standards. Marketing students will participate in several internships, including The Split Rock Resort in Lake Harmony, PA. Currently, students work in the Marketing and Sales department assisting staff members with cutting edge projects and daily Marketing assignments.

Marketing students join DECA (an association of Marketing students). Students will develop leadership ability, strengthen communication skills, apply marketing skills, and demonstrate the professional skills necessary to succeed in today's business world. Membership in DECA compliments and enhances the Marketing program. Participation in DECA gives students the competitive edge employers are seeking. Students seeking higher education have earned over \$240,000.00 in scholarship money from being active members of DECA.

During the senior year, many students participate in the cooperative education program. This allows students to showcase their acquired skills at a live job site. These opportunities often lead to permanent positions upon graduation. Whether a student chooses to pursue post secondary education or enter the work force, he/she will be prepared with the skills needed to be successful. Articulation agreements with several local colleges and Johnson & Wales University are available.

Students enrolled in the Marketing program are also eligible to enroll in SKILLS USA and will be eligible to earn certification in the following areas:

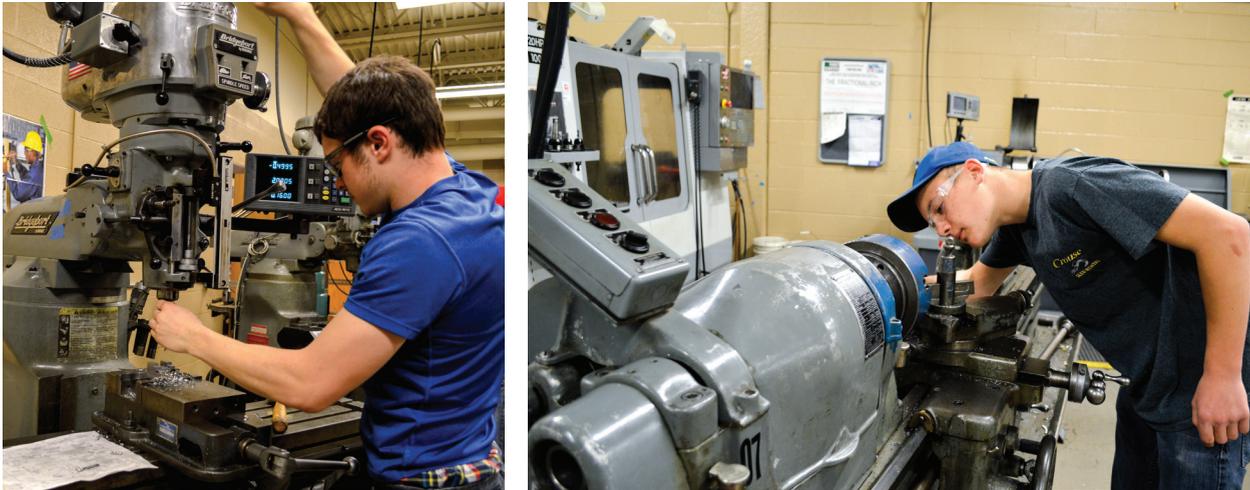
- **The National Customer Service Certification*,
Sponsored by the National Retail Federation
- **The National Sales and Service Certification*,
Sponsored by the National Retail Federation
- **Retail Trades*,
Sponsored by the National Occupational Competency
Testing Institute (NOCTI)

Employment Opportunities:

- **Sales Manager**
- **Customer Service Representative**
- **Retail Salesperson**
- **Merchandise Displayer**
- **Hotel/Motel/Resort Desk Clerk**



Precision Machine Technology (48.0501)



This program prepares students for a challenging and rewarding career by providing the entry level skills needed to secure a high wage, high skill job in an industry that offers great opportunities. The program also provides for advanced placement in postsecondary education.

Within the course, students will work from blueprints to make tools and parts from brass, aluminum, steel and plastics. Some projects include brass dice, a ball-peen hammer, clamps, and a wheel puller. Although hand tools and manually operated machinery are a large part of the curriculum, newly acquired Computerized Numerically Controlled (CNC) machines, identical to those found in industry, are also part of the training.

Students applying for this program should like to work with both their hands and power tools, operate machinery, and design and make interesting projects. Students should possess good hand-eye coordination, have good basic math skills, and possess good mechanical aptitude.

Students who complete the program could qualify for work as a machine tool operator, computerized machine operator, or a machinist helper. As ability increases, a student may be promoted to specialist or supervisory positions. Examples of other occupational related jobs include machinist, tool and die maker, computer programmer, computer aided machining analyst, or machine designer. Additionally, students may earn NIMS (National Institute of Metalworking Skills) Level 1 Credentials.

Students are responsible for purchasing the safety clothing required for the program.

Students in this program are eligible to join SKILLS USA and DECA.

Employment Opportunities:

- Machinist
- Lathe & Turning Machine, Tool Setters, Operators, & Tenders, Metal & Plastic
- Computer Controlled Machine Tool Operators, Metal & Plastic
- Milling & Planning Machine Setters, Operators, & Tenders Metal & Plastic
- Drilling & Boring Machine Tool Setters, Operators & Tenders Metal Plastic

Welding (48.0508)



This program provides entry level employment instruction in competency based welding studies, which includes skill development in the following areas: oxy-fuel cutting, shielded metal arc welding, gas tungsten arc welding, gas metal arc welding, plasma arc cutting, flux core welding, blueprint reading, electrode identification and selection, welding symbols, common weld defects, and extensive safety practices. American Welding Society (AWS) standards serve as the basis for the program.

Students completing this program may continue their studies with more specialized technical training or enter the workforce directly. This field is growing, and offers opportunities for a variety of career options within a growing manufacturing environment in Carbon County and northeastern Pennsylvania.

Students are responsible for purchasing the safety clothing required for the program.

Students in this program are eligible to join SKILLS USA and DECA.



Employment Opportunities:

- Welder/Fitter
- Production Welder
- Welder/Cutter
- Production Laborers

We also have an articulation agreement with Northampton Community College and PA College of Technology.

Academic Course Descriptions

English

English 9 – 1 credit

In this course, students will enhance their reading comprehension, vocabulary and writing skills in literature, content, and technical materials. Writing using the five-paragraph essay model will be expected. Technical communication, speaking, and listening skills are developed throughout the year in a variety of activities. All lessons are carefully aligned to the PA Academic Standards in Reading, Writing, Speaking and Listening. The PDE recommended reading anchors are reflected in the lessons.

English 10 – 1 credit

This course is heavily aligned to the PA Academic Standards in reading. Students will analyze various pieces of drama and literature. Integrated vocabulary and various writing styles will be addressed. Students will synthesize reading materials, utilize various types of media, and organize a professional portfolio.

English 11 Literature – 1 credit

This course is heavily aligned to the PA Academic Standards in reading. It will include a study of the language arts and communication skills necessary for the matriculating student's or entry-level worker's success. It also provides an in-depth study of the short story, American drama, and modern novel. Written and oral skills vital to continuing education or joining the work force are emphasized.

English 12 – 1 credit

The English 12 curriculum includes a comprehensive study of written and oral communication skills necessary for entry level employment and/or college/technical school matriculation. It includes a study of the following areas: literature analysis and evaluation, various writing, and oral communication. The course is heavily aligned to the PA Academic Standards.

Advanced English 11 Literature – 1 credit

This course is heavily aligned to the PA Academic Standards and Anchors in both reading and writing. It will also include those language arts and written communication skills necessary for post high school and/or entry level worker's success. Added reading and writing assignments, including a classical and modern novel selection, as well as in-depth literary analysis, evaluation, and criticism will be emphasized. In addition to the PA standards for writing informative and persuasive essays, students will also write descriptive and compare/contrast essays. Vocabulary skills will be enhanced through word etymology and study of Greek and Latin root words. Research assignments relating to topics discussed in literary works will also be utilized.

AP English Literature & Composition – 1 credit

This AP English Literature course is designed to teach beginning-college writing and literature through the fundamentals literary analysis. It follows the curricular requirements described in the AP English Course Description. We will talk essentially every day about some vital aspect of writing, including invention and the rhetorical appeals, structure, and style (diction, syntax, figurative language, mechanics). We will do so through use of poetry and prose, as well as critical essays and dramas. There is also a large amount of writing involved in this course and students should expect weekly writing assignments. These assignments may vary from journals to research papers to creative writing assignments. Writings are mostly critical, and ask students to evaluate a literary piece as far as its effectiveness and use of devices.

We will revise these works a good deal and work throughout the year to create a writing portfolio. In the process of these workshops, students will be exposed to conscious choice of diction and the appropriate use of words, ability to create varied and effective syntactic structures, capacity for coherence and logical organization, ability to balance generalizations with specific and illustrative details, and, overall, ability to combine rhetorical processes into an effective whole.

The course will cover genres such as poetry, drama, novels and essays. Furthermore, thematic units including all of these within a single course of study will be employed to follow a theme through several types of literature, as well as essays comparing the genres and forms. Students will qualify for this course upon teacher recommendation and a course grade of B or better.

Social Studies

American Historical Studies – 1 credit

This course provides the students at CCTI with a cast of historical personalities, major events, and various conflicts that have shaped the United States as we know it today. Instruction begins at the original population of the Americas, and continues to what is roughly considered to be the dawn of the Modern Era (WWII). Students will be exposed to different texts, small and large group instructional activities, selected primary source readings, and project based learning. Homework assignments will be given, and students will be expected to achieve a progressive level of competency in the field of History. This course is aligned to all required State and National Academic Standards.

Civics & Government – 1 credit

Civics is the study of civilization, and what it means to be a citizen. Here at CCTI, this means students' learning will consist of units on how the Government works, as well as how Economics and World Affairs shape the workings thereof. The purpose of this course is for students to recognize and understand ideas about civic life, politics, and government, so that they can make informed judgments and decisions. Specifically, we will focus on Local, State and Federal Government's roles, responsibilities, and procedures. The course includes reading and writing in the context of history and civics. On each level (Local, State and National), government studies will allow students to understand the purpose, structure and function of government, from local school district, municipal, and county affairs, to national and global concerns. Students will be expected to identify the citizen's role (rights and responsibilities) within each of those levels. Finally, the students will learn to recognize and understand what it means to function as a responsible citizen in the global society as we study world affairs. In each of these units, reading writing skills will be applied as they relate to the reading of primary sources, as well as historical and governmental documents. This course is aligned to all required State and National Academic Standards.

Modern World – 1 credit

This course provides a study of the United States and world history beginning with the causes of World War I, and continuing to the present day. Students enrolled in this course will be actively engaged in the research and analysis of the historical events of the 20th Century. Formal presentations are a part of this course, as are informal, student-generated discussions. This course

offers students an opportunity to develop a better understanding of the people, events, and forces which have shaped the United States as it exists today, as well as how these forces continue to shape our lives and nation. This course is aligned to all required State and National Academic Standards.

Mathematics

Algebra 1 – 1 credit

This course emphasizes fundamental operations, variables, linear and quadratic equations, radicals, inequalities, polynomials, exponents, powers, and exponential growth. Students learn through reading, problem solving, use of technology and hands-on projects. This course highlights applications and integrates statistics, probability and geometry. It is aligned to the PA Academic Standards.

Transitional Algebra – 1 credit (prerequisite Algebra 1)

This course is designed for those students who have difficulty with Algebra I and need reinforcement of the Algebraic concepts before taking Algebra II and/or Geometry. This course reviews basic Algebra, and will continue with topics necessary to be successful in Algebra II and/or Geometry. It is aligned to the PA Academic Standards and Common Core Standards. This course is a remediation course for the Keystone Exams.

Transitional Algebra 2 – 1 credit (prerequisite Algebra I)

This course is designed for those students who have had difficulty with Algebra I and/or II and need reinforcement of the Algebraic concepts before taking Algebra II and/or Geometry. This course reviews and builds upon Algebraic concepts and will continue with topics necessary to be successful in Algebra II and/or Geometry. This course is a remediation course for the Keystone Exams. It is aligned to the PA Academic Standards and Common Core Standards.

Algebra 2 – 1 credit (prerequisite Algebra 1)

This course emphasizes facility with Algebraic expressions and forms, including linear and quadratic forms, powers and roots, matrices and systems, logarithmic, trigonometric, polynomial and other functions, series and combinations. All concepts are examined as tools for modeling “real world” situations. Graphing is emphasized and geometry is applied. The course is aligned to the PA Academic Standards.

Geometry – 1 credit (prerequisite Algebra 1)

This course explores the properties and relationships of lines, rays, angles, triangles, circles, quadrilaterals and other polygons. Deductive and inductive reasoning, as well as algebraic techniques, will be used to solve problems. The focus of the course will be on practical applications of these principles, although geometric proofs will be introduced. The course is aligned to the PA Academic Standards.

Probability and Statistics — (prerequisite Algebra 2 and Geometry)

The main focus of the course will be exploring data, planning a study, producing models using probability theory, and making statistical inferences. Students will work with statistical measures of centrality and spread, probability, methods of data collection, methods of determining

probability, binomial and normal distributions, hypothesis testing, confidence intervals, and technological tools, graphs, and models to analyze statistics.

Pre-Calculus – 1 credit

This course emphasizes number systems, polynomial arithmetic, synthetic division, zeroes of polynomials, systems of linear equations, matrices with matrix multiplication, trigonometric functions, exponents and radicals, linear and quadratic functions, polynomials and factoring, algebraic fractions and their operations, rational functions, logarithms, and probability. This course is aligned to the PA Academic Standards.

Calculus – 1 credit (prerequisite Pre-Calculus)

This course reviews topics from Pre-Calculus and Trigonometry and then integrates those concepts with theories on limits, differentiation and integration, with an emphasis on the applied nature of calculus. Graphing calculators are employed as a problem-solving tool to execute complicated computations and visualize theoretical concepts. The course is aligned to the PA Academic Standards.

Science

Biology 1 – 1 credit

This course is in preparation for the Standardized Biology Keystone exam administered to all Pennsylvania high school students. It is a requirement for graduation. Students will focus on learning about the biology of organisms and cells. According to the PA Department of Education, Biology “concerns living things, their appearance, different types of life, the scope of their similarities and differences, where they live and how they live. Living things are made of the same components as all other matter, involve the same kinds of transformation of energy and move using the same basic kinds of forces as described in chemistry and physics. Through the study of the diversity of life, students learn how life has evolved. This great variety of life forms continues to change even today as genetic instructions within cells are passed from generation to generation, yet the amazing integrity of most species remain.” Pennsylvania Department of Education; Academic Standards for Science and Technology and Engineering Education; pg. 7 January 29, 2010

Biology 2 – 1 credit (prerequisite Biology 1)

This course is designed for remediation, and is intended to provide additional instructional time to review the topics for the Biology Keystone Exam, required for graduation. Concepts will be taught to prepare for the winter retest and a spring retest if necessary. Additional topics will include an organismal approach through the human body systems in the second half of the course. Students who are successful in this course will demonstrate a thorough conceptual understanding of science content and the application of skills and processes related to biological concepts.

Physics & Technology – 1 credit

This course is an introduction to the basic science that underscores all other sciences and technology. It focuses on forces, matter, and energy from an engineering and design perspective. After this course students will understand that there is order and regularity to how objects behave because of the laws of mechanics. The objective is to begin to see the world from a different perspective. The coursework is guided by questions like: How does that work? Why does that happen? And what happens if we change this?

Chemistry 1 – 1 credit

An important part of the Chemistry curriculum is its relevance for both science and technical areas. Thinking skills and problem solving techniques are reinforced along with topics such as measurement, the properties of matter, atomic structure, periodicity, the mole and chemical bonding, chemical relationships and reactions, and the behavior of gases. The students are expected to solve related mathematic, geometric, algebraic, and graphical problems throughout the year. Laboratory investigations and reports will help students with chemistry applications in future endeavors. Safety instruction is integrated into all activities. The course is aligned with PA Academic Standards.

Chemistry 2 – 1 credit (prerequisite Chemistry 1)

In Chemistry 2, the students continue the study of concepts from Chemistry 1 in greater depth, and explore new areas such as acids and bases, equilibrium, nuclear energy, nanotechnology,

organic chemistry, and biochemistry. An effort is made to help the student relate chemical knowledge to problems and issues of modern society in regards to their technical area. In class demonstrations, along with traditional and virtual labs, are used to emphasize the experimental nature of chemistry. Safety instruction is integrated into all activities. The course is aligned with PA Academic Standards. *Qualified students may be eligible to take the Lehigh Carbon Community College's Entrance Chemistry Exam at CCTI.*

Environmental Science – 1 credit

This course emphasizes a conceptual understanding of natural systems and the three foundations of environmental education: relevance of ecology and biology to occupational areas and students' everyday lives, respect for the environment in which they live, and responsibility to make decisions that will help protect the Earth for themselves and future generations. Content covered includes basic principles of ecological and biological science, living and non-living environmental factors, habitats, and population dynamics. The course is aligned with the PA Academic Standards.

Field Biology – 1 credit (prerequisite Biology and Chemistry or Environmental Science)

This upper level biology course emphasizes the interrelationships between humans and their environments. The main units of study include Forestry, Soil Science, Wildlife Science and Aquatic Biology. Additionally, the state provides a major unit for the course which changes annually and gives students a chance to investigate a topic in greater depth. The course is defined by the Common Core and Next Generation Science Standards and content focuses on the ecosystems found in Pennsylvania, as well as local ecological concerns. Students who successfully complete this course will be able to make informed decisions as homeowners and landowners, hunters, fishermen, and voters in the state of Pennsylvania.

5 main units:

- A. Forestry
- B. Soils and Land Use
- C. Wildlife Science
- D. Aquatic Ecology
- E. Pennsylvania Concerns

Health and Wellness and Special Programs

Wellness Education/ Physical Education/Keystone Tutorial – 1 credit

The program goal is to teach health and fitness concepts and principles, which will enable students to adopt favorable health behavior patterns, meet their own health needs intelligently, and utilize health resources that are available to them. Included in the program is Driver Education theory.

Imbedded Safety – 1 credit

Each student will receive a 1/4 credit per year for safety instruction in grades 10 and 11 delivered as a part of their career and technical studies. This allows students to focus on issues of safety unique to their program of study.

Cooperative Education

This program offers students the opportunity to work at a career occupation during part of their school day. It is a unique plan of education designed to integrate theoretical classroom and technical studies with supervised practical experience in selected educational assignments. This employment experience will assist students in establishing and achieving goals appropriate to their employment needs.

Area employers who participate have the opportunity to train highly motivated students. This in turn establishes a pool of potential permanent employees who have demonstrated their abilities. Ultimately, this school-to-work method of education provides the community with a more mature and experienced graduate to consider for permanent employment.

At CCTI, all qualified school students are eligible for and expected to participate in the Capstone program. Capstone students receive a cooperative education experience through a community employer in their area of study. Through cooperative education, these students “cap-off” their experiences at a school-approved station.

Alternative High School Diploma Program

This program serves young adults ages 16-20 of Carbon County who have dropped out of high school or have documented family or personal situations which makes traditional high school attendance infeasible. Residents ages 21 and older must pay tuition in order to attend the program. The program design allows a chance for individuals to earn a high school diploma at their own pace, at a time convenient for them. Students may enter at any time of the year, attend classes on a flexible schedule while holding a job (minimum 15 hours per week), and graduate when they have met the requirements. Employment is required under the Diversified Occupations Program.

Graduation Requirements

A student must attain a minimum of twenty-five (25) credits in order to graduate from CCTI. In addition, senior students must successfully complete a graduation project. Students failing to meet these requirements will not be eligible for graduation.

Graduation requirements will reflect Chapter 4 regulations. The requirements at the present time are:

- 6 credits of Career and Technical Education
- 4 credits of English
- 4 credits of Math
- 4 credits of Science
- 3 credits of Social Studies
- 2 credits of Arts & Humanities/CTE
- 2 credits of Wellness/Physical Education/Keystone Tutorial/Safety

Flex Program

This is a special program geared to allow all students within Carbon County an opportunity to take advantage of the considerable resources at CCTI. Students can attend our career and technical courses on a flexible schedule that meets their needs. This allows for valuable hands-on training coupled with a rigorous academic program at the student's home high school.

Criteria for FLEX Students at CCTI

- There must be an opening in the requested program. Instructors shall meet with the student before admission. The amount of time is flexible, as little as 50 minutes. (Students who attend a CTE course for two or more hours every day would be considered a half-time student.)
- Requesting student must be in 12th grade and be on track to graduate on time.
- Requesting student must be highly motivated and willing to work independently at times.
- Student may apply within 30 days of the start of each semester, and may enter at the beginning of each semester.
- The sending district must provide transportation to and from CCTI.
- The student and program instructor will develop an individual education plan, including an attendance and disciplinary contract for the time of attendance, based on the student's interests/needs and the program task list.
- The sending district will determine the credit awarded for the program. A CCTI designee will provide a grade to the sending school guidance counselor. The credits awarded should not be required for graduation.
- All applicants must complete a packet, which includes an application form, report card, and Keystone Scores.

Student Organizations

Class Officers – Upon entering CCTI, sophomores are given the opportunity to run for a class office. The students who are interested will obtain the signatures of their teachers, and their names will be placed on a ballot. Members of the sophomore class will then vote for their officers. These officers will remain in office for the next three years. Class officers are responsible for providing leadership, participation in student negotiations, representing their respective class in any issues of concern, and overseeing the financial affairs of the class.

DECA – Distributive Education Clubs of America is an international association of Marketing students open to high school, CTE, and college students who have an interest in business marketing, management, and entrepreneurship, as well as management related careers. The mission of DECA is to enhance the co-curricular education of students with interest in marketing, management, and entrepreneurship. Students who avidly participate will be eligible to apply for DECA scholarships through PA DECA and various colleges. Through leadership conferences and competitions, students will put their skills and knowledge to the test as they compete against students in our district and across PA. This organization is available to all students attending CCTI.

HOSA – Health Occupations Students of America is a national student organization that provides a unique program of leadership development, motivation and recognition exclusively for secondary, post-secondary, collegiate, and adult students enrolled in health occupations education courses or instructional programs. HOSA is an integral part of approved health occupation programs. Health Occupations Education (HOE) students who become active members in a local HOSA chapter are eligible for membership in state and national HOSA.

National Technical Honor Society – The purpose of this organization shall be to promote the ideals of honesty, service, leadership, career development, and skilled workmanship among the career and technical students of America, to reward meritorious achievement in career and technical education, to encourage and assist career and technical students in their pursuit of educational and career goals, to develop awareness within the American business, industry, and service communities about the talents and abilities of students engaged in career and technical education, and to provide career and technical students with a greater awareness of the world of work.

SADD – Students Against Destructive Decisions is an organization for students who believe that “friends do not allow friends to drink and drive.” Members must sign a “SADD Contract for Life,” in which they agree to not allow anyone to drive while intoxicated. Parents of the participating students co-sign the contract and agree that they will escort said drivers home without questions. Various activities are planned to help the students to become extremely aware of the dangers of substance abuse and its effects, not only in driving, but also in their everyday lives. The support gained as a charter member will help these students to share this vital information with their family and friends.

SKILLS USA – SKILLS USA is a national organization serving high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitude, and communication skills. It emphasizes total quality at work: high ethical standards, superior work skills, life-long education, and pride in the dignity of work. It also promotes understanding of the free enterprise system and involvement in community service. By becoming a member of this organization, a student has the opportunity to represent his/her technical area in district competition against other career and technical schools in the region. A student also has the opportunity to represent the school in state and national competitions, where scholarships and awards are presented. This organization is available to all students attending CCTI.

Student Council – Student Council sponsors a wide variety of services and activities throughout the year to promote citizenship, leadership, human relations, and cultural values. Student Council consists of two representatives from each homeroom. Every year, a president, vice president, secretary, treasurer, and publicity agent are elected by the teachers. Weekly meetings take place to generate ideas for school improvement and to provide community service activities.

Yearbook – The Carbon Career & Technical Institute produces its own yearbook. All students may join the yearbook staff, and gain valuable experience in photography, layout, design, advertising, and sales while helping to develop this publication.

Student Support Service

SAP (Student Assistance Program) - The SAP team consists of CCTI personnel who systematically work with students and their families to assist them in the removal of barriers which enable them to become a school success. It is a school-based program that does not engage in diagnosis or treatment. Students may be referred to SAP by fellow students, teachers, support staff, parents, or through self-referral. Oversight for SAP is an approved program provided by the PA Department of Education, Health, and Public Welfare.

Transition Team – The team, consisting of various staff members, meets on a regular basis to:

- monitor the progress of students in CTE and academic subjects, as well as school adjustment
- identify students experiencing difficulty of any kind, gather relevant data and information, and team each student
- make appropriate interventions of a wide variety as needed

The team will also meet with parents of specific students if deemed necessary.

Extra Help – The Extra Help program is offered to all students. This after school program is held Mondays and offers students the opportunity to be tutored by our professional staff. Students may be tutored in academic and career subjects, Keystones, PSAT, and SAT preparation, and college and job placement testing. This program offers supplemental instruction, which will increase student achievement. The sessions begin immediately after the dismissal bell and end at 3:30 p.m. Students are provided healthy snacks and transportation home.

Cooperative Education Employers

| <u>Program:</u> | <u>Employer:</u> |
|--|---|
| Auto Collision and Repair | Wentz's Auto Body Kovatch Collision & Repair Kovatch Corporation New England Motor Freight Rentschler Auto Quality Collision |
| Auto Service and Technology | Blocker Enterprises, Inc. Advanced Auto Kovatch Corporation New England Motor Freight |
| Carpentry | Country Junction Feaster Excavating |
| Computer Engineering Technology & Electronics | Split Rock Lodge Kovatch Corporation Pencor |
| Cosmetology | Richard Kroll Total Image Holiday Hair (Lehighton) Holiday Hair (Hazleton) Holiday Hair (Walnutport) |
| Culinary Arts | Split Rock Lodge Black Bread Café McDonald's Burger King Subway Dunkin' Donuts (Palmerton) |
| Electrical Distribution & Automation | WB Electric Volkert Electric L & S Electric Kovatch Corporation Frable & Son Electrical Services George J. Hayden, Inc. |

| | |
|------------------------------|---|
| Graphic Design | <i>Times News Printing</i> Split Rock Lodge Heritage Sign & Display Kovatch Corporation |
| Health Medical | Mahoning Valley Nursing & Rehab Maple Shade Meadows Heritage Hill Maximum Care, Inc. |
| Marketing | Split Rock Lodge Kovatch Corporation Wal-Mart Mauch Chunk 5&10 Burger King K-Mart Balliet Insurance Agency, Inc. |
| Plumbing/HVAC | R.A. Fritz Plumbing & Heating George's Plumbing & Heating Sutton HVAC Kattner Coal & Oil Energy Technologies, Inc. Ohl Oil Service |
| Precision Machine Technology | Beers Tooling & Machine Northeast Machine Blue Mt. Machine Kovatch Corporation C.F. Martin Guitar Hydra-Tech Pumps McAdoo Machine |
| Welding | Anthracite Welding Blue Mt. Machine, Inc. Kovatch Corporation SMF Inc. |

Employer Comments

The following community employers have volunteered these positive comments on behalf of the CCTI students whom they have employed:

Natasha, Health/Medical

“Natasha is kind and caring. She is conscientious, and an asset to our staff.”

Susan Hart RN, ADON
Mahoning Valley Nursing & Rehab

Keith, Precision Machining

“Keith does a good job. He shows interest in the work he completes and it shows in the end product.”

Gerald D. Bollinger
Northeastern Machine & Fabrication

Brittany, Graphic Design

“Brittany has excellent clerical knowledge and skills, always exceeds supervisors expectations.”

Paul Hoherchak
Highway Equipment Manager
PennDOT (Lehigh)

Clayton, Auto Collision & Repair

“Clayton is an excellent employee with good skills, and will excel in this field.”

Daniel Carrano
Plant Manager
New England Freight INC.

Post Secondary Opportunities

Students can earn **FREE** college credits while attending CCTI. CCTI has partnered with post secondary institutions, providing articulation credits which allow students to transition from high school to the post secondary level of education.

Articulation Credit

An articulation credit allows high school students to receive college credit for technical courses they completed while in high school. The articulation process eliminates the need for duplication of courses at the college level, so that students can seamlessly continue their education in a related program at a postsecondary institution. Our technical programs are organized so that students may enter into one or more of a variety of post-secondary options, including technical or business schools, community college, or a four-year college program. Having earned articulation credits will save time and money. Articulation credit is absolutely **FREE**.

Articulation Credits are received through an agreement between CCTI and a post secondary institution. CCTI currently has Articulation Agreements with: Lehigh Carbon Community College (LCCC), Northampton Community College, Pennsylvania College of Technology, Johnson & Wales University, Universal Technical Institute, and more.

We encourage you to examine the following websites relating to articulation credits and career resources: PATrac.org, PACarrerStandards.com, PACareerZpne.org, GettingThemThere.com and PACollegeTransfer.com.

CCTI College/Dual Enrollment Classes

Students attending CCTI have the opportunity to take college level courses for half the regular tuition price. LCCC provides an adjunct professor to teach here at CCTI.

The dual enrollment program encourages students to enroll in and earn postsecondary credit as a high school student at CCTI. This program provides the opportunity for a first step into the college atmosphere.

College level courses offered are College English 1, Introduction to Psychology, Introduction to Sociology, and Spanish. Full college credit is earned at a substantial savings. An additional benefit is that CCTI students now have the opportunity to add these credits to their earned articulation credits.

Any and all expenses (1/2 price tuition & books) are the responsibility of the student/parent. Transportation for these classes is also the responsibility of the student/parent. The fees for these courses are set by LCCC.

Industry Certification – Many of CCTI’s technical programs are Industry Certified. Students can earn certifications in their approved career technical education (CTE) programs.

Auto Service and Technology

- Automotive Service Excellence Certificate - NATEF
- PA State Certified Safety Inspector, Cat 1
- MACS 609

Computer Engineering Technology

- A+
- Network +
- Security+
- Customer Service Specialist (CSS)
- Computer Service Technician (CST)
- Computer Network Systems Technician (CNST)
- IC3 - Internet & Computing Core Certification
- Microsoft - MTA Networking Fundamentals
 - MTA Windows Operating System Fundamentals
 - MTA Server Administration Fundamentals
 - MTA Security Fundamentals
 - Microsoft Office Specialist
- CompTIA IT Fundamentals

Cosmetology

- PA State Board Cosmetologist License

Culinary Arts/Quantity Foods

- PA Food Employee Certified
- American Culinary Certification

Drafting & Design Technology

- Autodesk Certified User

Electrical Dist. & Automation/ Electrician

- National Center for Construction Education Registry (NCCER)
- OSHA 10 Hr. Certification
- High School Technical Program Certification for Residential Electric

Electronics

- Student Electronics Technician (SET)
- Certified Electronics Technician Associate (CETa)
- Certified Electronics Technician Journeyman (CET)
- Customer Service Specialist (CSS)
- Computer Service Technician (CST)
- CompTIA IT Fundamentals
- MTA: Operating System Fundamentals
- MTA: Networking Fundamentals
- MTA Internet and Computing Core Certification (IC3)
- Residential Systems Integrator (RESI)

Health/Medical Assistant/Aide

- BLS Healthcare Provider
- Nurse Aide Registry

Marketing/Distributive

- A*S*K Certification
- National Retail Federation Foundation

Plumbing, Heating, Air Conditioning & Refrigeration

- EPA 608 Certification
- Industry Competency Exam
 - Residential Air Conditioning & Heating
 - NORA (Oil Heat)

Precision Machine Technology

- National Institute for Metalworking Skills, Inc. (NIMS)
- Level 1 – CNC Milling, Manual Milling, Manual
- Turning, Manual Drill Press Operations, Measurement, Materials & Safety, Planning Benchwork Layout

Welding Technology/Welder

- American Welding Society – Level 1 – Entry Welder

Carbon Career & Technical Institute
www.carboncti.org

CCTI Guidance: CT Area _____
____ Half-time ____ a.m. ____ p.m. ____ SE

Application for Admission - complete form, sign, date and return to your *sending school* guidance counselor.

Student Information: (please print all information legibly)

Last Name: _____ First Name: _____ MI: _____

DOB: ____/____/____ Social Security #: _____ - _____ - _____ Grade entering CCTI: _____

Gender: _____ Race: _____ School District: _____

Current Program: ____ Regular Ed. ____ Special Ed. Home Phone: _____

Phone number for automated calling system if other than the home phone number: _____
List only one phone number

Student lives with: ____ Both Parents ____ Mother ____ Father ____ Foster ____ Custodial Agency
____ Other – please specify: _____

Home Address: _____ City: _____ Zip: _____

Mailing Address – if different than above: _____

Parent/Guardian Information: Relationship: _____

Last Name: _____ First Name: _____

Address - If different than the student's address above:

Place of Employment: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Parent/Guardian Information: Relationship: _____

Last Name: _____ First Name: _____

Address - If different than student's address above:

Place of Employment: _____ Work Phone: _____

Cell Phone: _____ Email: _____

If not living with parent/guardian: Relationship: _____

Last Name: _____ First Name: _____

Place of Employment _____ Work Phone: _____

Cell Phone: _____ Email: _____

If not born in PA, what was your entry date into PA: _____

Technical Program: We will attempt to place each new student in his/her first choice of a technical program; however, due to state requirements, some of our program areas are limited in the number of students allowed into the program. Please indicate a first and second choice.

First Choice: _____ Second Choice: _____

Third Choice: _____ FLEX: _____

Parents/Guardians: Read and Sign

For Health and Safety purposes safety shoes and glasses (provided by CCTI) will be **required** in the industrial program areas of the Carbon Career & Technical Institute. Other programs may require a uniform and the purchase of a tool kit.

All information contained in the CCTI student files is strictly confidential; however, if at any time you wish to review the information about your son/daughter, the guidance counselor will meet with you to do so. Some information we request is personal, but it is vitally important as we care for and assist your son/daughter in realizing their career goals.

I have examined the information on this application and agree to the selections my son/daughter has made. I certify that I am a bona fide resident of the (**circle one**) Jim Thorpe / Lehighton / Palmerton / Panther Valley / Weatherly School District and that I am the natural parent or legal guardian of the student making application to the Carbon Career & Technical Institute. I understand that my residency in district is necessary for my son/daughter to attend CCTI.

Parent/Guardian Signature

Release of Information:

I authorize _____ to release grades and PSSA scores for my son/daughter to CCTI.
Name of sending school

Parent/Guardian Signature

It is the policy of the Carbon Career & Technical Institute not to discriminate in its educational programs, activities or employment practices based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Assurance is given that services, activities and facilities are accessible to and usable by disable persons. As per Federal Funding Guidelines a "Perkins Act Appeals Procedure" has been developed.

For information regarding civil rights and grievance procedures, contact the Principal, Title IX and Section 504 Coordinator at the Carbon Career & Technical Institute, 150 West 13th Street, Jim Thorpe, PA, 18229. Telephone: 570-325-3682. Fax: 570-325-3737. Revised 2/24/04

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Guardian Signature: _____ **Date:** _____

| | |
|--|-----------------------------------|
| <u>Sending School Counselor Section:</u> | |
| PA 9th Grade Entry Date: _____ | PA Secure ID Number: _____ |
| Non Resident: _____ | |

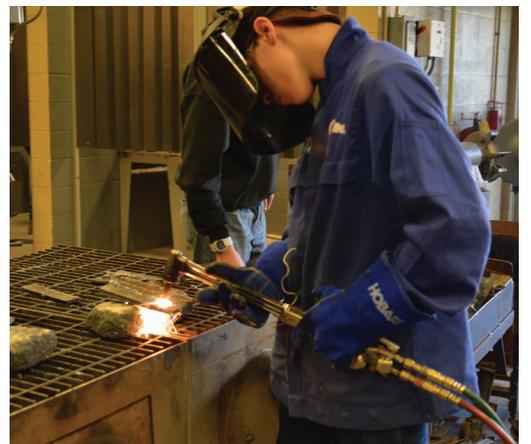
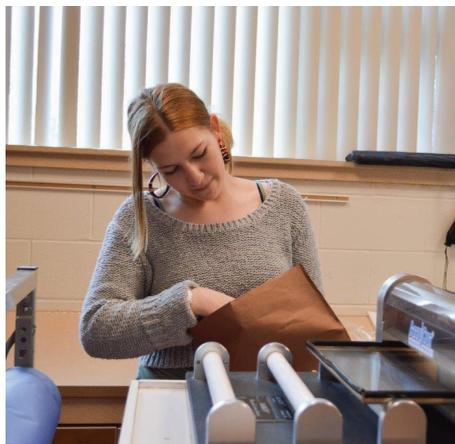
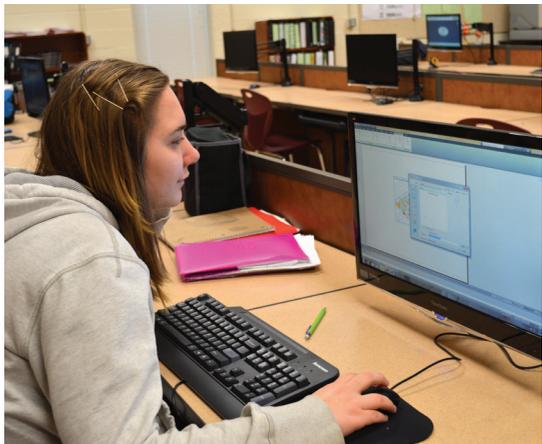
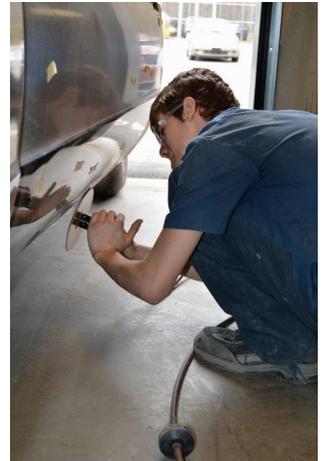
Sending School Counselor Section

Check-off List - application packet to include the following:

1. ____ Attendance report
2. ____ Discipline report
3. ____ Report card at time of application
4. ____ Report card or transcript for grade(s) completed prior to current year
5. ____ Grade 8 PSSA Score report
6. ____ Keystone exam(s) score report(s)
7. ____ IEP/ER/504
8. ____ ELL ____ Other placement: _____
9. ____ Completed immunization record and health records
10. ____ Parent Registration Statement (transfers only)
11. ____ Act 26 report included (if applicable)
12. ____ Guidance Counselor Review of application completed

*NOTE: SEND FINAL REPORT CARD FOR CURRENT YEAR AT END OF YEAR.

High School Counselor Signature: _____ **Date:** _____



Notes

Non-Discrimination Policy

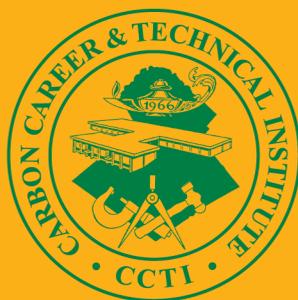
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Announcement of this policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of Amendments of 1972, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Immigration Reform and Control Act of 1986, and the Americans with Disabilities Act of 1990.

Assurance is given that services, activities and facilities are accessible to and usable by disabled persons.

As per Federal Funding Guidelines, a “Perkins Act Appeals Procedure” has been developed.

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