

CARBON CAREER & TECHNICAL INSTITUTE



Course Handbook

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*Student Application included

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

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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 one. 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 will 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 Growth yRetail
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 by 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 at getting 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 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. They 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 tuberculine 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

AUTO COLLISION AND REPAIR (47.0603) - The program prepares students for employment through a competency-based program that encourages both theory and skill development in basic sheet metal repairs, sanding, filler application, shrinking and welding, panel installation, glass replacement, custom painting and etching, and cost analysis. Students develop basic skills in frame repair and structural damage, bumper repair, alignment, and damage cost estimating. The program teaches students how to repair cars utilizing materials other than sheet metal, such as fiberglass and ABS (Automotive Body Structure), and students use a downdraft spraying system with base coat/clear coat parts. The program goal is to teach students the basics in auto body repair that will enable them to obtain entry-level employment. In this way, they will be able to provide a service and meet the needs of the community. Students work towards attaining national certification (Inter-Industry Conference on Auto Collision Repair). 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 Specialties Technician
- Automotive Body and Related Repairs
- Cleaner of Vehicles and Equipment
- Insurance Appraiser, Auto Damage
- Automotive Glass Installers & Repairers



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 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 position 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 Workers

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 and 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



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 three-year program. Subjects include anatomy, chemistry, hair styling, skin and nails, and state laws. Written tests prepare the student for the Theoretical State Cosmetologist Exam. Practical assignments on mannequins and students, as well as clinical experience, prepare students for the Practical State Cosmetologist Exam, and also provides entry-level skills. Students gain practical experience and customer service skills through the salon clinic, which is open to the public. Students in this program are eligible to join SKILLS USA and DECA. Students in this program must purchase the required kit and clothing (price range approximately \$300.00 - \$400.00) and obtain a physical prior to admission.

Employment Opportunities:

- Receptionist/ Appointment Clerk
- Manicurist
- Shampooer
- 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 postsecondary educational opportunities.

All course competencies satisfy the required knowledge and skills required under the American Culinary Federation, National Restaurant Association and PA SafeServe 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.

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

Culinary students can partake in an internship experience at Split Rock Resort in Lake Harmony, PA.



DRAFTING AND DESIGN TECHNOLOGY/ TECHNICIAN (15.1301)

This program offers education in Architectural, Electrical, Mechanical and Civil drafting. Students create technical drawings that are comparable to those used in industry today to construct building, to develop technology, and to 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 are made ready to 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 also utilize a large format plotter and a 3-D printer to display their finished products.

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 over many drafting courses.

Major topics covered in this program include the following:

Hand Drawing
Technical Mathematics
Architectural Drafting
Mechanical Drafting
Solid Modeling
Computer-Aided Drafting & Design
Blueprint Reading
Electrical Drafting
Civil Drafting

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



Upon completing this program, students can continue their education in the following Bachelor or Associate Degree programs:

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

Employment Opportunities:

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

ELECTRICAL CONSTRUCTION/MAINTENANCE (46.0399) - This program is a basic course that concentrates on all aspects of electrical construction and maintenance. Daily electrical instruction includes Ohms law, basic D.C. circuits, D.C. motors and generators, A.C. theory, single and three phase power systems, transformers and A.C. motors. Safety is extensively covered in all aspects of workplace, tool, ladder, and electrical instruction, with emphasis on lockout/tagout as required by O.S.H.A. Students gain practical skills on wiring methods and materials used in the electrical trade.

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

Commercial Wiring - This area of concentration begins with bending and installing electrical metallic tubing and rigid conduit. 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, as well as installing motors and controllers.

Industrial Wiring - This area of concentration centers on industrial motor controls. Students study basic two and three wire motor controls and progress to more complex industrial control schemes used in modern manufacturing plants today. Students gain practical skills on wiring methods and materials used in the electrical trade.

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:

- Electricians
- Electrical Assembler
- Electric Meter Installer
- Helper
- Electric/Mechanical Technician



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, especially at the Tobyhanna Army Depot where 500 employment opportunities are forecast over the next five (5) years.

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, to the computer and the Internet. Students will work with the latest graphics software and technology to create brochures, posters, magazine covers and layouts, business cards, signs, logos, print ads, websites, CD covers, Internet banners, flash animation, 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 Creative Suite (Photoshop, Illustrator, and InDesign), QuarkXPress, Flash, and Dreamweaver.

In addition, Graphic Design students will learn basic business and marketing skills. Graphics students will collaborate with the Marketing students on various projects throughout the year to develop a basic understanding of the relationship between Marketing and Graphic Design professionals. 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:

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

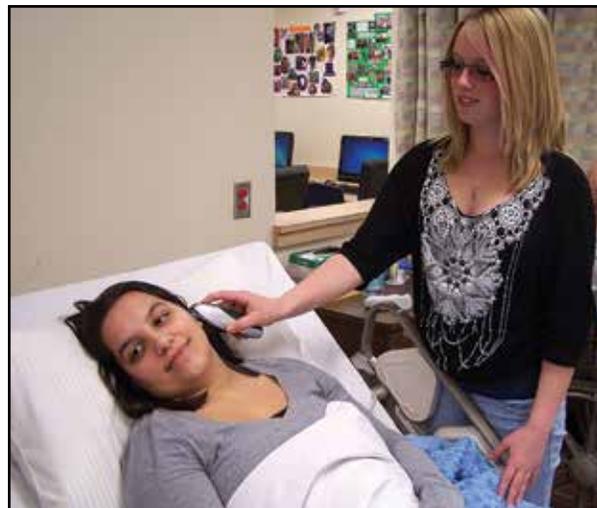


HEALTH/MEDICAL ASSISTANT/AIDE (51.0899) – This program provides students an opportunity to learn the theory, nursing, and leadership skills necessary to obtain useful and rewarding entry-level employment as a Nurse’s Aide, while also preparing the student for continued education in a two or four year 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, St. Luke’s, 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 safety clothing required for the program and obtaining clearances 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 their requirements. Students may begin working as a Nurse Aide in their senior year through our Cooperative Education program.



HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

(47.0201) – As a Heating, Ventilation, Air-Conditioning student, you 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

Student Certifications may include:

- OSHA 10 hour
- NORA
- EPA
- NOCTI
- ICE



MANAGEMENT INFORMATION SYSTEMS (52.1201) — This program is based on a curriculum which introduces students to systems-based technology. MIS provides students the opportunity to obtain both the knowledge and skills necessary to be competitive in a diverse Management Information Systems job market or to further their education. Students are prepared for positions in business and technical areas within the fields of Management Information Systems.

Management Information Systems is designed for students interested in developing a strong foundation in Information Technology. This program provides unique opportunities to explore MIS from both the business and the technical aspects. Students are exposed to core level certification programs (A +, Network +, Security +, Server +, Visual Basic), and may progress to advanced certifications such as, but not limited to MS Certified Systems Engineer, MS Certified Desktop Support Technician or MS Certified Solution Developer. 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 college credit 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 MIS 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. Also may require work experience and/or a continual education to maintain certifications.

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 first hand the key elements of operating a successful business. Throughout the three years 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. In addition to the Marketing topics, students will be exposed to basic graphic design skills and digital photography.

Through actively participating in the Marketing program and DECA (An association of Marketing students) students will develop leadership ability, strengthen communication 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 \$200,000.00 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 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)

***Fundamental Concepts of Business and Marketing**

***Marketing Communications and Promotion**

Sponsored by the A*S*K Business Institute

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 opportunity. 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 of the 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 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.

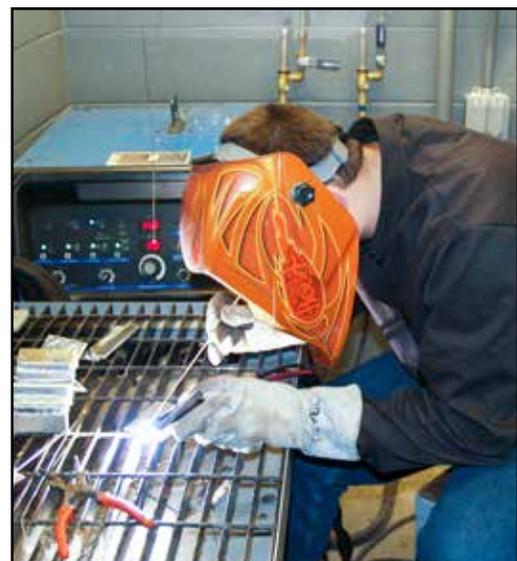
Students are responsible for purchasing the safety clothing required for the program.

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

Employment Opportunities:

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

Certification via the American Welding Society is possible for prepared students through the SENSE Program. 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.

Advanced English 12 – 1 credit

This course is heavily aligned to the PA Academic Standards. The Advanced English 12 curriculum explores the evolution of British Literature from the Anglo-Saxon Period to the Modern period. A focus is placed on literary analysis, creative writing, and research skills. This course also includes a focus on written and oral communication skills required for entry-level employment and/or college/technical school attendance.

SOCIAL STUDIES

American Historical Studies – 1 credit

This course provides the student at CCTI with a cast of historical personalities, major events, and various conflicts that have shaped the United States as we know it today. Students will be exposed to different texts, small and large group instructional activities, selected readings, etc. 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 the PA 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. Students enrolled in this course will be actively engaged in the research and analysis of the historical events of the 20th Century. Formal current event 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. The course is aligned to the PA Academic Standards.

Economics/Government – 1 credit

This course provides students with a basic understanding of economics vocabulary, theory, and practical applications. It also offers a view of government on the federal, state, and local levels and orients students to their rights and responsibilities as citizens. The course is aligned to the PA Academic Standards.

Civics – 1 credit

Civics comprises units on Government, Civics and World Affairs. The purpose of this course is for students to recognize and understand idea about civic life, politics and government so that they can make informed judgements and decisions. Specifically, we will focus on Local, State and Federal Government's roles, responsibilities and procedures, as well as reading and writing in the context of history and civics. Local government studies will allow students to understand the purpose, structure and function of government at the local level, including School District, Municipal and County as well as identify the citizen's role (rights and responsibilities) within each of those levels. Similarly, the rights and responsibilities of citizens and governing bodies at the State and Federal levels will be investigated. 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.

MATHEMATICS

Pre-Algebra – 1 credit

This course focuses on arithmetic operations, problem-solving techniques, estimation of answers, measurement skills, geometry, data handling, simple statistics, and the use of algebraic formulas to solve problems. The emphasis is on the ability to understand and apply functional mathematics to solve problems in the world of work. This course will stress real world applications of each concept and skill. It is aligned to the PA Academic Standards.

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 had 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.

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/Trigonometry – 1 credit (prerequisite Algebra 2 and Geometry)

This course integrates statistical, Algebraic and trigonometric concepts throughout its work with functions. It enables students to display, describe, transform, and interpret numerical information in tables, graphs, or equations. Algebraic and statistical concepts are integrated throughout, and modeling of real phenomena is emphasized. The 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 provides a background in the fundamental principles of Biology, with applications to everyday life. Emphasis is on the structure, function, interrelationships, and maintenance of the human body and its organ systems. The course is aligned to the PA Academic Standards.

Biology 2 – 1 credit (prerequisite Biology 1)

This course is an extension of Biology 1 and utilizes an investigative approach in a study of advanced biological concepts in the areas of genetics and inheritance, microorganisms, evolution, and biochemistry.

Physics & Technology – 1 credit

This course is taught using integrated, hands-on lab activities that are both challenging and enjoyable. Topics to be covered will include computer systems, alternative energy, atomic theory, magnetism, electricity, material science, radio microwaves, lasers, optics, fiber optics, pneumatics, hydraulics, robotics, weather monitoring, electromagnetic devices, satellites, rocketry, engineering design, electronic circuits and aerodynamics. Emphasis is placed upon developing problem-solving and critical thinking skills. The course is aligned to the PA Academic Standards.

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 numerous 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 and algebraic problems throughout the year. Laboratory investigations and reports will help students with chemistry applications in future endeavors. Safety instruction is integrated into all activities. Course is aligned to PA Academic Standard.

Chemistry 2 – 1 credit (prerequisite Chemistry 1)

In Chemistry 2, the students continue the study of certain concepts from Chemistry 1 in greater depth and explore new areas such as acids and bases, equilibrium, nuclear energy, organic chemistry, and biochemistry. 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 and laboratory exercises are used to emphasize the experimental nature of chemistry, and to introduce the students to unusual and interesting phenomena. Safety instruction is integrated into all activities. Course is aligned to PA Academic Standard.

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 to the PA Academic Standards.

HEALTH & 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 not feasible. 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. 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.
- 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.
- 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 11th grade PSSA results.

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 attitudes 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 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, PSSA 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

Program:

Auto Collision and Repair

Employer:

Wentz's Auto Body
Kovatch Collision & Repair
Kovatch Corporation
New England Motor Freight
Rentschler Auto
Quality Collision

Auto Service and Technology

Blocker Enterprises, Inc.
Hearn's Texaco
Advanced Auto
Kovatch Corporation
New England Motor Freight
Locust Ridge Contractors

Carpentry

Country Junction
Cherba Homes
Feaster Excavating

Cosmetology

Richard Kroll Total Image
Holiday Hair (Lehighton)
Holiday Hair (Hazleton)
Holiday Hair (Walnutport)

Culinary Arts

Split Rock Lodge
Lake Naomi Club
Black Bread Café
McDonald's
Burger King
Subway

Electrical Construction &
Maintenance

WB Electric
Volkert Electric
L & S Electric
Kovatch Corporation
Lighting Fixture & Supply Co.

Graphic Design	Times News Printing Split Rock Lodge Heritage Sign & Display Kovatch Corporation
Health Medical	Mahoning Valley Nursing & Rehab Maple Shade Meadows Heritage Hill Maximum Care, Inc.
Plumbing/HVAC	R.A. Fritz Plumbing & Heating George's Plumbing & Heating Sutton HVAC S & S Plumbing & Heating Kattner Coal & Oil Energy Technologies, Inc. Ohl Oil Service
MIS and Electronics	Split Rock Lodge Kovatch Corporation Pencor
Marketing	Split Rock Lodge Kovatch Corporation Wal-Mart Mauch Chunk 5&10 Eckert Marketing & Communications Burger King K-Mart
Precision Machine Technology	Beers Tooling & Machine Northeast Machine Blue Mt. Machine Kovatch Corporation C.F. Martin Guitar
Welding	Anthracite Welding Rarlon Iron Works 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

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 course 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.

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
Cosmetology	PA State Board Cosmetologist License
Culinary Arts/Quantity Foods	PA Food Employee Certified American Culinary Certification
Electrical Construction/Maint	Home Technology Integrator (HTI+) Residential Construction Academy (RCA) National Center for Construction Education Registry (NCCER)
Electronics	Student Electronics Technician (SET) Certified Electronics Technician Associate (CETa) Certified Electronics Technician Journeyman (CET) Customer Service Specialist (CSS) Computer Service Technician (CST) A+
Health/Medical Assistant/Aide	BLS Healthcare Provider Nurse Aide Registry
Management Information Systems	A+ Network + Security+ Customer Service Specialist (CSS) Computer Service Technician (CST) Computer Network Systems Technician (CNST)
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
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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 / Lehigh / 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:** _____

Sending School Counselor Section:

PA 9th Grade Entry Date: _____ **PA Secure ID Number:** _____

Non Resident: _____

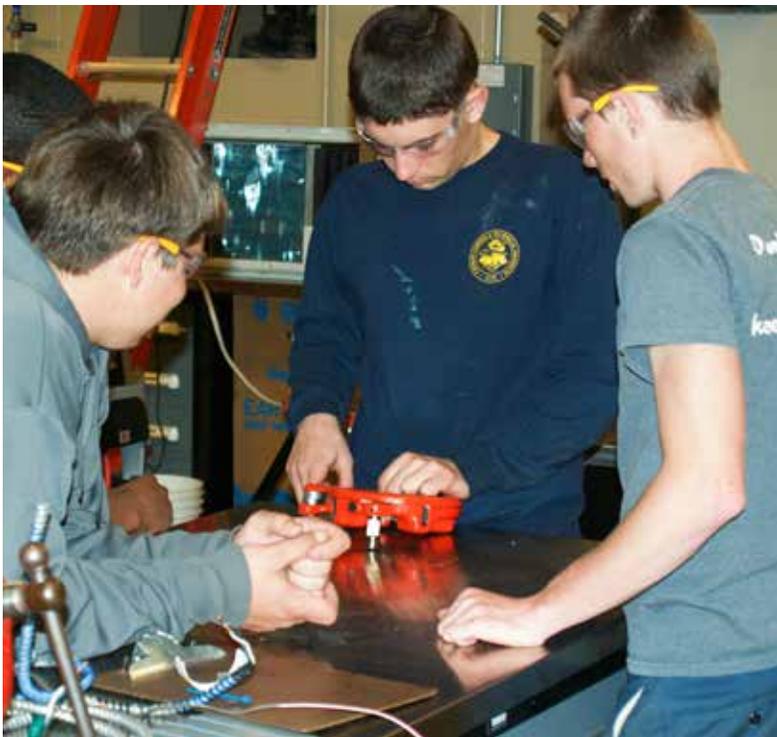
Sending School Counselor Section

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

It is the policy of the Carbon Career & Technical Institute not to discriminate in its educational program, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.

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.

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