

# A.W. Beattie Career Center Counseling Plan

2020 – 2024

Joint Operating Committee Approved  
September 24, 2020



9600 Babcock Boulevard  
Allison Park, PA 15101

[www.beattietech.com](http://www.beattietech.com)

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## A. Counselor Related Items

### 1. School Counselors & Student Support Staff

| Name/Title                                      | Contact Information                                | Ratio |
|---|--|-------|
| Kim Zylinski<br>School Counselor                | Kim.zylinski@beattietech.com<br>(412) 847-1912     | 1:520 |
| Sara Goodyear<br>School Counselor               | Sara.goodyear@beattietech.com<br>(412) 847-1893    | 1:314 |
| Gretchen Boyette<br>ESL Coordinator             | Gretchen.boyette@beattietech.com<br>(412) 847-1913 | N/A   |
| Joanne Vano<br>Co-Op Coordinator                | Joanne.vano@beattietech.com<br>(412) 847-1914      | N/A   |
| Clifton Bossong<br>STEAM Coordinator            | Clifton.bossong@beattietech.com<br>(412) 847-1955  | N/A   |
| Shawn Annarelli<br>Public Relations Coordinator | Shawn.annarelli@beattietech.com<br>(412) 847-1911  | N/A   |

A.W. Beattie Career Center is the Career & Technology Center that serves the following consortium school districts located in northern Allegheny County, PA:

Avonworth  
Deer Lakes  
Fox Chapel Area  
Hampton Township  
Northgate  
North Allegheny  
North Hills  
Pine-Richland  
Shaler Area

## 2. Non-Discrimination Policy

A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age, or limited English proficiency in its programs or activities in the Educational Program clusters of: Business, Building Construction/HVAC, Engineering/Mechanical Technologies, Health and Human Services and Transportation. Admission to Career Center Programs depends upon availability and class size and meeting established Career Center and district criteria. Inquiries may be directed to Executive Director, Title IX/Section 504 Coordinator, A.W. Beattie Career Center, 9600 Babcock Blvd., Allison Park, PA. 15101, **412-847-1900** or **eric.heasley@beattietech.com**.

| Abbreviations     |   |
|-------------------|---|
| AWBCC             | A.W. Beattie Career Center  |
| BAT               | Beattie Assistance Team<br>(Student Assistance Program)   |
| BAT Student Voice | Mental Health Advocacy Student Organization   |
| Co-Op             | Cooperative Learning  |
| ESL               | English as a Second Language  |
| MoU               | Memorandums of Understanding -<br>Written partnerships with local agencies to<br>provide support in the event of a crisis                 |
| NOCTI             | National Occupational Competency Testing<br>Institute<br>(Standardized tests for students completing their<br>career & technical program) |
| STEAM             | Science, Technology, Education, Art, &<br>Mathematics   |
| V.I.P.            | Volunteer Initiative Program  |



### **3. Role of the School Counselors & Student Support Staff**

**School Counselor (SC)** - The role of the school counselor is to meet with all students in order to support them across the three counseling American School Counselor Association (ASCA) domains including: academic, college/career, and social/emotional. This encompasses a range of matters such as working with the student on how to improve their grade, considering all post-secondary options, or even mental health concerns including crisis intervention. The school counselor collaborates with AWBCC and district staff, parents, and post-secondary and community leaders to provide a continuum of positive support.

**Co-op Coordinator (CC)** - The role of the Co-Op Coordinator is to oversee the Cooperative Education Program which allows students go out into the work force related to their program of study at AWBCC. The Co-Op Coordinator also oversees the job shadowing and internship opportunities and connects eligible students to employers. They assist employers in obtaining clearances to work with students as well as coordinate a variety of field trips and opportunities for students and employers to connect with one another.

**ESL Coordinator (ESL)** - The ESL (English as a Second Language) Coordinator works with all students who are attending the school and receive services for English as a Second Language. In addition to this role, the coordinator manages the distribution and assembling the student portfolios. They assist students with developing resumes and cover letters as well editing those items.

**STEAM Coordinator (STEAM)**- The role of the STEAM Coordinator is to develop, organize, and deliver a variety of hands-on activities to the sending school districts at the elementary and middle school levels to introduce them to the career center options. In addition to these roles, they coordinate the NOCTI testing for eligible seniors.

**Public Relations Coordinator (PRC)**- The role of the Public Relations Coordinator is to engage, educate, and empower students, parents, and community about opportunities at AWBCC through the school's social media accounts and website. The Public Relations Coordinator collaborates with the AWBCC counselors and district counselors in order to present important information to prospective and current AWBCC students.

| Role            | Level       | Evidence of Role  |
|-----------------|-------------|---|
| <b>Leader</b>   | Elementary  | <ul style="list-style-type: none"> <li>• STEAM Roadshow Presentations (STEAM)</li> <li>• Junior Achievement Field Experience Days (CC)</li> </ul>   |
|                 | Middle      | <ul style="list-style-type: none"> <li>• STEAM Roadshow Presentations (STEAM)</li> <li>• Summer Camp Development (STEAM)</li> <li>• Junior Achievement Field Experience Days (CC)</li> </ul>  |
|                 | High School | <ul style="list-style-type: none"> <li>• Advisory Board Meetings (Hosting and Attending District Meetings) (SC)</li> <li>• V.I.P. (SC, CC)</li> <li>• College Fair (SC)</li> <li>• Career Fair (CC)</li> <li>• Member of Crisis Response Team (SC)</li> <li>• BAT - Beattie Assistance Team (SC)</li> <li>• Senior Exit Survey (CC)</li> <li>• Junior Achievement Field Experience Days (CC)</li> <li>• Organizing, Implementing, and Analyzing data for the NOCTI exam (STEAM)</li> <li>• Prospective Student Tours and Recruitment Visits (PRC)</li> </ul>  |
| <b>Advocate</b> | Elementary  | <ul style="list-style-type: none"> <li>• STEAM Roadshow Presentations (STEAM)</li> </ul>  |
|                 | Middle      | <ul style="list-style-type: none"> <li>• STEAM Roadshow Presentations (STEAM)</li> </ul>  |
|                 | High        | <ul style="list-style-type: none"> <li>• Individual student meetings regarding all academic, social/emotional, and career domains (SC)</li> <li>• Beattie Assistance Team (SC)</li> <li>• Administer Scholarship Information (SC)</li> <li>• Student BAT Voice (SC)</li> <li>• Support ESL students related to communication with instructors, home school, and other external agencies (ESL)</li> <li>• Provide translation services for student/parent meetings (ESL)</li> <li>• Provide translated documents as needed (ESL)</li> <li>• Provide access to financial support for supplies/uniforms/tools (ESL)</li> </ul> |

|                              |             |  |
|------------------------------|-------------|--|
| <b>Collaborator</b>          | Elementary  | <ul style="list-style-type: none"> <li>• STEAM Roadshow Presentations (STEAM)</li> <li>• Career Readiness Indicator Collaboration Meeting with District Counselors (STEAM)</li> <li>• Junior Achievement Field Experience Days (CC)</li> </ul>   |
|                              | Middle      | <ul style="list-style-type: none"> <li>• Career Presentations (SC)</li> <li>• STEAM Roadshow Presentations (STEAM)</li> <li>• Career Readiness Indicator Collaboration Meeting with District Counselors (STEAM)</li> <li>• Summer Camp Development (STEAM)</li> <li>• Junior Achievement Field Experience Days (CC)</li> </ul>   |
|                              | High        | <ul style="list-style-type: none"> <li>• Classroom Presentations (SC)</li> <li>• Processing New Applications (SC)</li> <li>• Articulation Agreements (SC)</li> <li>• Recruitment Presentations and Events (SC)</li> <li>• Monthly School Counselor Meetings (SC)</li> <li>• Work with Appropriate Staff Members for Student Success (SC)</li> <li>• Cooperative Education, Internships, and Job Shadows (CC)</li> <li>• Career Readiness Indicator Collaboration Meeting with District Counselors (STEAM)</li> <li>• Junior Achievement Field Experience Days (CC)</li> <li>• Engage with learning facilitators, home school counselor/ESL teachers, and Beattie instructors related to ESL students (ESL)</li> <li>• Collaborate with Co-Op coordinator related to career development, job shadow experiences, and co-op assignments for ESL students (ESL)</li> <li>• Prospective Student Tours and Recruitment Visits (PRC)</li> <li>• Updates Scholarship Information on web-site (PRC)</li> </ul> |
| <b>Systemic Change Agent</b> | Elementary  | <ul style="list-style-type: none"> <li>• Career Readiness Indicator Collaboration Meeting with District Counselors (STEAM)</li> </ul>  |
|                              | Middle      | <ul style="list-style-type: none"> <li>• Career Readiness Indicator Collaboration Meeting with District Counselors (STEAM)</li> </ul>  |
|                              | High School | <ul style="list-style-type: none"> <li>• Beattie Assistance Team Student Voice (SC)</li> <li>• Coordinate Informational Assemblies for Students and Staff (SC)</li> <li>• Northern Area SAP Coordination Team (SC)</li> <li>• Addition of part-time school counselor for 2019-2020 to full-time for 2020-2021 (SC)</li> <li>• Career Readiness Indicator Collaboration Meeting with District Counselors (STEAM)</li> </ul>   |

#### 4. Job Description linked to the Counselor Evaluation Process

| Counselor Level    | <u>Domain 1</u><br>Planning and Preparation  | <u>Domain 2</u><br>Environment   | <u>Domain 3</u><br>Delivery  | <u>Domain 4</u><br>Professional Development   |
|--------------------|--|--|--|---|
| <b>High School</b> | <p>3110.4g - Obtain and distribute up-to-date career information to the students and teachers. - KZ/SG</p> <p>3110.4h - Assist in coordinating recruitment activities for sending school students and adults including but not limited to: Recruitment Committee, home school presentations, tours, Open House - KZ/SG</p> <p>3110.4i - Coordinate and conduct informational assemblies and tours with interested outside educational or private groups. - KZ/SG</p> <p>3110.4j - Maintain communication with the Public Relations Assistant in the preparation of</p> | <p>3110.4b - Maintain student records in conjunction with the attendance secretary and PIMS Coordinator, including: registration, attendance reports, transcripts and quarterly grades. Supervise distribution of grades to sending schools and parents/students. - KZ/SG</p> <p>3110.4s/3110.4q - Perform all such duties as assigned by the Administration - KZ/SG</p> | <p>3110.4a - Assist instructors in understanding and utilizing research-based classroom management principles - KZ/SG</p> <p>3110.4c - Advise students who wish to withdraw or change Career and Technical Education Programs - KZ/SG</p> <p>3220.4d - Counsel students with social/emotional, academic and college/career related issues, providing appropriate referrals as needed. - KZ/SG</p> <p>3110.4e - Coordinate the Student Assistance Program (SAP) (known at AWBCC as BAT) for all students of A.W. Beattie Career Center. Serve as the contact person for outside D&amp;A and MH/MT Liaisons - KZ</p> | <p>3110.4k - Maintain a liaison with sending school counselors and coordinate communications including: scheduling of students, monthly meetings, Average Daily Membership and recruitment activities. - KZ/SG</p> <p>3110.4m - Coordinate the activities associated with the adult program including quarterly reports, student records and distribution of financial agency information - KZ</p> <p>3110.4p/3110.4o - Serve as a member of the Career Center's and sending districts advisory boards. - KZ/SG</p> |

|  |   |  |   |  |
|--|---|--|---|--|
|  | <p>recruitment and other informational materials (slide presentations, leaflets, video tapes or brochures) - KZ/SG</p> <p>3110.40/3110.4n - Ensure the proper documentation is completed and follow-up is conducted on issues related to bullying and harassment. - KZ/SG</p> <p>3110.4q - Maintain an updated counseling plan. - KZ</p> <p>3110.4p - Assists in maintaining an updated counseling plan. - SG</p> |  | <p>3110.4e - Participate the Student Assistance Program (SAP) (known at AWBCC as BAT) for all students of A.W. Beattie Career Center. Serve as the contact person for outside D&amp;A and MH/MT Liaisons - SG</p> <p>3110.4f - Advise graduating students who wish to continue on their college and career track with post-secondary and career site options. Assist students in their outreach process. - KZ/SG</p> <p>3110.41 - Work with educational support services personnel to provide a continuum of services to students. - KZ/SG</p> <p>3110.4m/3110.4n - Serve as a member of the Crisis Response Team - KZ/SG</p> |  |
|--|---|--|---|--|

## **B. Program Delivery**

### **5. School Counseling Department Mission Statement**

| <b>District Mission Statement</b>   |
|---|
| <p>The Mission of the A.W. Beattie Career Center is to empower each student to become a successful professional in a continuously evolving regional and global economy through equitable access to the latest industry standards and technology education.</p>  |
| <b>K-12 School Counseling Mission Statement</b>   |
| <p>The mission of the Counseling Department is to support and empower all students to make the best decisions related to academic, career, and social/emotional development leading to post-secondary success. All students will have equitable access to these supports. Counselors utilize tiers of interventions including individual, small group, classroom, or large group setting. Students will be impacted through the engagement of instructors, parents, administrators, employers, and other district stakeholders.</p> |

**6. Program Calendar by Domain and Level:**

**7. Program Delivery by Tier and System Support:**

| Item Month/<br>Item Domain | Curriculum<br>(Tier 1)   | Responsive<br>(Tier 2)   | Individual<br>Academic/Career<br>Counseling  | System<br>Support  | Non-<br>Counselor<br>Related |
|----------------------------|--|--|--|--|------------------------------|
| SEPTEMBER                  |  |  |  |  |                              |
| Academic:                  |  |  | <p>New Student Individual Planning Meetings</p> <p>Grade and Attendance Meetings</p> <p>Attend IEP/Parent Meetings</p> <p>Schedule Changes</p> <p>Current Student Individual Counseling Sessions</p> | <p>Monthly Counselor's Meeting</p> <p>New Student Application Collection and Review</p> <p>Administering, Collecting, and Reviewing Scheduling Forms</p> <p>AWBCC &amp; District Open Houses</p> <p>Attend PACTA Conference</p> <p>Complete Dual Enrollment forms for CCAC courses</p> <p>Finalize Semester Roster</p> |                              |
| College/<br>Career:        | <p>Career Objective Forms</p> <p>Provide Scholarship Information</p> |  | <p>Individual Counseling Sessions</p>  |  |                              |
| Social/<br>Emotional:      |  | <p>Individual Counseling Sessions</p> <p>Crisis Intervention</p> | <p>Individual Counseling Sessions</p>  | <p>Weekly BAT (SAP) Meetings</p> <p>BAT Student Voice Activities</p> <p>V.I.P. Group Activities</p>  |                              |

| Item Month/<br>Item Domain | Curriculum<br>(Tier 1) | Responsive<br>(Tier 2) | Individual<br>Academic/Career<br>Counseling | System<br>Support | Non-<br>Counselor<br>Related |
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| OCTOBER               |   |   |   |  |  |
| Academic:             |   |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Counseling Sessions | Monthly Counselor's Meeting<br>AWBCC & District Open Houses<br>Attend PACTA Conference<br>Writing and Mailing 'In Danger of Failing' Letters<br>Attend District Advisory Board Meetings                  |  |
| College/<br>Career:   | College Fair<br>Provide Scholarship Information |   | Individual Counseling Sessions  | Complete Career Objective Forms  |  |
| Social/<br>Emotional: |   | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions  | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>Volunteer Initiative Program Group Activities<br>ACSCA Meeting<br>Northern Area SAP Coordination Team<br>Maintain Counseling Bulletin Board |  |
| NOVEMBER              |   |   |   |  |  |
| Academic:             |   |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Counseling Sessions | Monthly Counselor's Meeting<br>AWBCC Counseling Advisory Board Meeting   |  |
| College/              | Provide Scholarship Information                 |   | Individual Counseling Sessions  |  |  |



| Item Month/<br>Item Domain | Curriculum<br>(Tier 1) | Responsive<br>(Tier 2) | Individual<br>Academic/Career<br>Counseling | System<br>Support | Non-<br>Counselor<br>Related |
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| Career:               | Coordinate annual field trip to Pittsburgh Technical College   |   |   |   |  |
| Social/<br>Emotional: |  | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions  | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>V.I.P. Group Activities  |  |
| DECEMBER              |  |   |   |   |  |
| Academic:             |  |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Counseling Sessions | Monthly Counselor's Meeting<br>District Recruiting Presentations & Tours<br>Writing and Mailing 'In Danger of Failing' Letters                                    |  |
| College/<br>Career:   | Provide Scholarship Information<br><br>Coordinate & supervise field trip to Pittsburgh Technical College |   | Individual Counseling Sessions  |   |  |
| Social/<br>Emotional: |  | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions  | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>V.I.P. Group Activities<br>Northern Area SAP Coordination Team<br>Maintain Counseling Bulletin Board |  |

| Item Month/<br>Item Domain | Curriculum<br>(Tier 1) | Responsive<br>(Tier 2) | Individual<br>Academic/Career<br>Counseling | System<br>Support | Non-<br>Counselor<br>Related |
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| JANUARY               |  |   |   |  |  |
| Academic:             |  |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Counseling Sessions                                   | Monthly Counselor's Meeting<br>District Recruiting Presentations & Tours<br>Writing and Mailing 'In Danger of<br>Failing' Letters<br>Finalize Semester Rosters |  |
| College/<br>Career:   | Provide Scholarship<br>Information                               |   | Individual Counseling Sessions  |  |  |
| Social/<br>Emotional: |  | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions  | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>V.I.P. Group Activities<br>Maintain Counseling Bulletin Board                                     |  |
| FEBRUARY              |  |   |   |  |  |
| Academic:             | Administering,<br>Collecting, &<br>Reviewing Scheduling<br>Forms |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Scheduling Meetings<br>Individual Counseling Sessions | Monthly Counselor's Meeting<br>District Recruiting Presentations & Tours   |  |
| College/<br>Career:   | Provide Scholarship<br>Information                               |   | Individual Counseling Sessions  | Coordinate ASVAB Test &<br>ASVAB Test Score Review   |  |
| Social/<br>Emotional: |  | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions  | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities  |  |

| Item Month/<br>Item Domain | Curriculum<br>(Tier 1)          | Responsive<br>(Tier 2)                                | Individual<br>Academic/Career<br>Counseling   | System<br>Support   | Non-<br>Counselor<br>Related |
|----------------------------|---------------------------------|---|---|---|------------------------------|
|                            |                                 |   |   | V.I.P. Group Activities<br>ACSCA Meeting<br>Northern Area SAP Coordination Team<br>Maintain Counseling Bulletin Board   |                              |
| MARCH                      |                                 |   |   |   |                              |
| Academic:                  |                                 |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Scheduling Meetings<br>Individual Counseling Sessions | Monthly Counselor's Meeting<br>AWBCC Counseling Advisory Board Meeting<br>District Recruiting Presentations & Tours<br>Attend District Advisory Board Meetings<br>Coordination of New Student Applications and Scheduling<br>Writing and Mailing 'In Danger of Failing' Letters |                              |
| College/<br>Career:        | Provide Scholarship Information |   | Individual Counseling Sessions  |   |                              |
| Social/<br>Emotional:      |                                 | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions  | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>V.I.P. Group Activities<br>Maintain Counseling Bulletin Board  |                              |
| APRIL                      |                                 |   |   |   |                              |
| Academic:                  |                                 |   | Grade and Attendance Meetings   | Monthly Counselor's Meeting   |                              |

| Item Month/<br>Item Domain | Curriculum<br>(Tier 1)             | Responsive<br>(Tier 2)                                | Individual<br>Academic/Career<br>Counseling  | System<br>Support  | Non-<br>Counselor<br>Related |
|----------------------------|------------------------------------|---|--|--|------------------------------|
|                            |                                    |   | Attend IEP/Parent Meetings<br>Individual Scheduling Meetings<br>Prospective Student (Individual)<br>Tours<br>Individual Counseling Sessions                                  | District Recruiting Presentations & Tours<br>Attend District Advisory Board Meetings<br>NOCTI Testing Support  |                              |
| College/<br>Career:        | Provide Scholarship<br>Information |   | Individual Counseling Sessions   | College Fair Preparation   |                              |
| Social/<br>Emotional:      |                                    | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions   | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>V.I.P. Group Activities<br>ACSCA Meeting<br>Northern Area SAP Coordination Team<br>Maintain Counseling Bulletin Board |                              |
| MAY                        |                                    |   |  |  |                              |
| Academic:                  |                                    |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Scheduling Meetings<br>Prospective Student (Individual)<br>Tours<br>Individual Counseling Sessions | Review & release upcoming school year<br>roster to districts   |                              |
| College/<br>Career:        | Provide Scholarship<br>Information |   | Meet with seniors to complete<br>Articulation Agreement<br>Paperwork   | Host CCAC for Student Application<br>Information Sessions  |                              |

| Item Month/<br>Item Domain | Curriculum<br>(Tier 1) | Responsive<br>(Tier 2) | Individual<br>Academic/Career<br>Counseling | System<br>Support | Non-<br>Counselor<br>Related |
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|                       |  |   | Support Career Fair Activities<br>Individual Counseling Sessions   | Participate in the Scholarship Review<br>Committee   |  |
| Social/<br>Emotional: |  | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions   | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>V.I.P. Group Activities<br>Maintain Counseling Bulletin Board |  |
| JUNE                  |  |   |  |  |  |
| Academic:             |  |   | Grade and Attendance Meetings<br>Attend IEP/Parent Meetings<br>Individual Scheduling Meetings<br>Prospective Student (Individual)<br>Tours<br>Individual Counseling Sessions | Update Counseling Plan<br>Writing and Mailing 'In Danger of<br>Failing' Letters<br>Update Yearly Spreadsheets              |  |
| College/<br>Career:   |  |   | Meet with seniors to complete<br>Articulation Agreement<br>Paperwork<br>Prospective Student (Individual)<br>Tours<br>Individual Counseling Sessions                          |  |  |
| Social/<br>Emotional: |  | Individual Counseling Sessions<br>Crisis Intervention | Individual Counseling Sessions   | Complete Yearly SAP report   |  |

| Item Month/<br>Item Domain | Curriculum<br>(Tier 1) | Responsive<br>(Tier 2) | Individual<br>Academic/Career<br>Counseling | System<br>Support | Non-<br>Counselor<br>Related |
|----------------------------|------------------------|------------------------|---|-------------------|------------------------------|
|----------------------------|------------------------|------------------------|---|-------------------|------------------------------|

|                       |                                 |   |  |  |  |
|-----------------------|---------------------------------|---|--|--|--|
| JULY                  |                                 |   |  |  |  |
| Academic:             |                                 |   |  | Review rosters for following school year   |  |
| College/<br>Career:   |                                 |   |  | College Fair Preparation   |  |
| Social/<br>Emotional: |                                 |   |  | Plan V.I.P. Group Activities<br>Plan BAT Student Voice Group Activities  |  |
| AUGUST                |                                 |   |  |  |  |
| Academic:             |                                 |   | New Student Individual Planning Meetings<br>Attend IEP/Parent Meetings<br>Schedule Change Meetings |  |  |
| College/<br>Career:   | Provide Scholarship Information |   |  | College Fair Preparation   |  |
| Social/<br>Emotional: |                                 | Individual Counseling Sessions<br>Crisis Intervention |  | Weekly BAT (SAP) Meetings<br>BAT Student Voice Activities<br>V.I.P. Group Activities<br>Maintain Counseling Bulletin Board |  |

## Ongoing K-12 School Counselor Activities

### HIGH SCHOOL

| Ongoing Counselor Related Activity | Curriculum (Tier 1)  | Responsive (Tier 2)   | Individual Academic/ Career Counseling  | System Support; Counselor Related   | System Support: Non-Counselor Related<br>Calculate Hours per Year |
|------------------------------------|--|---|---|---|---|
| <b>Academic:</b>                   | <p style="color: green;">Elementary and Middle School Recruitment Presentations</p> <p style="color: green;">Provide classroom lessons addressing academic success</p> | <p style="color: blue;">Individual Counseling Sessions</p> <p style="color: blue;">Coordinating individual student meetings</p> | <p style="color: orange;">Grade and Attendance Meetings</p> <p style="color: orange;">Attend IEP/Parent Meetings</p> <p style="color: orange;">Individual Scheduling Meetings</p> <p style="color: orange;">Prospective Student (Individual) Tours</p> <p style="color: orange;">Individual Counseling Sessions</p> | <p style="color: purple;">Review rosters for upcoming school year</p> <p style="color: purple;">New Student Application Collection and Review</p> <p style="color: purple;">AWBCC &amp; District Open Houses</p> <p style="color: purple;">Attend PACTA Conference</p> <p style="color: purple;">Complete Dual Enrollment Forms for CCAC</p> <p style="color: purple;">Coordinate Schedule Changes</p> <p style="color: purple;">Administering, Collecting, and Reviewing Scheduling Forms</p> <p style="color: purple;">Finalize Semester Roster</p> <p style="color: purple;">Monthly Counselor's Meeting</p> <p style="color: purple;">District Recruiting Presentations &amp; Tours</p> <p style="color: purple;">Plan and Host AWBCC Counseling Advisory Board Meeting</p> <p style="color: purple;">Implement &amp; Analyze School Climate Survey</p> <p style="color: purple;">Update Counseling Plan</p> <p style="color: purple;">Attend District Advisory Board Meetings</p> <p style="color: purple;">Coordination of New Student Applications and Scheduling</p> <p style="color: purple;">Writing and Mailing 'In Danger of Failing' Letters</p> <p style="color: purple;">NOCTI Testing Supports</p> <p style="color: purple;">Update Yearly Spreadsheets</p> <p style="color: purple;">New Student Application Collection and Review</p> <p style="color: purple;">Attend/Present at faculty meetings/Lunch &amp; Learns</p> |   |

## Ongoing K-12 School Counselor Activities

|                                      |   |   |                                       |  |   |
|--------------------------------------|---|---|---------------------------------------|--|---|
| <p><b>College/<br/>Career:</b></p>   | <p>Provide Scholarship Information</p> <p>Coordinate ASVAB Test &amp; Test Score Review</p> <p>Coordinate Field Trip to Pittsburgh Technical College</p> <p>Administer &amp; Review Career Objective Forms</p> <p>Host CCAC for student application &amp; information sessions</p> <p>Provide classroom lessons regarding professional skills in the workplace and financial aid for college planning</p> | <p>Individual Counseling Sessions</p> <p>Working with EITC Grant Recipients</p> | <p>Individual Scheduling Meetings</p> | <p>College Fair Preparation</p> <p>Host &amp; Coordinate Implementation of College Fair</p> <p>Establishing &amp; Maintaining Articulation Agreements</p> <p>Assist in Scholarship Interviews</p> <p>Attend/Present at faculty meetings &amp; Lunch &amp; Learns</p>   | <p>Assist in Judging Senior Portfolios (Fair Share)</p> |
| <p><b>Social/<br/>Emotional:</b></p> | <p>Provide classroom lessons regarding social/emotional health education &amp; maintenance</p>  | <p>Individual Counseling Sessions</p> <p>Crisis Intervention</p>                |                                       | <p>Weekly BAT (SAP) Meetings</p> <p>Planning &amp; Initiating BAT Student Voice Activities</p> <p>Planning &amp; Initiating V.I.P. Group Activities</p> <p>Group Activities</p> <p>Facilitate/Maintain MoU</p> <p>ACSCA Meeting</p> <p>Northern Regional SAP Meeting</p> <p>Maintain Counseling Bulletin Board</p> <p>Yearly State SAP Report</p> <p>Attend/Present at faculty meetings/Lunch &amp; Learns</p> |   |



## 8. Curriculum Action Plan:

### Grades 4-8 Curriculum Scope and Sequence

| Lesson, Event, or Unit Theme | Career Standard (CEW) or Mindset & Behavior (ASCA)               | Curriculum & Materials    | Start & End Dates           | # of Students Taught                                       | Location  | Stakeholder Teaching Standard  | Contact Person                             | Indicator for the Future Ready PA Index  |
|------------------------------|--|---------------------------|-----------------------------|--|---|--------------------------------|--|--|
| Careers & Your Future        | CEW: 13.1.3 F-G, 13.1.5 A-B<br>ASCA: M 6, B-LS 7, B-LS 9, B-SS 2 | PowerPoint Presentation   | Dependent on district needs | 8 <sup>th</sup> grade Ingomar M.S. in North Allegheny S.D. | Elementary/Middle Schools of the sending Districts per their request  | Counselor                      | Kim Zylinski                               | Per the district   |
| STEAM Career Exploration     | CEW: 13.1.5. A-C, H<br>ASCA: M 5, B-LS 2, B-LS 10, B-SS 6-7      | Various Program Equipment | Dependent on district needs | Approx. 11,000 students                                    | Avonworth: ES, MS; Deer Lakes: Curtisville ES, Deer Lakes MS, East Union Intermediate HS; Fox Chapel:, Hartwood, O'Hara & Kerr ES, HS<br>Career Opportunities Fair; Hampton: Central, Poff & Wyland ES, MS, Tailgate; Northgate: ES, Tailgate; North Allegheny: McKnight ES STEM Night, Ingomar MS, IEP Advisory Board; North Hills: ES; Pine-Richland: | Students, Educators, Districts | Clifton Bossong & selected students/ staff | Per the district<br>Fifth grade students: AWBCC provides a Career Road Trip Reflective Writing Assignment.<br>Career Interest Survey |

|  |  |  |  |  |   |  |  |  |
|--|--|--|--|--|---|--|--|--|
|  |  |  |  |  | Eden Hall Upper ES; Shaler: ES, HS<br><br>Catalyst Connections Awards Program, Junior Achievement Career Day, Northland Library, Northland Library, PSBA Conference, The Block at Northway Home & Business Show, Pittsburgh Tech Conference |  |  |  |
|--|--|--|--|--|---|--|--|--|

### Grade 9 Curriculum Scope and Sequence

| Lesson or Program Content | Career Standard (CEW) or Mindset & Behavior (ASCA)                   | Curriculum & Materials      | Start & End Dates                 | # of Students Affected            | Location   | Stakeholder Teaching Standard                | Contact Person  | Indicator for the Future Ready PA Index |
|---------------------------|--|-----------------------------|-----------------------------------|-----------------------------------|--|--|-----------------|---|
| Careers & Your Future     | CEW: 13.1.3 F-G, 13.1.5 A-B<br><br>ASCA: M 6, B-LS 7, B-LS 9, B-SS 2 | PowerPoint Presentation     | Dependent on district needs       | North Allegheny Ingomar M.S.      | Elementary/Middle Schools of the sending Districts per their request | Students, Parents, Districts                 | Kim Zylinski    | Per the District                        |
| District Tours            | CEW: 13.1.11 A, B  | Video and Program Hand-outs | January per district availability | All Freshmen <i>except</i> Shaler | AWBCC  | Students, Parents, Administration, Districts | Shawn Annarelli | Per the District                        |

|  |   |  |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|--|
|  | ASCA:<br>C:A1.2,<br>C:A1.7,<br>A:B2.6, M 5,<br>B-LS 9 |  |  | Area and<br>Fox<br>Chapel<br>Districts |  |  |  |  |
|--|---|--|--|--|--|--|--|--|

### Grade 10 Curriculum Scope and Sequence

| Lesson or Program Content | Career Standard (CEW) or Mindset & Behavior (ASCA)                       | Curriculum & Materials  | Start & End Dates                   | # of Students Affected | Location                                    | Stakeholder Teaching Standard   | Contact Person                   | Indicator for the Future Ready PA Index   |
|---------------------------|--|---|-------------------------------------|------------------------|---|---|----------------------------------|---|
| College Fair              | CEW: 13.1.11.F<br><br>ASCA: M 4, B-LS 7, B-LS 9 B-SMS 1, B-SMS 5, B-SS 1 | Post-Secondary Schools  | Second Tuesday in October each year | All                    | AWBCC                                       | Students, Parents, Administration, and Post-Secondary Schools               | Kim Zylinski                     | Worksheet detailing which representatives were spoken to and what was learned.  |
| Portfolio Development     | CEW: 13.1.11.G<br><br>ASCA: M 4, B-LS 3, B-LS 7, B-LS 9, B-SMS 3, B-SS 1 | Binders include: student resumes, cover letters, thank you letter, letters of reference, awards and certificates, & materials to promote employment | Ongoing through the year            | All                    | Classrooms, Student Success Center at AWBCC | Students, Instructors, Administration, Employers, and Pos-Secondary Schools | Gretchen Boyette and Instructors | Physical binder containing resume, cover letter, thank you letter, reflective writings, industry certifications, etc. |
| District Tours            | CEW: 13.1.11 A, B  | Video and Program Hand-outs   | January per district availability   | Sophomores             | AWBCC                                       | Students, Parents, Administration, Districts                                | Shawn Annarelli                  | Per the District  |

|                       |   |   |   |  |  |                                  |  |   |
|-----------------------|---|---|---|--|--|----------------------------------|--|---|
|                       | ASCA: C:A1.2, C:A1.7, A:B2.6, M 5, B-LS 9   |   |   |  |  |                                  |  |   |
| Job Shadowing         | CEW:13.2.11.E, 13.3.11.B, 13.3.11.C<br>ASCA: M 6, B-SMS 2, B-SS 1, B-SS 3, B-SS 9 | Students can observe a job site only. Requirement for the Intermediate Skills Certificate | Any time throughout the year  | All are eligible, approximately 10% take advantage | Prearranged off-site company, job site, or post-secondary site | Students, Instructors, Employers | Joanne Vano and Instructors                          | Worksheet that processes observations on experience   |
| ASVAB Test            | CEW: 13.1.11.A, 13.1.11.B<br>ASCA: M 4, B-LS 7, B-LS 9, B-SS 3                    | Multiple-aptitude test used to determine ability and success in the military.             | Two days in the spring semester and an additional day to interpret the scores | Any interested sophomore                           | Classroom at AWBCC   | Students and Community           | Sara Goodyear or Kim Zylinski                        | ASVAB Test Scores & on-line career search information |
| Career Fair           | CEW: 13.2.11.A, 13.3.11.G<br>ASCA: M 4, B-LS 7, B-LS 9, B-SMS 5, B-SS 3, B-SS 8   | Various employers speak to students about job opportunities                               | May   | All  | Student Administration Center at AWBCC                         | Students, Instructors, Employers | Joanne Vano  | Career Fair Worksheet                                 |
| Career Objective Form | CEW: 13.1.11 A, 13.1.11 E, 13.1.11 F<br>ASCA: M 4, S-LS 1, B-LS 7, B-SS 1         | Form provided by PDE yearly   | Fall  | All  | Classroom at AWBCC   | Students, Instructors, Districts | Thea Holzworth, Kim Zylinski, Sara Goodyear, and SST | Career Objective Form                                 |

### Grade 11 Curriculum Scope and Sequence

| Lesson or Program Content | Career Standard (CEW) or Mindset & Behavior (ASCA)  | Curriculum & Materials  | Start & End Dates                   | # of Students Affected   | Location   | Stakeholder Teaching Standard   | Contact Person                   | Indicator for the Future Ready PA Index  |
|---------------------------|---|---|-------------------------------------|--|--|---|----------------------------------|--|
| College Fair              | CEW: 13.1.11.F<br><br>ASCA: M 4, B-LS 7, B-LS 9 B-SMS 1, B-SMS 5, B-SS 1                    | Post-Secondary Schools  | Second Tuesday in October each year | All  | AWBCC  | Students, Parents, Administration, and Post-Secondary Schools               | Kim Zylinski                     | Worksheet detailing which representatives were spoken to and what was learned.                                       |
| Portfolio Development     | CEW: 13.1.11.G<br><br>ASCA: M 4, B-LS 3, B-LS 7, B-LS 9, B-SMS 3, B-SS 1                    | Binders include: student resumes, cover letters, thank you letter, letters of reference, awards and certificates, & materials to promote employment | Ongoing through the year            | All  | Classrooms, Student Success Center                             | Students, Instructors, Administration, Employers, and Pos-Secondary Schools | Gretchen Boyette and Instructors | Physical binder containing resume, cover letter, thank you letter, reflective writings, industry certifications, etc |
| Job Shadowing             | CEW: 13.2.11.E<br>13.3.11.B,<br>13.3.11.C<br><br>ASCA: M 6, B-SMS 2, B-SS 1, B-SS 3, B-SS 9 | Students can observe a job site only. Requirement for the Intermediate Skills Certificate   | Any time throughout the year        | All are eligible, but approximately 30% take advantage of this opportunity | Prearranged off-site company, job site, or post-secondary site | Students, Instructors, Employers  | Joanne Vano                      | Worksheet that processes observations on experience  |

|                          |   |   |   |  |  |  |  |   |
|--------------------------|---|---|---|--|--|--|--|---|
| Internships              | CEW:<br>13.2.11.E,<br>13.3.11.B,<br>13.3.11.C<br><br>ASCA: M 2, M<br>6, B-LS 1, B-LS<br>3, B-SMS 1-3,<br>B-SS 3, B-SS 6 | Paid or<br>Unpaid<br>opportunity<br>to work 1-2<br>days/week<br>at a job site.<br><br>Materials<br>vary based<br>on employer. | Any time<br>throughout<br>the year  | Eligibility<br>based on<br>passing drug<br>test, grades,<br>attendance,<br>competencies<br>completed.<br>Approx. 15<br>students<br>utilize/yr                              | Prearranged<br>off-site<br>company, job<br>site, or post-<br>secondary<br>site | Students,<br>Instructors, and<br>Employers | Joanne<br>Vano                         | Log sheets, time sheets, and<br>employer evaluations          |
| Cooperative<br>Education | CEW:13.2.11.E,<br>13.3.11.B,<br>13.3.11.C<br><br>ASCA: M 2, M<br>4-6, B-LS 1-10,<br>B-SMS 1-10, B-<br>SS 1-10           | Paid<br>opportunity<br>to work 1-2<br>days/week<br>at a job site.<br><br>Materials<br>vary based<br>on employer.              | Any time<br>throughout<br>the year  | Eligibility<br>based on<br>passing drug<br>test, grades,<br>attendance,<br>competencies<br>completed.<br>About 15<br>students take<br>advantage of<br>this<br>opportunity. | Prearranged<br>off site<br>company or<br>job site                              | Students,<br>Instructors, and<br>Employers | Joanne<br>Vano                         | Log sheets, time sheets, and<br>employer evaluations          |
| ASVAB Test               | CEW:<br>13.1.11.A,<br>13.1.11.B<br><br>ASCA: M 4, B-<br>LS 7, B-LS 9, B-<br>SS 3  | Multiple-<br>aptitude test<br>used to<br>determine<br>ability and<br>success in the<br>military.                              | Two days<br>in the<br>spring<br>semester<br>and an<br>additional<br>day to<br>interpret<br>the scores | Any<br>interested<br>junior  | Classroom at<br>AWBCC  | Students and<br>Community                  | Sara<br>Goodyear<br>or Kim<br>Zylinski | ASVAB Test Scores<br>and on-line career<br>search information |
| Career Fair              | CEW:13.2.11.A,<br>13.3.11.G<br><br>ASCA: M 4, B-<br>LS 7, B-LS 9, B-  | Various<br>employers<br>address<br>students<br>about job<br>opportunities   | May   | All  | AWBCC  | Students,<br>Instructors,<br>Employers     | Joanne<br>Vano                         |   |

|                          |   |                                   |      |     |                       |  |  |                       |
|--------------------------|---|-----------------------------------|------|-----|-----------------------|--|--|-----------------------|
|                          | SMS 5, B-SS 3,<br>B-SS 8  |                                   |      |     |                       |  |  |                       |
| Career<br>Objective Form | CEW: 13.1.11 A<br>13.1.11 E<br>13.1.11 F<br><br>ASCA: M 4, S-<br>LS 1, B-LS 7, B-<br>SS 1 | Form<br>provided by<br>PDE yearly | Fall | All | Classroom at<br>AWBCC | Students,<br>Instructors,<br>Districts | Thea<br>Holzworth,<br>Kim<br>Zylinski,<br>Sara<br>Goodyear,<br>and SST | Career Objective Form |

### Grade 12 Curriculum Scope and Sequence

| Lesson or Program Content | Career Standard (CEW) or Mindset & Behavior (ASCA)                                    | Curriculum & Materials  | Start & End Dates                   | # of Students Affected | Location   | Stakeholder Teaching Standard   | Contact Person                   | Indicator for the Future Ready PA Index  |
|---------------------------|---|---|-------------------------------------|------------------------|--|---|----------------------------------|--|
| College Fair              | CEW: 13.1.11.F<br><br>ASCA: M 4, B-LS 7, B-LS 9 B-SMS 1, B-SMS 5, B-SS 1              | Post-Secondary Schools  | Second Tuesday in October each year | All                    | AWBCC  | Students, Parents, Administration, and Post-Secondary Schools               | Kim Zylinski                     | Worksheet detailing which representatives were spoken to and what was learned.                                       |
| Portfolio Development     | CEW: 13.1.11.G<br><br>ASCA: M 4, B-LS 3, B-LS 7, B-LS 9, B-SMS 3, B-SS 1              | Binders include: student resumes, cover letters, thank you letter, letters of reference, awards and certificates, & materials to promote employment | Ongoing through the year            | All                    | Classrooms, Student Success Center                             | Students, Instructors, Administration, Employers, and Pos-Secondary Schools | Gretchen Boyette and Instructors | Physical binder containing resume, cover letter, thank you letter, reflective writings, industry certifications, etc |
| Job Shadowing             | CEW:13.2.11.E, 13.3.11.B, 13.3.11.C<br><br>ASCA: M 6, B-SMS 2, B-SS 1, B-SS 3, B-SS 9 | Students can observe a job site only. Requirement for the Intermediate Skills Certificate   | Any time throughout the year        | Any interested senior  | Prearranged off-site company, job site, or post-secondary site | Students, Instructors, Employers  | Joanne Vano                      | Worksheet that processes observations on experience  |



|                          |   |  |   |  |   |  |                                  |   |
|--------------------------|---|--|---|--|---|--|----------------------------------|---|
| Internships              | CEW:<br>13.2.11.E,<br>13.3.11.B,<br>13.3.11.C<br><br>ASCA: M 2, M<br>6, B-LS 1, B-LS<br>3, B-SMS 1-3,<br>B-SS 3, B-SS 6         | Paid or Unpaid<br>opportunity to<br>work 1-2<br>days/week at a<br>job site.<br><br>Materials vary<br>based on<br>employer. | Any time<br>throughout<br>the year  | Any<br>interested<br>senior who<br>meets the<br>qualifications | Prearranged<br>off site<br>company or<br>job site | Students,<br>Instructors, and<br>Employers               | Joanne<br>Vano                   | Successful<br>completion of<br>Internship<br>Experience   |
| Cooperative<br>Education | CEW:<br>13.2.11.E,<br>13.3.11.B,<br>13.3.11.C,<br>13.4.11 B<br><br>ASCA: M 2, M<br>4-6, B-LS 1-10,<br>B-SMS 1-10, B-<br>SS 1-10 | Paid<br>opportunity to<br>work 1-2<br>days/week at a<br>job site.<br><br>Materials vary<br>based on<br>employer.           | After at least<br>three<br>semesters of<br>the same<br>AWBCC<br>program if<br>they meet the<br>guidelines | Approx.<br>10% of<br>seniors<br>participate                    | Prearranged<br>off site<br>company or<br>job site | Students,<br>Instructors, and<br>Employers               | Joanne<br>Vano                   | Successful<br>completion of<br>Cooperative<br>Education<br>Experience                             |
| Clinical<br>Experience   | CEW:<br>13.2.11.E,<br>13.3.11.A,<br>13.3.11.B<br><br>ASCA: M 4-6,<br>B-SMS 9-10, B-<br>SS 5-9                                   | Unpaid<br>opportunity to<br>work in the<br>field to<br>earn/progress<br>towards an<br>industry<br>certification.           | Spring of<br>Senior Year  | Seniors who<br>meet the<br>requirements                        | Prearranged<br>off-site<br>company or<br>job site | Students,<br>Instructors,<br>Educators, and<br>Employers | Joanne<br>Vano and<br>Joan Fazio | Successful<br>completion of<br>Clinical Experience<br>and related Industry<br>Certification Exam. |
| ASVAB<br>Test            | CEW:<br>13.1.11.A,<br>13.1.11.B   | Multiple-<br>aptitude test<br>used to  | Two days<br>in the<br>spring  | Any<br>interested<br>senior                                    | Classroom at<br>AWBCC                             | Students and<br>Community                                | Sara<br>Goodyear                 | ASVAB Test Scores<br>and on-line career<br>search information                                     |

|               |   |  |   |                            |   |  |                 |                   |
|---------------|---|--|---|----------------------------|---|--|-----------------|-------------------|
|               | ASCA: M 4, B-LS 7, B-LS 9, B-SS 3   | determine ability and success in the military.                               | semester and an additional day to interpret the scores  |                            |   |  | or Kim Zylinski |                   |
| Career Fair   | CEW: 13.2.11.A, 13.3.11.G<br>ASCA: M 4, B-LS 7, B-LS 9, B-SMS 5, B-SS 3, B-SS 8 | Various employers address students about job opportunities                   | May   | All                        | Student Administration Center at AWBCC                | Students, Instructors, Employers   | Joanne Vano     |                   |
| NOCTI Testing | CEW: 13.2.11.E<br>ASCA: M 4-5, B-LS 1, B-LS 3, B-LS 8, B-SMS 9, B-SS 1          | Written & hands-on exam that evaluates curriculum retainment and completion. | Pretest-October<br>Exam Prep-ongoing<br>Written exam-March/April<br>Hands on exam-April<br>Posttest-April | Program Completing Seniors | Classrooms and Student Administration Center at AWBCC | Students, Instructors, Administration, Districts, and Post-Secondary Schools | Clifton Bossong | NOCTI Test Scores |

|                       |   |   |      |     |                    |                                      |   |                       |
|-----------------------|---|---|------|-----|--------------------|--------------------------------------|---|-----------------------|
| Senior Exit Survey    | CEW:<br>13.1.11.B,<br>13.1.11.F<br><br>ASCA: M 4, B-LS 7, B-SMS 10                | On-line survey that gathers post-secondary data | May  | All | Classroom at AWBCC | Student, Instructors, Administration | Joanne Vano,<br>Susan Hughes,<br>Thea Holzworth               | Survey Results        |
| Career Objective Form | CEW: 13.1.11 A<br>13.1.11 E<br>13.1.11 F<br><br>ASCA: M 4, S-LS 1, B-LS 7, B-SS 1 | Form provided by PDE yearly                     | Fall | All | Classroom at AWBCC | Students, Instructors, Districts     | Thea Holzworth,<br>Kim Zylinski,<br>Sara Goodyear,<br>and SST | Career Objective Form |

## 9. Annual Program Goals:

LEVEL: HIGH SCHOOL

Year(s) 2020-2024

| Smart Format   | Academic   | Career   | Social/Emotional  |
|--|--|--|---|
| <p><b>SPECIFIC:</b> What is the specific issue based on your schools' data?</p>                          | <p>Co-teaching various lessons with program instructors enhances the student's educational experience across the domains of academic, college/career and social/emotional.</p> <p>Goal: For each counselor to present at least four times in the classroom per school year.</p>  | <p>Post-secondary credits while at the CTC is a predictor of post-secondary retention and completion. In the 2018-2019 School Year, thirty-six students took advantage this opportunity.</p> <p>Goal: To increase the number of students who take advantage of this opportunity to forty-three.</p>  | <p>Student engagement for extra-curricular activities builds a sense of belonging and community within the CTC.</p> <p>Goal: To increase both the number of students involved in BAT Student Voice &amp; the student led programming to assist in reducing the stigma of mental health support.</p> |
| <p><b>MEASURABLE:</b> How will we measure the effectiveness of our interventions?</p>                    | <p>The School Counselors will administer a post-assessment after each presentation to determine student learning and comprehension regarding topic presented.</p> <p>Specific lessons that will be presented include Self-Care &amp; Mindfulness, Job Interviewing, College and Financial Aid Preparation, Professional Skills, Sexual Harassment, Stages of Grief, and Mental Health Disorders.</p> | <p>The school counselors, administration, and faculty will work together to create a strategy for engaging students about articulation agreement and dual enrollment.</p> <p>Counselors will present at Back to School Night event and devote 2-3 days in May after the NOCTI exam to work with seniors to obtain articulation agreements.</p> | <p>The school counselors will recruit fifteen new members for the Student BAT Voice Organization in order to promote mental health amongst the student body.</p> <p>Increasing student led programming from 3x a year to bimonthly for 2019-2020 and monthly for 2020-2021.</p>                     |
| <p><b>ATTAINABLE:</b> What outcome would stretch us but is still attainable</p>                          | <p>Each School Counselor will provide four classrooms lesson each school year with lessons available that address all three domains.</p>   | <p>Informing the parents of the eligible or nearly eligible students.</p>  | <p>Increase student led programming to measure positive impact on the student body through a survey to increase the access SBT.</p>   |
| <p><b>RESULTS:</b> Is the goal reported in results-oriented data (process, perception, and outcome?)</p> | <p>Yes, outcome results with concrete data provided through post-surveys.</p>  | <p>Yes, outcome results with concrete data.</p>  | <p>Yes, outcome results with concrete data.</p>   |
| <p><b>TIMELINE:</b> When will our goal be accomplished?</p>  | <p>June 2021</p>   | <p>June 2021</p>   | <p>June 2021</p>  |

## 10. Individualized Academic & Career Plan Process and Portfolio

### Section One: Career Development Intervention Chart: Tier One Interventions

| Grade | CEW 13.1:<br>Career Awareness  | CEW 13.2:<br>Career Acquisition                            | CEW 13.3:<br>Career Retention                              | CEW 13.4:<br>Entrepreneurship                                      |
|-------|--|--|--|--|
| K     | N/A  | N/A  | N/A  | N/A  |
| 1     | Junior Achievement Career Days   | _____  | Junior Achievement Career Days                             | _____  |
| 2     | Junior Achievement Career Days   | _____  | Junior Achievement Career Days                             | _____  |
| 3     | N/A  | N/A  | N/A  | N/A  |
| 4     | STEAM Career Exploration   | STEAM Career Exploration                                   | STEAM Career Exploration                                   | STEAM Career Exploration   |
| 5     | STEAM Career Exploration   | STEAM Career Exploration                                   | STEAM Career Exploration                                   | STEAM Career Exploration   |
| 6     | STEAM Career Exploration   | STEAM Career Exploration                                   | STEAM Career Exploration                                   | STEAM Career Exploration   |
| 7     | STEAM Career Exploration   | STEAM Career Exploration                                   | STEAM Career Exploration                                   | STEAM Career Exploration   |
| 8     | STEAM Career Exploration Careers and Your Future   | STEAM Career Exploration                                   | STEAM Career Exploration                                   | STEAM Career Exploration   |
| 9     | Prospective Student Tours  | _____  | Prospective Student Tours                                  | _____  |
| 10    | College Fair, Portfolio Development, ASVAB Test, Career Objective Form, Junior Achievement Career Days | Job Shadowing, Career Fair, Junior Achievement Career Days | Job Shadowing, Career Fair, Junior Achievement Career Days | Internships, Cooperative Education, Junior Achievement Career Days |

|    |   |  |   |   |
|----|---|--|---|---|
| 11 | College Fair, Portfolio Development, ASVAB Test, Career Objective Form, Junior Achievement Career Days                      | Job Shadowing, Career Fair, Internships, Junior Achievement Career Days  | Job Shadowing, Career Fair, Internships, Junior Achievement Career Days   | Internships, Cooperative Education Junior Achievement Career Days                       |
| 12 | College Fair, Portfolio Development, ASVAB Test, Career Objective Form, Junior Achievement Career Days, Clinical Experience | Job Shadowing, Career Fair, Internships, Co-op, NOCTI Testing, Junior Achievement Career Days, Clinical Experience | Job Shadowing, Career Fair, Internships, Cooperative Education, Junior Achievement Career Days, Clinical Experience | Internships, Cooperative Education, Junior Achievement Career Days, Clinical Experience |

## Section Two: Academic and Career Plan Process

| 1. Demographics   | Process Description  |
|---|--|
| <ul style="list-style-type: none"> <li>• What grade will the Plan and Portfolio Start?</li> </ul>                           | The plan begins during the application process. The plan and portfolio will occur in tenth, eleventh, or twelfth grade based upon a student's first year of enrollment.  |
| <ul style="list-style-type: none"> <li>• Will the plan/portfolio be electronic, hard copy or both?</li> </ul>               | Hard-copy. Students will have the recommended option to maintain a personal digital copy.  |
| <ul style="list-style-type: none"> <li>• Who will be responsible for maintaining the portfolio?</li> </ul>                  | ESL Coordinator and Instructors. The counselors will have access to some of the documents in the main student files and shared computer drives.  |
| <ul style="list-style-type: none"> <li>• What demographic information will be included on the student portfolio?</li> </ul> | Name, address, e-mail address, and phone number. Resume will focus on their CTC program and skills set.  |
| 2. Interventions, Assessments & Decisions   | Process Description by Grade based on when the plan starts.<br>What the students can know and do at each grade level and in each strand of the Career Education and Work Standards.  |
| Grades 6-8  | N/A  |
| Grade 9   | CEW 13.1.1- Incoming students will complete an Academic and Career Plan on their AWBCC Enrollment Application. The plan includes personal interests related to the program of study, recent courses taken at district, post-secondary plans, self-identified attendance rating, and how one will prepare for their future.   |
| Grade 10  | CEW 13.2.11.C- Students will start a draft or enhance their resume with the ESL Coordinator and Instructors. Student will reflect on their past, present, and future work experience while developing the resume.<br>CEW 13.1.11.F, 13.2.11.B- All students will have the opportunity to attend the annual college and career fairs.<br>CEW 13.1.11.D- All students will have the opportunity to participate in a job shadow experience. Interested and qualified students may have the opportunity to participate in an internship experience. Qualifications include grades, attendance, and teacher recommendation. |

|          |  |
|----------|--|
| Grade 11 | <p>CEW 13.2.11.C- Students will continue to enhance their resume with the ESL Coordinator and Instructors. Student will reflect on their past, present, and future work experience while developing the resume. With the same stakeholders, students will create a cover letter, thank you letter, and learn to request of letter of recommendation.</p> <p>CEW 13.1.11.F, 13.2.11.B- All students will have the opportunity to attend the annual college and career fairs.</p> <p>CEW 13.1.11.D- All students will have the opportunity to participate in a job shadow experience. Interested and qualified students may have the opportunity to participate in an internship experience. Qualifications include grades, attendance, and teacher recommendation.</p>  |
| Grade 12 | <p>Students will refine the resume, cover letter, and thank you letter. Additionally, they will complete the Self-Assessment Reflective Writing Competency that focuses on three strengths and a weakness related to workplace experience.</p> <p>CEW 13.2.11.C- Students will continue finalize their resume with the ESL Coordinator and Instructors. With the same stakeholders, students will finalize a cover letter, thank you letter, and obtained at least one letter of recommendation.</p> <p>CEW 13.1.11.F, 13.2.11.B- All students will have the opportunity to attend the annual college and career fairs.</p> <p>CEW 13.1.11.D- All students will have the opportunity to participate in a job shadow experience. Interested and qualified students may have the opportunity to participate in an internship or cooperative education experience. Qualifications include grades, attendance, and teacher recommendation.</p> |



**Student Development of their Plan:  
Interventions and decisions by students and families during each grade**

**10<sup>th</sup> grade:**

- CEW 13.1.11.E - My career goals have influenced my high school course selection.
- CEW 13.1.11.F - I attended a college fair and researched postsecondary training programs and I can determine the training needed for careers in my interest area.
- CEW 13.1.11.F - I understand postsecondary education and certification programs and the degrees awarded in those programs.
- CEW 13.2.11.C - I have an up-to-date resume.

**11<sup>th</sup> grade:**

- CEW 13.1.11.E - My career goals have influenced my high school course selection.
- CEW 13.1.11.F - I attended a college fair and researched postsecondary training programs and I can determine the training needed for careers in my interest area.
- CEW 13.1.11.F - I understand postsecondary education and certification programs and the degrees awarded in those programs.
- CEW 13.2.11.C - I have an up-to-date resume.
- CE 13.2.11.C - I have completed a cover letter.

**12<sup>th</sup> grade:**

- CEW 13.1.11.E - My career goals have influenced my high school course selection.
- CEW 13.1.11.F - I attended a college fair and researched postsecondary training programs and I can determine the training needed for careers in my interest area.
- CEW 13.1.11.F - I understand postsecondary education and certification programs and the degrees awarded in those programs.
- CEW 13.2.11.C - I have an up-to-date resume.
- CEW 13.2.11.C - I have completed a cover letter.
- CEW 13.1.11.D - I have participated in three of the following: community service, cooperative education/Internship, job shadowing and/or career-focused field trips, part-time employment, school-based enterprise, industry-based career programs.

- CEW 13.1.11.E – Based on research, self-assessment, as well as school and work experience, I can select my future career path.
- CEW 13.2.11.D – I use my career portfolio when making career decisions.
- CEW 13.2.11.E – I can demonstrate workplace skills by citing specific examples from my academic and work history,
- CEW 13.3.11.A – Based on my school and work/volunteer experience, I can describe what I need to do to get and keep a job.
- CEW 13.4.11.B – I can give three (3) examples of how entrepreneurial traits (adaptability, ethical behavior, leadership, positive attitude, and risk-taking) match or don't match – my personality.

| 3. Parental & Guardian Engagement | What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?   |
|-----------------------------------|---|
| Level of Parent & Guardians       | Awareness and Engagement Strategies   |
| Elementary Parents & Guardians    | AWBCC STEAM Roadshow will collaborate with the districts to provide quality programming to the students served. The STEAM Roadshow will work with the district to ensure that members of the local PTA are involved and can boost the awareness of Career and Technical Education. Any interested parent can access AWBCC through the web-site, Facebook, Twitter, and Instagram accounts.  |
| Middle School Parents & Guardians | AWBCC STEAM Roadshow will collaborate with the districts to provide quality programming to the students served. The STEAM Roadshow will work with the district to ensure that members of the local PTA are involved and can boost the awareness of Career and Technical Education. Parents can engage in AWBCC open house events. Any interested parent can access AWBCC through the web-site, Facebook, Twitter, and Instagram accounts. |
| High School Parents & Guardians   | Parents can engage in AWBCC and district open house events, potentially participate on the Occupational Advisory Committees, and assist in potentially hosting students for the variety of job shadowing, internship, and co-op experiences when applicable. Any interested parent can access AWBCC through the web-site, Facebook, Twitter, and Instagram accounts.  |

|  |   |
|--|---|
| <b>4. Faculty/Administrator Engagement:</b>  | <b>What strategy will be used to inform teachers/administrators in the process of development, maintenance and presentation of the plan and portfolio in elementary, middle and high school?</b>  |
| Level of Educators & Administrators  | Awareness and Engagement Strategies   |
| Elementary   | District faculty and administration will engage in open communication with the STEAM Roadshow and their student body as well as other guest speakers from Beattie. They will provide supporting documents for the Future Ready Index.   |
| Middle School/Junior High  | District faculty and administration will engage in open communication with the STEAM Roadshow and their student body as well as other guest speakers from Beattie. They will provide supporting documents for the Future Ready Index. They will assist in the promotion of the Beattie summer camps to their faculty and staff.   |
| High School  | District faculty and administration will engage in open communication with the AWBCC faculty and administration on all student matters regarding academic, social/emotional, and post-secondary options. This will also include the recruitment and enrollment of incoming students to the CTC.<br><br>AWBCC faculty and administration will assist the Student Support Staff by encouraging students to participate in the variety of activities and opportunities offered throughout the school year. This also includes individual meeting with staff to discuss mental health needs, academic planning, and post-secondary options not limited to the variety of cooperative education opportunities. |
| <b>5. Plan/Portfolio Sustainability and Review</b>   | <b>What strategies will be developed to assist students with updating and sustaining the plan/process?</b>  |
| <ul style="list-style-type: none"> <li>• How will the plan and portfolio be revisited each year while in high school?</li> </ul>   | The plan begins during the application process and will be revisited each year as students work to produce and refine their resume, cover letter, thank you letter and reflective writing in order to ensure all documents are of the highest professional standard for industry work. AWBCC administration, ESL Coordinator, and the Counseling staff are working to develop a competency to ensure that all students receive this in the curriculum.  |
| <ul style="list-style-type: none"> <li>• What process will be used for the student to present the information on their plan at various times (i.e. Exit Interview or other events)?</li> </ul> | Graduating seniors participate in an exit survey, have the opportunity to participate in the Portfolio Competition at Senior Recognition Night, and if possible, earn the articulation agreement for their Program of Study. Additionally, it is optional that within most Programs of Study that students will participate in dual enrollment as well as earn industry certifications. Some of the AWBCC staff are exploring the idea of senior exit interviews or presentations.  |

Section Three: Student Academic and Career Portfolio Image

# A.W. BEATTIE CAREER CENTER

9600 Babcock Boulevard  
Allison Park, PA 15101

Professional Portfolio of:  
**Student Name**



Date (Month Day, Year) Example: February 4, 2020

Your Street Address  
City, State Zip

Company Name (where you are applying for employment)  
Company Street Address  
City, State Zip

Dear Sir or Madam:

I am writing in regard to the **Graphic Design** position advertised in the Pittsburgh Post-Gazette. Recently, I completed the Advertising Design program at A.W. Beattie Career Center, where I obtained a variety of skills related to this industry. Currently, I am interested in obtaining a position that will allow me to utilize and develop my abilities as a **Graphic Designer**. Enclosed is a copy of my resume for your review. I look forward to discussing the position and my qualifications. Please contact me at **(area code) phone number** at your convenience.

Sincerely,

*Your Handwritten Signature* (in black or blue ink)

Your name (typed as it is signed above)

A cover letter contains:

- the title of the job you are applying for
- where you learned about that job
- your education background (briefly)
- an introduction to your skill set
- a remark about your desire to expand your skill set
- a statement that your resume is enclosed or attached
- a desire to further discuss your qualifications
- a contact number

**Your Name**  
**Street Address**  
**City, State Zip**  
**Phone Number**  
**Professional Email Address**

**Career Goal** To obtain a position that will allow me to utilize and develop my skills in Advertising Design

**Education** **A.W. Beattie Career Center**  
9600 Babcock Boulevard  
Allison Park, Pennsylvania 15101  
(412) 366-2800  
Major course of study: **Advertising Design**

**High School Name** (see Address List of Sending Schools to AWBCC)  
Street Address  
City, State Zip  
Phone number

**Certification** (Delete this section if you have no certifications)

- Program Specific Certification provided by agency other than AWBCC
- Non-Program Specific Certification (such as CPR)

**Skills** (Remove any skill listed below in which you are not proficient and add skills in which you are proficient)

- Multimedia
- Graphic Design
- Photography
- Adobe Creative Cloud
- Google SketchUp
- Microsoft Office
- Layout and Design
- Illustration

**Work Experience** (Paid and long-term volunteer employment – delete this section if you have never been employed)

- **Name of Business or Company**  
Street address  
City, State Zip  
Duties:  
Supervisor:
- **Name of Business or Company**  
Street address  
City, State Zip  
Duties:  
Supervisor:

**Awards/Honors/Activities**

- Introductory, Intermediate, and Advanced (Include only those that you have earned) Skills Certificates in Advertising Design
- (List additional awards, honors and activities)

**Your Name**  
**Street Address**  
**City, State Zip**  
**Phone Number**  
**Professional Email Address**

**References** (Ask teachers, employers, volunteer coordinators, or clergy if you may use them as a professional reference. Request a business card from your references. Then complete information below.)

**Andrew Dumbeck**  
**A.W. Beattie Career Center**  
9600 Babcock Boulevard  
Allison Park, Pennsylvania 15101  
(412) 847-1917  
Advertising Design Instructor

**Name of Reference**  
Name of Organization  
Street Address  
City, State Zip  
Phone Number  
Professional Title

**Name of Reference**  
Name of Organization  
Street Address  
City, State Zip  
Phone Number  
Professional Title



(Note: All words in red are directions only and should be deleted from your working resume.)

Your Street Address  
Your City, Pennsylvania Zip  
Your Phone Number (Format: (412) 999-9999)  
Your Professional Email

Today's Date (Format: January 21, 2020)

Name (of person who interviewed you)  
Title (of person who interviewed you)  
Organization Name (of organization you want to work for)  
Address  
City, State Zip

Dear Mr. /Mrs. /Ms. Last Name: (of the person who interviewed you)

Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

The third paragraph (optional, but recommended) can be used to mention anything that you didn't bring up at the interview that you would like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said after you exited the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,

*Your Signature*

Your Name (typed – as it appears in you above signature)



## C. Stakeholder Engagement

### 11. Stakeholder Engagement:

#### Students

AWBCC students have benefitted since the 2019-2020 school year with the hiring of an additional part-time counselor. For the 2020-2021 school year, the position became a full-time counselor to grow the department to two full-time school counselors. This has allowed the counselor to student ratios to decrease dramatically and has provided an increased capacity to serve students through individual student meetings and classroom presentations. This has also allowed individual student meetings and classroom presentations to cover more in-depth content in an efficient manner. Presentations provided this year include Self-Care & Mindfulness; Professional Skills; Job Interview Preparation; College Application & Financial Aid Preparation; Stages of Grief; Psychiatric Disorders; and other presentations upon educator or student request.

The AWBCC Counseling Department will assist students by facilitating activities on an individual, group, classroom, and school-wide basis. Activities will center on strengthening self-awareness and professional skills allowing students to make informed decisions across all three counseling domains: academic, social/emotional, and college/career.

AWBCC students benefit from articulation agreements. Through these agreements, AWBCC partners with local post-secondary institutions to provide students with the opportunity to earn college credit while attending Beattie which can save them time and money during their post-secondary learning.

Through the various Cooperative Education opportunities, the students are able to gain experience directly in the work force related to their program of study or assistant in the ability to pursue post-secondary education.

AWBCC students are able to assist with the counseling plan delivery and gain leadership experiences through running the various STEAM Roadshow sessions while impacting students at the elementary and middle school levels. They also participate in the district recruitment events and various social media presentations. Furthermore, students help with the curriculum through extra-curricular activities such as BAT Student Voice and V.I.P.

## Educators

AWBCC educators have benefitted since the 2019-2020 school year with the hiring of an additional part-time counselor which has allowed for more attention and decreased wait-times to student matters as well as disseminate scholarship information at an accelerated rate. For 2020-2021, the counselor position became full-time. With the hiring of a second counselor, there has been more time for co-teaching classroom lessons with a focus on preparing students in the domains of academic, career and social/emotional learning. Presentations provided this year include Self-Care & Mindfulness; Job Interview Preparation; College Application & Financial Aid Preparation; Stages of Grief; Psychiatric Disorders; and other presentations upon request.

Additionally, staff from both AWBCC and sending districts benefit from the counseling department due to the high volume of communication regarding students' progress and behavior. This information is imperative to ensure academic, post-secondary, and emotional success both in and out of the classroom. Information is often provided in an accelerated manner and the counseling department supports assisting students in an effective and efficient manner, especially in crisis situations.

AWBCC educators have benefitted with an increased ability to offer classroom lessons provided in their program classrooms in order to supplement learning with additional career ready skills across the academic, career and social/emotional domains.

The faculty and staff at AWBCC will assist in the delivery of the counseling plan by supporting the number of activities and encouraging students to become actively involved with the variety of recruitment activities, college and career fairs, and student organizations including Student BAT Voice. This will promote an overall sense of well-being academically and socially.

| "Big Idea" | Program Goal<br>"Smart Format" | CEW<br>Standard | Grade<br>Level | Activities<br>Interventions | Data | Timeline |
|------------|--------------------------------|-----------------|----------------|-----------------------------|------|----------|
|------------|--------------------------------|-----------------|----------------|-----------------------------|------|----------|

|   |   |                                       |       |   |   |           |
|---|---|---------------------------------------|-------|---|---|-----------|
| Educators need to take the measures to refer students to the appropriate resources to address the increasing mental health needs of their students.                 | Educators will be re-educated about the importance of Student Assistance Program (BAT) and when to refer students as well as the process of referring students. This re-education will occur twice per school year. | 13.3.11.A                             | 10-12 | Two staff meetings or trainings, with one training related to Act 71 (School Code, 24 PS § 15-1526) concerning suicide prevention at the in-service dates in August 2020. | Tracking percentage of educators who participate with the goal of 100% receiving resources on re-education. | 2020-2021 |
| Educators benefit when students possess awareness of self-management & coping strategies to process workplace stressors in order to retain/advance in their careers | Increase the amount of staff utilizing counselor provided lessons on self-management skills to 25% of classrooms in the 2019-2020 year with a goal of increasing this to 35% for the 2020-2021 school year.         | 13.3.11.A,<br>13.3.11.B               | 10-12 | Classroom presentation  | Post-assessment provided following lesson<br><br>Tracking utilization data                                  | 2020-2021 |
| Students will successfully complete an academic portfolio that can be used as they transition into the workforce or a post-secondary setting.                       | Educators will carry out the portfolio related competencies in 100% of the classrooms by the completion of the 2020-2021 school year.   | 13.1.11.D,<br>13.1.11.G,<br>13.2.11.C | 10-12 | Resume, cover letter, thank you letter, and at least one reflective writing related to their program of study.  | Competency completion   | 2020-2021 |

## Parents

Parents will benefit from the counseling plan through collaboration with school counselors to meet individual need across the academic, career and social/emotional domains. Contact occurs via telephone, email and in-person meetings.

Parents of AWBCC students can utilize the counseling staff for a variety of resources to support their student's needs including BAT program with gaining access to school based therapy, scholarship information on the web-site, and communication related to academic matters including individualized meetings. With the addition of a second part-time counselor for 2019-2020 which became a full-time counselor for 2020-2021, there has been an increased communication flow between parent, student, and staff.

Parents are an asset in the AWBCC community as they are valuable members of the program advisory boards and help support their student(s) to be actively engaged in and out of the classroom.

| "Big Idea"  | Program Goal<br>"Smart Format"   | CEW<br>Standard         | Grade<br>Level | Activities<br>Interventions   | Data  | Timeline  |
|---|--|-------------------------|----------------|---|---|-----------|
| Parents are advocates for their own children, it is important that they possess awareness of their child's available resources. | Parents will engage in the portfolio process by increasing their awareness of the contents of the portfolio. | 13.1.11.D,<br>13.1.11.G | 10-12          | Information will be offered at the Counselor Back to School Night Presentation, through the counseling department web-site, and at least one social media post. | Information will be presented through three different sources, including both in person & technology resources. | 2020-2021 |

|   |  |                          |       |  |                                     |              |
|---|--|--------------------------|-------|--|-------------------------------------|--------------|
| Parents benefit from additional access to educate themselves on post-secondary options.           | Parents will be invited to participate in the AWBCC Annual College Fair between sessions to learn more about post-secondary options. | 13.1.11.F,<br>13.3.11.G  | 10-12 | Parents will invited to the college fair through a letter and Back to School Night Presentation. | Number of parents that attend event | October 2020 |
| Parents & students benefit from increased awareness of AWBCC among current & prospective parents. | Engage 20,000 people per week and have 20% of them engage with the Facebook page weekly.   | 13.1.11.A,<br>13.1.11.B, | K-12  | Additional Facebook posts to draw parents into looking at AWBCC.                                 | Increased Facebook engagement       | 2020-2021    |

### **Business and Community**

The community surrounding AWBCC receives interested and motivated students through the various Cooperative Education programs including job shadowing, internships, and cooperative learning experiences. Various organizations benefit from a variety of service projects specifically related to the Volunteer Initiative Program. Upon graduation, students are prepared to enter the workforce with a solid skill set related to the program of study as well as professional skills; employers are receiving skilled workers.

The community helps with the delivery of the counseling program through giving students learning and on-the-job training experiences, teaching professional skills that are valued in any line of work, and actively participating in the program advisory boards. Furthermore, in the 2019-2020 School Year, AWBCC created a Memorandum of Understanding with the Crisis Center North to provide individual counseling services for victims of sexual assault and ongoing bullying.

| “Big Idea”  | Program Goal<br>“Smart Format”  | CEW<br>Standard  | Grade<br>Level | Activities<br>Interventions  | Data  | Timeline  |
|---|---|--|----------------|--|---|-----------|
| The community will develop an appreciation for the cultural diversity within AWBCC.   | A festival will be held for incoming ESL students to meet the other ESL students to make them feel more welcome to AWBCC.   | 13.2.11.E  | 9-12           | A festival will be held in which current AWBCC ESL students host incoming ESL students                                     | Increased retention of ESL student population for the following school year | 2020-2021 |
| Employers who coordinate opportunities for Co-op/internship with AWBCC students are appreciated for their time and efforts. | Most of the internship and cooperative education students and their employers will participate in a dinner to process their experience and express gratitude for the opportunity. | 13.1.11.D,<br>13.1.11.F  | 10-12          | A dinner will be held at AWBCC for participating students and their employers.   | Percentage of students and employers participating.                         | 2020-2021 |
| The STEAM Roadshow in an asset to the community that will benefit all schools serving grades 4-8 in the sending districts.  | The STEAM Roadshow will collaborate with all the sending district buildings serving grades 4-8 to introduce AWBCC and career awareness & preparation to the student population.   | 13.1.3.F,<br>13.1.3.G,<br>13.1.5.D,<br>13.1.5.H,<br>13.1.8.A,<br>13.1.8, B | 4-8            | STEAM Roadshow includes a variety of AWBCC programs and hands-on demonstrations, Holland Code Assessment, and group talks. | Number of school buildings that participate.                                | 2020-2021 |

## Post-Secondary

Post-secondary institutions benefit from AWBCC by receiving students who are academically skilled, career-focused, and ready to further their education. They are able to meet students via our college and career fairs as well as a variety of classroom presentations or field trips.

Both the institution and AWBCC benefit mutually from articulation agreements in that students are able to earn college credit in high school and post-secondary institutions those students may choose to attend their institutions as a result of that ability.

| "Big Idea"   | Program Goal<br>"Smart Format"   | CEW<br>Standard                     | Grade<br>Level | Activities<br>Interventions   | Data   | Timeline  |
|--|--|-------------------------------------|----------------|---|--|-----------|
| Post-secondary institutions benefit when students are offered articulation agreements to earn college credit at an institution of learning.  | Articulation agreements between the Sports Medicine & Rehab Therapy (SMART) program and local universities will work together to develop articulation agreements with local universities and colleges. | 13.1.11.H<br>13.3.11.F<br>13.3.11.G | 10-12          | Articulation agreements for students that complete designated coursework                                      | Articulation Agreements                          | 2020-2021 |
| Post-secondary institution, CCAC, benefits from offering dual enrollment agreements with students who then attend CCAC following graduation. | Dual-enrollment will be offered to students within the health sciences fields for Biology to include lab work.   | 13.1.11.H<br>13.3.11.F<br>13.3.11.G | 10-12          | Dual-enrollment agreements and paperwork;<br>Dual-enrollment course taught at AWBCC concurrent with programs. | Dual-enrollment completed applications and forms | 2020-2021 |

|  |   |  |              |                           |   |                  |
|--|---|--|--------------|---------------------------|---|------------------|
| <p>Post-secondary institutions benefit from increased parental awareness and engagement.</p> | <p>Post-secondary institutions will receive the opportunity for AWBCC parents to attend the college fair during the break between programs to receive information about the attending institutions.</p> | <p>13.1.11.D<br/>13.1.11.F<br/>13.1.11.H</p> | <p>10-12</p> | <p>AWBCC College Fair</p> | <p>Number of parents attending the College Fair</p> | <p>2020-2021</p> |
|--|---|--|--------------|---------------------------|---|------------------|



## 12. School Counseling Program Advisory Council:

1. First Meeting Date: November 5, 2019

2. Second Meeting Date: Virtual Meeting May 8, 2020 (due to COVID-19)

| Stakeholder Group                    | Name               | Title & Organization  |
|--------------------------------------|--------------------|---|
| <b>STUDENT</b>                       |                    |   |
|                                      | Josiah Swanson     | HVAC, Homeschooled  |
|                                      | Ella Graham        | Robotics Engineering Technology, Deer Lakes                               |
|                                      | Ashleigh Simonetti | Dental Assisting, Deer Lakes  |
| <b>PARENT &amp; GUARDIAN</b>         |                    |   |
|                                      | Tina Swanson       | Parent  |
|                                      | Joico Graham       | Parent  |
|                                      | Heather Simonetti  | Parent  |
| <b>EDUCATOR &amp; ADMINISTRATION</b> |                    |   |
|                                      | Thea Holzworth     | Assistant Principal, AWBCC  |
|                                      | Cathy Hill         | Finance Director, AWBCC   |
|                                      | Dr. Jeff Hadley    | Assistant Superintendent, Avonworth                                       |
|                                      | Danielle Wike      | School Counselor, Hampton Township M.S.                                   |
|                                      | Nicole Weber       | School Counselor, North Hills H.S.  |
|                                      | Michelle Buettner  | School Counselor, North Allegheny Senior High                             |
|                                      | Kevin McKiernan    | Assistant Principal, North Hills H.S.                                     |
|                                      | Kevin Thompson     | School Counselor, North Allegheny Senior High                             |
| <b>BUSINESS &amp; COMMUNITY</b>      |                    |   |
|                                      | Giselle Fernandes  | School Based Therapist, UPMC  |
|                                      | Ron Frank          | JOC Member  |
|                                      | Jason Boyd         | President, Hampton Mechanical   |
|                                      | Ami Steinmetz      | Manager of Training, ABC Training   |
| <b>POST-SECONDARY</b>                |                    |   |
|                                      | Vince Gratteri     | Associate Director of High School Relations, Pittsburgh Technical College |
|                                      | Jim Bender         | Student Recruiter, CCAC   |
|                                      | Casey Lang         | Admissions Counselor, Penn State New Kensington                           |
|                                      | Michael Kistler    | Program Manager, ASVAB  |

## D. Career Pathway Awareness

### 13. Career and Postsecondary Resources Supporting the CEW Standard Strands and Career Pathways (or Clusters)

| CEW Strands                      | Sixteen Career Clusters<br><a href="https://www.acteonline.org/career-clusters-2/">https://www.acteonline.org/career-clusters-2/</a> |   |
|----------------------------------|--|---|
| 13.1 Career Awareness & Planning | Agriculture, Food & Natural Resources  | Hospitality & Tourism                           |
| 13.2 Career Acquisition          | Architecture & Construction  | Human Services                                  |
| 13.3 Career Retention            | Arts, A/V Technology, & Communications   | Information Technology                          |
| 13.4 Entrepreneurship            | Business Management & Administration   | Law, Public Safety, Corrections, & Security     |
|                                  | Education & Training   | Manufacturing                                   |
|                                  | Finance  | Marketing                                       |
|                                  | Government & Public Administration   | Science, Technology, Engineering, & Mathematics |
|                                  | Health Science   | Transportation, Distribution, & Logistics       |

### ORGANIZATIONS AND AGENCIES

| Intermediary Organizations: <i>Connecting, Collaborating, Convening Organizations</i> |                    |   |
|---|--------------------|---|
| Resources   | CEW Strand(s) 13.X | Career Cluster or District Pathway  |
| Human Services  | 13.3               | <ul style="list-style-type: none"> <li>• Crisis Center North</li> <li>• The Caring Place</li> </ul> |

| Umbrella Organizations: <i>Organizations that represent a large group of business organizations with a common mission</i> |                    |  |
|---|--------------------|--|
| Resources   | CEW Strand(s) 13.X | Career Cluster or District Pathway   |
| All   | 13.2 & 13.4        | <ul style="list-style-type: none"> <li>• Greater Pittsburgh Chamber of Commerce</li> </ul> |

|                             |              |   |
|-----------------------------|--------------|---|
| Architecture & Construction | 13.2<br>13.4 | <ul style="list-style-type: none"> <li>• Carpenters' Local Union</li> <li>• County of Allegheny Dept. of Parks</li> <li>• I.B.E.W. Local Union #5</li> <li>• National Alliance for Fair Contracting</li> <li>• Pittsburgh Carpenters Apprenticeship School</li> <li>• Sheet Metal Union</li> <li>• Steamfitters Local 449</li> <li>• Western PA Laborers</li> </ul> |
|-----------------------------|--------------|---|

| Community & State Organizations: <i>Agencies representing community and state initiatives, service to communities</i> |                    |   |
|---|--------------------|---|
| Career Cluster or District Pathway  | CEW Strand(s) 13.X | Resources   |
| Architecture & Construction   | 13.2<br>13.4       | <ul style="list-style-type: none"> <li>• Carpenters' Local Union</li> <li>• County of Allegheny Dept. of Parks</li> <li>• I.B.E.W. Local Union #5</li> <li>• National Alliance for Fair Contracting</li> <li>• Pittsburgh Carpenters Apprenticeship School</li> <li>• Sheet Metal Union</li> <li>• Steamfitters Local 449</li> <li>• Western PA Laborers</li> </ul> |
| Law, Public Safety, Corrections, & Security   | 13.2<br>13.4       | <ul style="list-style-type: none"> <li>• County of Allegheny Department of Emergency Services Fire Academy</li> <li>• U.S. Military Options <ul style="list-style-type: none"> <li>○ Air Force</li> <li>○ Air Force Reserves</li> <li>○ Army</li> <li>○ Army National Guard</li> <li>○ Coast Guard</li> <li>○ Marines</li> <li>○ Navy</li> </ul> </li> </ul>        |

## NETWORKING OPPORTUNITIES

| Individual Contacts: <i>Contacts acquired through networking and interaction</i> |                    |  |
|--|--------------------|--|
| Career Cluster or District Pathway   | CEW Strand(s) 13.X | Resources  |
| Agriculture, Food & Natural Resources  | 13.2<br>13.4       | <ul style="list-style-type: none"> <li>• Aramark</li> <li>• Brisketburgh</li> <li>• Brusters Ingomar</li> <li>• Burgr'z On 8</li> <li>• Burnt Orange Restaurant Group</li> <li>• Dunkin' Donuts</li> <li>• Giant Eagle</li> <li>• Gigi's Cupcakes</li> <li>• Hello Bistro</li> <li>• I Hop</li> <li>• John Marshall Catering</li> <li>• Kuhns</li> <li>• Loafers Bread Company</li> <li>• McDonald's</li> <li>• Metz Culinary Management</li> <li>• Olive Garden</li> <li>• Omni William Penn Hotel</li> <li>• Panera Bread</li> <li>• Primanti Bros. Restaurant &amp; Bar</li> <li>• The Blue Goose Saloon &amp; Restaurant</li> <li>• Walnut Grill</li> <li>• Wendy's</li> </ul> |
| Architecture & Construction  | 13.2<br>13.4       | <ul style="list-style-type: none"> <li>• #1 Cochran</li> <li>• A.W. McCay Contracting</li> <li>• Associated Builders &amp; Contractors</li> <li>• Builders Guild</li> <li>• Cabinet Sales Plus</li> <li>• California Closets</li> <li>• Carpenters' Local Union</li> </ul>   |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• County of Allegheny Dept. of Parks</li> <li>• County of Allegheny Dept. of Parks</li> <li>• Firedex</li> <li>• Fish Window Cleaning</li> <li>• Flynn Construction</li> <li>• Forms+Surfaces</li> <li>• Glenshaw Architectural Woodwork</li> <li>• Harbor Freight Tools</li> <li>• I.B.E.W. Local Union #5</li> <li>• J.A. Sauer H &amp; AC</li> <li>• Jeremie Snyder Electrical Contracting, Inc.</li> <li>• JML Landscape Management</li> <li>• K. J. Johnston Limited LTD</li> <li>• Laborer's Union</li> <li>• Lowe's Home Improvement</li> <li>• Matt Heldling Remodeling Services, Inc.</li> <li>• Merit Electrical Group</li> <li>• National Alliance for Fair Contracting</li> <li>• Pittsburgh Carpenters Apprenticeship School</li> <li>• Pittsburgh Mobile Concrete</li> <li>• Premier Heating &amp; Cooling, LLC</li> <li>• Prime 1 Builders</li> <li>• R.A. Glancy &amp; Sons, Inc.</li> <li>• RE360 Construction</li> <li>• Ryan &amp; Heartland Homes</li> <li>• Ryco, Inc.</li> <li>• S &amp; S Flooring</li> <li>• Santom Upholstery &amp; Refinishing</li> <li>• Serve Pro</li> <li>• Sheet Metal Union</li> <li>• Simon Roofing</li> <li>• Spurk HVAC LLC</li> <li>• Steamfitters Local 449</li> <li>• STOP Restoration</li> </ul> |
|--|--|---|

|                                       |              |  |
|---------------------------------------|--------------|--|
|                                       |              | <ul style="list-style-type: none"> <li>• Thomas V. Giel Garage Doors, Inc.</li> <li>• Tough Seal of Pittsburgh</li> <li>• Tudi Mechanical Systems, Inc.</li> <li>• Vincentian Collaborative Systems</li> <li>• Western PA Laborers</li> </ul>  |
| Arts, A/V Technology & Communications | 13.4         | <ul style="list-style-type: none"> <li>• Pittsburgh Super Computers</li> <li>• Mine Safety Alliance (MSA)</li> <li>• IDL Worldwide</li> <li>• Forms and Surfaces</li> <li>• Aerotech</li> <li>• Avalon Community Pool</li> <li>• Make-A-Wish of Western PA</li> <li>• Peebles Volunteer Fire Company</li> </ul>  |
| Education & Training                  | 13.4         | <ul style="list-style-type: none"> <li>• College Nannies-Sitters-Tutors</li> <li>• Goldfish Swim School</li> </ul>   |
| Finance                               | 13.4         | <ul style="list-style-type: none"> <li>• Dollar Bank</li> </ul>  |
| Government & Public Administration    | 13.2<br>13.4 | <ul style="list-style-type: none"> <li>• County of Allegheny Department of Emergency Services Fire Academy</li> <li>• U.S. Military Options <ul style="list-style-type: none"> <li>○ Air Force</li> <li>○ Air Force Reserves</li> <li>○ Army</li> <li>○ Army National Guard</li> <li>○ Coast Guard</li> <li>○ Marines</li> <li>○ Navy</li> </ul> </li> </ul> |
| Health Science                        | 13.4         | <ul style="list-style-type: none"> <li>• Achieva Home Care</li> <li>• Alleghenies Unlimited Care Providers, Inc.</li> <li>• Arcadia Home Care</li> <li>• Arden Court of North Hills</li> <li>• Comfort Care</li> <li>• Comfort Keepers</li> </ul>  |

|                       |      |   |
|-----------------------|------|---|
|                       |      | <ul style="list-style-type: none"> <li>• Concordia</li> <li>• Consulate Health Care</li> <li>• Continuum Pediatrics Nursing</li> <li>• Cumberland Crossing/Woods</li> <li>• CVS</li> <li>• Dental Dynamic Staffing</li> <li>• E Kidz Care Pediatric Home Health Care</li> <li>• Harmar Village Care Center</li> <li>• Home Helpers</li> <li>• Hope Hospice</li> <li>• Kane Regional Centers</li> <li>• Lutheran Senior Life</li> <li>• New Hope</li> <li>• Nurse Next Door</li> <li>• Preferred Home Health Care &amp; Nursing Services</li> <li>• Presbyterian Senior Care</li> <li>• QNS Recruiting (Nurse Track)</li> <li>• Randstad Inhouse Services</li> <li>• Right at Home</li> <li>• Rite Aid</li> <li>• St. Barnabus</li> <li>• Stonecrest Senior Living</li> <li>• Sunrise Assisted Living</li> <li>• UPMC</li> <li>• Vincentian Collaborative Systems</li> <li>• Visionworks</li> <li>• Visiting Angels</li> <li>• Walgreens</li> <li>• Weiblinger's Residential Care</li> </ul> |
| Hospitality & Tourism | 13.4 | <ul style="list-style-type: none"> <li>• Aramark</li> <li>• Brisketburgh</li> <li>• Brusters Ingomar</li> <li>• B McGr's On 8</li> <li>• Burnt Orange Restaurant Group</li> </ul>   |

|                |      |  |
|----------------|------|--|
|                |      | <ul style="list-style-type: none"> <li>• Dunkin' Donuts</li> <li>• Gateway Clipper Fleet</li> <li>• Giant Eagle</li> <li>• Gigi's Cupcakes</li> <li>• Hello Bistro</li> <li>• I Hop</li> <li>• John Marshall Catering</li> <li>• Kuhns</li> <li>• Loafers Bread Company</li> <li>• McDonald's</li> <li>• Metz Culinary Management</li> <li>• Olive Garden</li> <li>• Omni William Penn Hotel</li> <li>• Panera Bread</li> <li>• Primanti Bros. Restaurant &amp; Bar</li> <li>• The Blue Goose Saloon &amp; Restaurant</li> <li>• Treesdale Golf &amp; country Club</li> <li>• Walnut Grill</li> <li>• WS Vending Company</li> <li>• Wendy's</li> </ul> |
| Human Services | 13.4 | <ul style="list-style-type: none"> <li>• Above All Grand Salon &amp; Spa</li> <li>• Bespoke Beauty Bar</li> <li>• Bo Rics</li> <li>• Bradford Hills Veterinary Hospital, Pet Hotel, &amp; Grooming Salon</li> <li>• Dolce Vita Salon &amp; Spa</li> <li>• Fringe Beauty Lounge, LLC</li> <li>• Fun Fore All Family Fun Park</li> <li>• Goodwill of Sourthwestern PA</li> <li>• Great Clips</li> <li>• Hair By Borga &amp; Day Spa</li> <li>• Hair Saloon for Men</li> <li>• Harmony Day Spa</li> <li>• Healthy Pet Products</li> </ul>   |



|   |      |   |
|---|------|---|
|   |      | <ul style="list-style-type: none"> <li>• NC Hair Studio</li> <li>• Petco Animal Supplies</li> <li>• Philip Pelusi</li> <li>• Pittsburgh Zoo &amp; PPG Aquarium</li> <li>• Regis Salons</li> <li>• Richard Cardone Styling Salon</li> <li>• Salon Bella Rae</li> <li>• Sports Clips</li> <li>• Supercuts</li> <li>• Verland Human Resources</li> <li>• Waxing the City</li> <li>• Wexford Pet Hotel</li> </ul> |
| Information Technology                      | 13.4 | <ul style="list-style-type: none"> <li>• Computiverse</li> <li>• Management Science Associates</li> <li>• Sprint</li> </ul>   |
| Law, Public Safety, Corrections, & Security | 13.4 | <ul style="list-style-type: none"> <li>• Pittsburgh EMS</li> </ul>  |
| Manufacturing                               | 13.4 | <ul style="list-style-type: none"> <li>• Aerotech</li> <li>• Burns Industrial Equipment</li> <li>• Hampton Mechanical Inc.</li> <li>• J B Mechanical Inc.</li> <li>• Kopp Glass</li> <li>• Overhead Door Company of Pgh.</li> <li>• Rex Glass &amp; Mirror Company</li> <li>• US Steel</li> <li>• West Penn Testing Group</li> </ul>  |
| STEM  | 13.4 | <ul style="list-style-type: none"> <li>• Duquesne Light</li> </ul>  |
| Transportation, Distribution, & Logistics   | 13.4 | <ul style="list-style-type: none"> <li>• Baierl/Lithia Motors, Inc.</li> <li>• Best Wholesale Tire Company</li> <li>• Bobby Rahal</li> <li>• Cleantown U.S.A.</li> <li>• Craters &amp; Freighters of Pittsburgh</li> </ul>  |

|  |  |  |
|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Crown Lift Trucks of Pittsburgh</li> <li>• Flynn's Tire</li> <li>• Glenshaw Automotive</li> <li>• Hartman's Firestone</li> <li>• Hunter Truck</li> <li>• Jiffy Lube</li> <li>• Jim Shorkey Chrysler Jeep Dodge Ram North Hills</li> <li>• Kollinger AutoBody</li> <li>• Midas</li> <li>• Mitsubishi Electric Power Products, Inc.</li> <li>• Monro Muffler/Brakes</li> <li>• P.G.T. Trucking</li> <li>• Pep Boys</li> <li>• Pitt Ohio</li> <li>• Power of Bowser</li> <li>• Ron Lewis Chrysler/Jeep</li> <li>• Wright Automotive</li> </ul> |
|--|--|--|

**Community & Business Meetings: Meetings, which bring cross/community members together to promote growth to further a cause**

| Resources   | CEW Strand(s) 13.X | Career Cluster or District Pathway   |
|---|--------------------|--------------------------------------|
| Sending District Counseling Advisory Board Meetings | 13.2.11.E          | Education and Training               |
| Sending District Strategic Planning Meetings        | 13.2.11.E          | Education and Training               |
| Rotary Meetings                                     | 13.1.11.F          | Government and Public Administration |

**Community Events: Conferences, Workshops, Grand Openings**

| Resources   | CEW Strand(s) 13.X | Career Cluster or District Pathway |
|---|--------------------|------------------------------------|
| Allegheny County School Counselor's Association (ACSCA)               | 13.2.11.E          | Education and Training             |
| Northern Area SAP Coordination Team (NASCT)                           | 13.2.11.E          | Education and Training             |
| Pennsylvania Association of Career & Technical Administrators (PACTA) | 13.2.11.E          | Education and Training             |
| Tri-State Area School Student Council (Tri-State ASSC)                | 13.2.11.E          | Education and Training             |

## ONLINE & OTHER RESOURCES

| Internet Based Links: <i>Websites educating others and promoting career development and related topics</i> |                    |  |
|--|--------------------|--|
| Resources  | CEW Strand(s) 13.X | Career Cluster or District Pathway   |
| Education and Training   | 13.1               | <ul style="list-style-type: none"> <li>• Pennsylvania Career Link (<a href="http://www.cwds.pa.gov">www.cwds.pa.gov</a>)</li> <li>• Pennsylvania Statewide Career Coach (<a href="http://www.pacareercoach.net">www.pacareercoach.net</a>)</li> <li>• National College Credit Recommendation Service (NCCRS) (<a href="http://www.nationalccrs.org">www.nationalccrs.org</a>)</li> <li>• ONET On-Line</li> </ul> |

| Media & Advertising: <i>Various marketing methods that provide contacts, career awareness, ideas and workforce information</i> |                    |                                    |
|--|--------------------|------------------------------------|
| Resources  | CEW Strand(s) 13.X | Career Cluster or District Pathway |
| AWBCC web-site, Facebook, Instagram, etc.  | 13.1.11.D          | Education and Training             |
| Sending District Web-sites   | 13.1.11.D          | Education and Training             |

| Publication & Documents: <i>Hard copy materials that offer contacts and career/workforce information</i> |                    |                                    |
|--|--------------------|------------------------------------|
| Resources  | CEW Strand(s) 13.X | Career Cluster or District Pathway |
| Understanding Career and Technical Education and Special Education: What IEP Teams Need to Know          | 13.1.11.B          | Education and Training             |
| AWBCC Program Fliers   | 13.1.11.A          | Education and Training             |

## Post-Secondary Options

| Postsecondary Options: <i>Colleges, Apprenticeships, Military, Vocational Training</i> |                    |  |
|--|--------------------|--|
| Career Cluster or District Pathway   | CEW Strand(s) 13.X | Resources  |
| Education and Training   | 13.1<br>13.2       | <ul style="list-style-type: none"> <li>• Collegeboard.org</li> <li>• Students Occupationally and Academically Ready (SOAR) (<a href="http://www.collegetransfer.net">www.collegetransfer.net</a>)</li> <li>• Private Articulation Agreements               <ul style="list-style-type: none"> <li>○ Butler County Community College</li> <li>○ Career Training Academy</li> <li>○ Community College of Allegheny County</li> <li>○ California University of Pennsylvania</li> <li>○ Culinary Institute of America</li> <li>○ Douglas Education Center</li> <li>○ LaRoche University</li> <li>○ Ohio Technical College</li> <li>○ Pittsburgh Career Institute</li> <li>○ Pittsburgh Technical College</li> <li>○ Robert Morris University</li> <li>○ Triangle Tech</li> <li>○ University of Northwestern Ohio</li> <li>○ Waynesburg University</li> </ul> </li> </ul> |
| Finance  | 13.1<br>13.2       | Financial Aid Support <ul style="list-style-type: none"> <li>• Free Application for Federal Student Aid (FAFSA)</li> <li>• Pennsylvania Higher Education Assistance Agency</li> </ul>  |

|   |                      |  |
|---|----------------------|--|
| <p>Government<br/>&amp; Public Administration</p> | <p>13.1<br/>13.2</p> | <p>Military Options</p> <ul style="list-style-type: none"><li>• Air Force</li><li>• Air Force Reserves</li><li>• Army</li><li>• Army National Guard</li><li>• Marines</li><li>• Navy</li></ul> |
|---|----------------------|--|

## **14. Career and Technology Center Strategies:**

A.W. Beattie Career Center is the Career and Technology Center that serves 10<sup>th</sup> – 12<sup>th</sup> graders in the following consortium school districts: Avonworth, Deer Lakes, Fox Chapel Area, Hampton Township, Northgate, North Allegheny, North Hills, Pine-Richland and Shaler Area.

As a result, all facets of the Counseling Department and the counseling plan serve to increase student, parent and educator awareness and participation in the career and technology center. All students and parents who participate in choosing to attend the CTC have been provided with awareness through the activities listed in this counseling plan as well as with the support of the participating district's counselor and administration.

AWBCC Counselors and District Counselors meet on a monthly basis to discuss stakeholder activities and needs. Through these meetings the process for the counseling plan is continually discussed and reassessed. In order to increase awareness of individual AWBCC programs, instructors provide brief overviews of curriculum and different career pathways available to students.

All members of the counseling department and supporting staff work to increase awareness of the opportunities available through AWBCC by utilizing all aspects and activities listed throughout the counseling plan. All activities provided through the counseling plan work to build and strengthen the career and technology center's relationships with students, parents, educators and community members.

**STUDENT AWARENESS:**

| <b>Grade</b>   | <b>Intervention, Program, or Event</b>           | <b>Start &amp; End Dates</b>      | <b># of Students Taught</b>                                     | <b>Location</b>   | <b>Stakeholder Delivering</b>  | <b>Contact Person</b> | <b>Indicator</b>             |
|--|--|-----------------------------------|---|---|--|-----------------------|------------------------------|
| 9 <sup>th</sup> grade,<br>10 <sup>th</sup> grade               | District Recruitment Presentations and Tours     | January per district availability | All Freshmen <i>except</i> Shaler Area and Fox Chapel Districts | AWBCC   | AWBCC staff including Public Relations Coordinator and STEAM Coordinator & School Counselors | Shawn Annarelli       | Video and Program Hand-outs  |
| 9 <sup>th</sup> , 10 <sup>th</sup> ,<br>11 <sup>th</sup> grade | IEP Meetings with AW Beattie Career Center Staff | Ongoing throughout school year    | Special Education students interested in AWBCC                  | District School   | District Special Education team & AWBCC Special Education team/counselors                    | Erin Ruche            | IEP                          |
| All  | Open House                                       | August & March                    | All those who attend  | Open House promoted by districts, signage and community marketing | AWBCC  | Shawn Annarelli       | Signage, Marketing materials |

|   |                          |                             |   |                                |  |                    |  |
|---|--------------------------|-----------------------------|---|--------------------------------|--|--------------------|--|
| 4 <sup>th</sup> grade-<br>8 <sup>th</sup> grade | STEAM Roadshow<br>Events | September<br>through<br>May | Grade<br>levels<br>targeted<br>by<br>sending<br>districts | District<br>School or<br>AWBCC | STEAM<br>Coordinator and<br>accompanying<br>students and<br>staff to support<br>Roadshow | Clifton<br>Bossong | Marketing<br>materials,<br>hands-on<br>activities<br>from<br>various<br>programs,<br>and career<br>exploration<br>worksheets |
|---|--------------------------|-----------------------------|---|--------------------------------|--|--------------------|--|



**PARENT AWARENESS:**

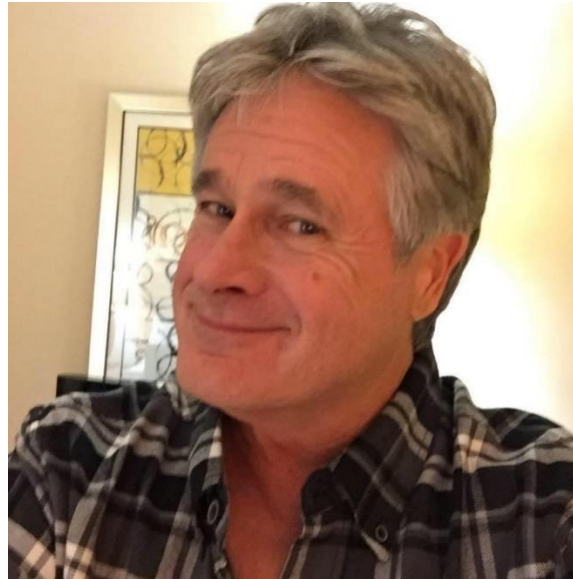
| Grade | Intervention, Program, or Event | Start & End Dates | # of Parents         | Engagement Method   | Stakeholder Delivering | Contact Person     | Indicator                    |
|-------|---------------------------------|-------------------|----------------------|---|------------------------|--------------------|------------------------------|
| All   | Open House                      | August & March    | All those who attend | Open House promoted by districts, signage and community marketing   | AWBCC                  | Shawn Annarelli    | Signage, Marketing materials |
| 10-12 | Back to School Night            | September         | All those who attend | Teacher presentations about class expectations and curriculum. Counseling presentation on various resources | AWBCC                  | Front office staff | Signage, Marketing materials |

**EDUCATOR AWARENESS:**

| Grade                    | Intervention, Program, or Event | Start & End Dates | # of Educators         | Location | Stakeholder Delivering | Contact Person  | Indicator          |
|--------------------------|---------------------------------|-------------------|------------------------|----------|------------------------|-----------------|--------------------|
| 9-12 <sup>th</sup> grade | Monthly Counselor Meetings      | Each Month        | 10 Counselors (One per | AWBCC    | School Counselors      | Kim Zylinski or | Counseling Meeting |

|   |  |                                   |   |   |   |                 |                              |
|---|--|-----------------------------------|---|---|---|-----------------|------------------------------|
|   |  |                                   | district with NASD having 2)                                    |   |   | Sara Goodyear   | Discussion/ A&A; Handouts    |
| 5 <sup>th</sup> grade, 7 <sup>th</sup> grade, 9 <sup>th</sup> grade, 10 <sup>th</sup> grade | District Tours                                   | January per district availability | All Freshmen <i>except</i> Shaler Area and Fox Chapel Districts | AWBCC   | AWBCC staff including School Counselors, Public Relations Coordinator and STEAM Coordinator | Shawn Annarelli | Video and Program Handouts   |
| 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> grade                                 | IEP Meetings with AW Beattie Career Center Staff | Ongoing throughout school year    | Special Education students interested in AWBCC                  | District School   | District Special Education team & AWBCC Special Education team/counselors                   | Erin Ruche      | IEP                          |
| All   | Open House                                       | August & March                    | All those who attend  | Open House promoted by districts, signage and community marketing | AWBCC   | Shawn Annarelli | Signage, Marketing materials |

# In Loving Memory of Michael “Mike” Thompson



Mike spent countless hours collaborating, advising and supporting our work on this counseling plan. He has consistently been our biggest leader, advocate, collaborator and systemic change agent for school counselors and students. He provided us with constructive and supportive feedback while always pushing us to achieve more. He truly made us feel like a counseling family.  
We will miss you always Mike.

Sara Goodyear & Kim Zylinski

## APPENDIX

### Available Counseling Lessons for Grades 10-12 Upon Instructor Request

| Lesson or Program Content               | Career Standard (CEW) or Mindset & Behavior (ASCA)                               | Curriculum & Materials  | Start & End Dates            | # of Students Affected   | Location           | Stakeholder Teaching Standard | Contact Person | Indicator for the Future Ready PA Index            |
|---|--|---|------------------------------|--|--------------------|-------------------------------|----------------|--|
| Self-Care & Mindfulness                 | CEW: 13.3.11.A<br>13.3.11.B<br><br>ASCA: M1 B-SMS 7., B-SS 4., B-SS 9.           | Powerpoint and various handouts   | Any time throughout the year | Classroom lessons provided as requested, esp. in stressful professions | Classroom at AWBCC | Students, Instructors         | Sara Goodyear  | Post-assessment provided following lesson          |
| College Prep and Financial Aid Planning | CEW:<br>13.1.11.F<br>13.1.11.H<br><br>ASCA: M 4, B-LS 3, B-LS 4, B-LS 7, B-SMS 3 | Powerpoint, various handouts, and a guided worksheet  | Any time throughout the year | Classroom lessons provided as requested                                | Classroom at AWBCC | Students, Instructors         | Kim Zylinski   | Guided worksheet related to college search process |
| Interviewing Skills Lesson              | CEW:<br>13.1.11.A<br>13.2.11.A<br>13.2.11.E<br><br>ASCA: M6, B-SS 1, B-SS 9      | Powerpoint, various informational hand-outs, worksheet on how to fill out a job application | Any time throughout the year | Classroom lessons provided as requested                                | Classroom at AWBCC | Students, Instructors         | Kim Zylinski   | Job application worksheet                          |
| Stages of Grief                         | ASCA: M 1, B-SMS 7, B-SS 4   | Powerpoint  | Any time throughout the year | Classroom lessons as requested   | Classroom at AWBCC | Students, Instructors         | Kim Zylinski   | None   |

|   |  |  |                              |  |                    |                                |              |  |
|---|--|--|------------------------------|--|--------------------|--------------------------------|--------------|--|
| Sexual Harassment and Respecting Others | CEW: 13.1.11.C, 13.3.11.A<br>ASCA: M 3, B-SMS 1, B-SMS 2, B-SMS 7, B-SS 2, B-SS 4, PS: A1.6-1.8, PS:A2.7         | Powerpoint   | Any time throughout the year | Classroom lessons as requested                         | Classroom at AWBCC | Students, Instructors          | Kim Zylinski | None   |
| Pregnancy Support Group                 | CEW: 13.1.11.A, 13.3.11.E<br>ASCA: M 1, M 2, A:A2.1, C:A1.6, C:A1.7, PS:A1.2, PS:A1.10, PS:A1.11                 | Various hand-outs, assessments, and information related to pregnancy, parenting, and self-care         | Any time throughout the year | On average, 1-2 students per school year               | Counselor's office | Students, Parents              | Kim Zylinski | Worksheets of self-awareness and time and money management |
| Self-Esteem Group                       | CEW: 13.1.11.A, 13.3.11.E<br>ASCA: M 1, M 5<br>PS:A1.1, PS:A1.4, PS:A1.7, PS:A2.3                                | Various of small group activities to promote positive self-worth                                       | Any time throughout the year | On average, 5 student per group meeting for five weeks | Counselor's office | Students, Parents, Instructors | Kim Zylinski | Pre and Post Assessment about self-worth                   |
| Study Skills Group                      | CEW: 13.1.11.A, 13.2.11.E, 13.3.11.A, 13.3.11.E<br>ASCA: M 2, M 5, M 6, A:A2.1, C:A1.6, C:A1.7<br>A:C1.6, A:A2.4 | Guided worksheets, step by step instruction, time management, and how to study for certain assignments | Any time throughout the year | Classroom lessons as requested                         | Classroom at AWBCC | Students, Instructors          | Kim Zylinski | Pre and Post Assessment about study skills                 |



**“ Creating NEXT STEPS to Your Future ”**

**★ 2020-2021 Student Application for Admission ★**

School District/Home School \_\_\_\_\_

Session Desired (check one)  AM  PM

Current Grade  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>

Birthdate (m/d/y) \_\_\_\_\_ Gender  M  F

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: (Street/City/Zip) \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Circle one: Mother Father Guardian

**Sending District Use**

- IEP OR 504 provided Date \_\_\_/\_\_\_/\_\_\_  
 Transcript provided Date \_\_\_/\_\_\_/\_\_\_  
 Keystone Scores provided Date \_\_\_/\_\_\_/\_\_\_  
 PA Secure ID \_\_\_\_\_

**Number your first two choices, in order of preference. (1-2)**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Advanced Computer Programming<br>*Oracle, Web and Games Design<br><br><input type="checkbox"/> Advertising Design<br>*Computer Graphics, Multimedia & Digital Photography<br><br><input type="checkbox"/> Automotive Collision Technology<br>*Collision Repair & Restoration, Fabrication & Welding<br><br><input type="checkbox"/> Automotive Technology (AYES)<br>*Power Train, Chassis, Brakes, & State Emissions and Motorcycle Inspection<br><br><input type="checkbox"/> Carpentry / Building Construction<br>*Residential Home Building, Electricity, Masonry, Plumbing, Finishing<br><br><input type="checkbox"/> Computer Systems, Network Engineering and Cyber Security<br>*Network Engineering/Cyber Security * CISCO/Computer Systems | <input type="checkbox"/> Cosmetology<br>*Hair Styling, Cutting & Coloring, Skin & Nail Care<br><br><input type="checkbox"/> Culinary Arts<br>*Food Prep, Presentation, Food Safety<br><br><input type="checkbox"/> Dental Careers<br>*Dental Assisting, Lab Tech, and Radiology<br><br><input type="checkbox"/> Early Childhood Education<br>*Child Development & Early Learning Skills Elementary Education Pre-Testing<br><br><input type="checkbox"/> Emergency Response Technology<br>*EMS, Police, Firefighting, HazMat & Patient Care<br><br><input type="checkbox"/> Health & Nursing Sciences<br>*Anatomy/Physiology, Emergency & Long Term Care, Lab Services<br><br><input type="checkbox"/> Heating, Ventilating and Air Conditioning<br>*Residential Wiring, Plumbing and Sheet Metal Fabrication | <input type="checkbox"/> Introduction to Pharmacy<br>*Compounding Formulas, Drug Instructions, Legal Aspects<br><br><input type="checkbox"/> Pastry Arts/Commercial Baking<br>*Decorate, Prepare and Present Confectionaries, Retail Baking<br><br><input type="checkbox"/> Robotics Engineering Technology<br>*Solid Modeling, Circuitry, Remote & Autonomous Control, Manufacturing & Automation, 3D Design and Printing<br><br><input type="checkbox"/> SMART-EST<br>*Sports Medicine, Rehab Therapy - OT/PT, Exercise Sciences<br><br><input type="checkbox"/> Surgical Sciences<br>*Surgical Assistant, Sterile Processing Technician, Operating Room Procedures<br><br><input type="checkbox"/> Veterinary Sciences Technology<br>*Veterinary Ass. stant, Animal Care & Grooming, Lab & Surgery Prep |
|---|---|--|

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

District Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_ Beattie Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return the completed application to your school counselor as soon as possible.**

**Academic and Career Plan**

1. Please list some interests that you have related to the program you wish to study at Beattie.

2. Some of my current career pathway interest areas are:

3. Please list your most recent courses in the following subject areas:

| Science | Math | English | Electives at the district | Technology Courses |
|---------|------|---------|---------------------------|--------------------|
|         |      |         |                           |                    |

4. Please list three things that you can start to do during your time at AWBCC to prepare for your future:

5. My current post-secondary plans include (Check all that apply):

- 4 year college
- 2 year college/community college
- Technical School
- Apprenticeship/trade union
- Employment
- Unsure

6. Employers tell us that attendance is a critical part of success. How would you rate your attendance in high school?

- Excellent
- Good
- Needs Improvement





# A. W. BEATTIE CAREER CENTER



We are S.T.E.A.M. - Science Technology Engineering Art Mathematics

## **Architecture and Construction**

**Carpentry/Building Construction.....CIPs 46.0201 & 46.9999**  
Students will receive classroom and hands-on training in carpentry, masonry, plumbing, residential wiring, and blueprint reading, while also having the opportunity to build a modular home.

**Heating, Ventilating, and Air Conditioning.....CIP 47.0201**  
HVAC trains students with the necessary skills to become qualified technicians and mechanics. Students learn heating installation and service, air-conditioning, plumbing, electrical wiring, refrigeration and sheet metal fabrication.

## **Arts, A/V Technology, & Communications**

**Advertising Design.....CIP 50.0402**  
The Advertising Design program focuses on a wide variety of professional art-related fields including: Digital Graphic Design, Multimedia, Digital Photography, and Web Design. Students will use the latest in professional graphic design software to hone their creativity.

## **Education**

**Early Childhood Education.....CIP 19.0708**  
Students learn about the physical, social, emotional, and intellectual aspects of early childhood development. In addition to a variety of classroom activities, qualified students apply their teaching skills in Beattie's onsite child care center.

## **Engineering and Mechanical Technology**

**Robotics Engineering Technology.....CIP 15.0303**  
Students move through a series of introductory activities into advanced design using curriculum developed through the National Robotics Engineering Center. Due to the broad application of robotics, numerous employment opportunities exist locally and nationally.

## **Health Science Technologies**

**Dental Careers.....CIP 51.0601**  
This program provides students with the necessary skills for employment in dental assisting and lab technician, among other opportunities within the dental industry. Students learn the latest techniques to prepare for their PA Dental Radiology Certification.

**Health and Nursing Sciences.....CIP 51.9999**  
The core curriculum will prepare students for entry level positions such as medical assisting and nurse assisting. Students will gain valuable hands-on clinical experience in hospitals and nursing homes where they will practice and perfect their skills.

**Introduction to Pharmacy.....CIP 51.9999**  
Students will learn compounding formulas and ratios, laws and regulations, and practice with industry equipment. The interactive training prepares students to test for the Pharmacy Technician certification. The program is limited to twelfth grade students.

**Surgical Sciences.....U.S. Department of Education CIP 51.0909**  
This program will provide the opportunity for students to explore a variety of duties related to the procedures, tools, and equipment required within a hospital operating room setting. Students will learn skills needed for infection control and central sterile processing of equipment. Students will gain a solid foundation for their college and career pathway.

**Sports Medicine-Rehab Therapy.....CIP 51.2604**  
This program is designed for students looking toward careers in the fields of physical therapy, occupational therapy, physical rehabilitation, exercise physiology, and sports medicine. The program provides a knowledge base that a student may build upon with a post-secondary degree or advanced certification.

**Veterinary Sciences Technology.....CIP 51.0808**  
Students enrolled in the Veterinary Assistant program will learn a wide variety of care and management techniques including examination room procedures, surgical assisting, pet first aid, and small animal nursing. They will gain a solid foundation of skills for an entry level position or to begin their pursuit of a post-secondary degree.





# A. W. BEATTIE CAREER CENTER



**We are S.T.E.A.M. - Science Technology Engineering Art Mathematics**

## Hospitality and Human Services

**Cosmetology.....CIP 12.0401**  
Students will study the care of hair, nails, and skin while learning the proper use of cosmetology tools and equipment. Students will practice their skills in the professional salon that is open to the public. Upon completion of the required hours, students will be eligible to test for their Pennsylvania State Cosmetologist License.

**Culinary Arts.....CIP 12.0508**  
In this program, students learn all aspects of the restaurant business from meal planning, food preparation, baking and carving, to dining room management and banquet serving. In this program, students practice their craft in a commercially equipped kitchen as well as their customer service skills in the restaurant.

**Pastry Arts.....CIP 12.0501**  
Pastry Arts provides students with an opportunity to learn all functions of a commercial bakery while perfecting their creative pastry skills. Students receive training on everything from baked goods preparation to merchandising and dining room service.

## Information Technology

**Advanced Computer Programming.....CIP 11.0201**  
Students will have the opportunity to achieve expertise in internet and programming technology. This course is excellent preparation for college classes in software engineering, computer science, and information systems.

**Computer Systems Technology, Network Engineering Technology and Cyber Security.....CIPs 15.1202 & 11.0901**  
Students will learn the basics of networking as well as building, maintaining, and troubleshooting computers. They will set up and maintain internet services.

## Law, Public Safety, and Security

**Emergency Response Technology.....CIP 43.9999**  
Students study police science, fire science, rescue operations, hazardous materials, and emergency medical services. They will be challenged with exciting hands-on training in a fully equipped on-site lab. Also, students will have the opportunity to earn their Pennsylvania Department of Health EMT Certification.

## Transportation, Distribution, & Logistics

**Automotive Collision Technology.....CIP 47.0603**  
Students are trained in all aspects of the industry including MIG welding, computerized paint mixing, and automotive spraying techniques. Students have the opportunity to earn certification in I-CAR.

**Automotive Technology.....CIP 47.0604**  
Instruction covers a wide range of skills including engine repair, computer diagnostics, and maintenance. Students will have the opportunity to earn a Pennsylvania State Inspection and Emissions Certification.

**Please visit [www.beattietech.com](http://www.beattietech.com) for additional information.**



**Preparing  
College and Career Ready Students**

# What is B.A.T.?

The Beattie Assistance Team is designed to remove learning barriers for students to achieve academic and personal success.

Our B.A.T. team made up of school and agency staff is available to help you access school and community services for your child.

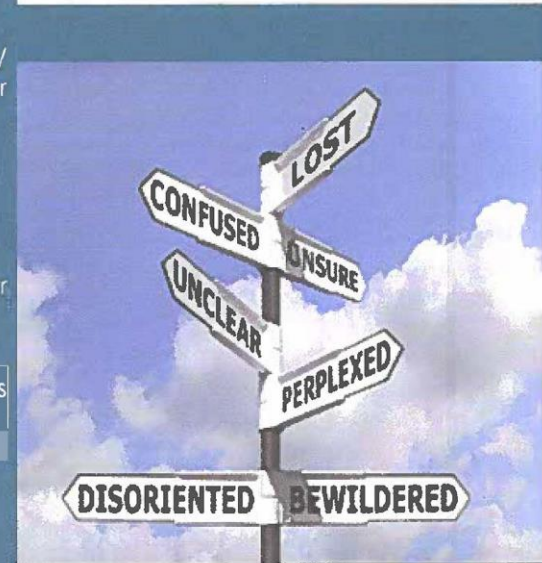
We will help you find services and assistance within the school, and if needed, in the community. We will provide you with information and you make the choice(s) that best fit your needs and wishes. As the parent/guardian you are an important part of the team.

## How do I contact the B.A.T. members?

Phone: (412) 847-XXXX

|                          |   |
|--------------------------|---|
| Kim Zylinski: X 1912     | School Counselor/<br>B.A.T. Coordinator |
| Jason Watkins: X 1961    | School Principal                        |
| Thea Holzworth: X 1909   | Assistant Principal                     |
| Sara Goodyear: X 1893    | School Counselor                        |
| Erin Brennan: X 1924     | Learning Facilitator                    |
| Nancy Loughrey: X 1923   | Learning Facilitator                    |
| Erin Rushe: X 1925       | Special Populations<br>Coordinator      |
| Joani Zelazowski: X 1929 | Instructor                              |
| Cari Ludwig: X 1926      | Instructor                              |
| Scott Miller: X 1945     | Instructor                              |
| Giselle Fernandes:       | LCSW School-Based<br>Therapist          |

B.A.T.  
Beattie Assistance Team  
9600 Babcock Blvd.  
Allison Park, PA 15101



Beattie Assistance Team



We are here for you!



## How does my child become involved with B.A.T.?

Anyone can refer a child to B.A.T. Some students are referred by teachers or other school personnel. A friend or family member can also let B.A.T. know that they are worried about someone. The student can even go directly to B.A.T. to ask for help. The B.A.T. team will not proceed unless you give your written parental permission. Once permission is received, B.A.T. will work with you to develop a plan of action to help your child achieve success in school. Participation in the program is voluntary.

## What if someone has referred my child to B.A.T.?

A B.A.T. member will contact you regarding your child's referral to the program. Before B.A.T. talks to your child, you will be asked to sign a permission form. B.A.T. will work with you and your child throughout the process. As a parent, your knowledge and thoughts about your child will be helpful in developing a plan of action. If you need more information before making a decision about B.A.T., please feel free to talk to the School Counselor.

## Do you see your child showing any of these behaviors?

- Withdrawing from family, friends, and/or activities
- Changing friends
- Feeling sad
- Talking about suicide
- Defying authority, both at home & school
- Experimenting with alcohol or drugs
- Declining grades

## Are you concerned about your child's reaction to...

- Recent death of a loved one
- Divorce of parents
- Family relocation
- A relationship problem
- Bullying
- Other traumatic event

## Privacy

The B.A.T. information is completely confidential and the team will respect you and your child's privacy at all times. If you would like more information on B.A.T., go to our school website at [www.beattietech.com](http://www.beattietech.com).

## Confidentiality

Confidentiality will be maintained to the greatest extent possible. Examples of when confidentiality will not apply include, but are not limited to; if a student's health or safety is at risk, if the student threatens to harm oneself or others, or if the school counselor and/or other school officials are legally obligated to provide information pursuant to state or federal law.

If you have any questions about B.A.T. or you feel that your child may need help, call your child's school and ask to speak with any of the team members.

*Saying yes to happiness  
means learning to say  
no to things and  
people that stress you out.  
- Thoma Davis*

A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age or limited English proficiency in its programs or activities.



## Other School-to-Career Opportunities

### Job Shadowing:

To observe only. You are not permitted to work or use equipment regardless of your training at A.W. Beattie Career Center. You must complete the necessary permission forms, job site work sheet and student evaluation to receive credit for a job shadowing experience. Students are required to complete one job shadowing experience for their Intermediate Skills Certificate.

### Internship:

Internships can be paid or unpaid and are open to Second or third year students only. You must complete the necessary permission forms with instructor's recommendations and pass a drug screening. You can work no more than two days per week for one semester.

## Participating Employers

Bairel Cadillac  
Dave Hohn Auto Body  
Dave Sutter Auto Service  
Glenshaw Auto Service  
Hats Off Hair & Nail Designs  
Kollinger Automotive  
Northern Woodworking  
Shaler EMS  
Vincentian Collaborative Systems

### And Many More!

For a list of all participating employers please see [www.BeattieTech.com/Cooped](http://www.BeattieTech.com/Cooped)

**A.W. Beattie Career Center**  
**9600 Babcock Boulevard**  
**Allison Park, PA 15101**

**[www.BeattieTech.com/Cooped](http://www.BeattieTech.com/Cooped)**

**Phone: 412-847-1914**

**Fax: 412-366-9600**

**E-mail: [joanne.vano@beattietech.com](mailto:joanne.vano@beattietech.com)**

## A.W. Beattie Career Center

# Are You Ready For Co-Op?

A student guide to Co-Op Requirements and responsibilities



A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age or limited English proficiency in its programs or activities.



## Co-Op Requirements



**Hanna Gibson**  
Greenbriar  
Investment  
Company

As a student at A.W. Beattie Career Center you have taken the first steps towards eligibility to enter into the School-to-Career program. Employers want employees who have the skills, attitude and ability to do the required work.

As educators, we want to supply the employers with that type of employee.

## Cooperative Education Eligibility Requirements:

1. Completed 3 semesters of training
2. Must have and maintain at least a "B" grade at A.W. Beattie Career Center and at your home school
3. Should have at least an 85% Average attendance record
4. Must have a written recommendation from your CTE instructor
5. Should have no serious disciplinary actions at A.W. Beattie Career Center or Home School
6. Parent must provide written permission to enter the program
7. Your district principal must approve your participation

## Guidelines for Cooperative Education

### Student Responsibilities:

- Submit all necessary forms including resume
- Pass drug test
- Must have a work permit if under 18 years of age or provide a copy of a drivers license
- Attend weekly Co-op classes on Mondays
- Submit time sheets and copies of pay stubs
- Maintain and submit weekly log book
- Complete homework assignments when given
- Report any problems on the career site to A.W. Beattie Career Center Cooperative Education Coordinator
- Notify employer and Cooperative education coordinator if you need to call off work
- Attend A.W. Beattie Career Center when laid off or lack of work

### School-To-Career Opportunities

Job Shadowing, Internship,  
Clinical, Cooperative Education

### Finding a Job:

You may obtain employment in one of three ways:

If you have an existing after school job that is related to your career program, would further your skills and would welcome the opportunity for you to work additional hours through the cooperative coordinators and your instructors.

Occasionally, employers call A.W. Beattie Career Center with job openings. These career opportunities are posted in your classroom, on our website and the Co-Op bulletin board.

If you do not have employment, your Co-Op coordinator will assist you in your job search. We will help you develop your resumes and cover letters, as well as prepare you for job interviews and advise you on follow-up inquiries.



**Garrett Mertz**  
Glenshaw  
Automotive

# Welcome to Your Career Road Trip

Sponsored by A.W. Beattie Career Center



## Career Stops:

*At each stop collect your stamp by participating in the activities and asking questions!!*

|                                      |  |
|--------------------------------------|--|
| Emergency Response Technology        |  |
| Robotics Engineering Technology      |  |
| Sports Medicine                      |  |
| Early Childhood Education            |  |
| Automotive Collision Technology      |  |
| Dental Assisting Pharmacy Technology |  |
| Veterinary Sciences                  |  |
| Computer Fields                      |  |
|                                      |  |

Pick 3 careers that interested you the most:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name: \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Teacher: \_\_\_\_\_

Identify 2 traits needed to be successful in those careers.

1. \_\_\_\_\_
2. \_\_\_\_\_

Describe your favorite hands-on activity today?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pick your favorite career today and explain how important it is to be able to work with others.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_






# Career Interest Survey

Name \_\_\_\_\_ Grade: \_\_\_\_\_



**Step 1:** Please read each of the following statements.  
If the statement best describes you, place a mark in the boxes next to the statement.

**Mark the white boxes only.**

|   |  |   |   |   |   |
|---|--|---|---|---|---|
| I like to work with computers.                  |  |   |   |   |   |
| I am interested in working with cars or robots. |  |   |   |   |   |
| I like to work with others.                     |  |   |   |   |   |
| I like working in groups to accomplish a task.  |  |   |   |   |   |
| I like being creative.                          |  |   |   |   |   |
| I like to build and fix things.                 |  |   |   |   |   |
| I like photography or making videos.            |  |   |   |   |   |
| I like the outdoors.                            |  |   |   |   |   |
| I like to move around while I work.             |  |   |   |   |   |
| I like drawing or designing.                    |  |   |   |   |   |
| I like helping people in need.                  |  |   |   |   |   |
| I like to solve problems, puzzles, and codes.   |  |   |   |   |   |
| I like working with my hands.                   |  |   |   |   |   |
| I like working with children.                   |  |   |   |   |   |
| I like teaching other people.                   |  |   |   |   |   |
| I am good in an emergency situation.            |  |   |   |   |   |
| I like to keep up on the current styles.        |  |   |   |   |   |
| I like to cook and bake.                        |  |   |   |   |   |
| I want to know about the human body.            |  |   |   |   |   |
| I like to take care of animals.                 |  |   |   |   |   |
| I like fixing problems.                         |  |   |   |   |   |
| I want to help people solve problems.           |  |   |   |   |   |
| I don't mind getting dirty.                     |  |   |   |   |   |
| I like to draw, paint, and design.              |  |   |   |   |   |
| I like to find new ways to do things.           |  |   |   |   |   |
| I like to code.                                 |  |   |   |   |   |
| I like helping other people.                    |  |   |   |   |   |
| Total up the number of "X" in each column.      |  |   |   |   |   |
|   |  |  |  |  |  |

**Step 2:** Below are the AWBCC program areas for each interest code. Circle your highest area of interest based on the numbers you wrote at the end of step 1.



= **Construction** (Carpentry, Building Construction, Heating Ventilation and Air Conditioning)



= **Graphic Design & IT Systems** (Computer Systems Repair/Networking and Cyber Security, Computer Programming, Advertising Design)



= **Health Sciences** (Health and Nursing Sciences, Veterinary Sciences Technology, Dental Assisting, Intro to Pharmacy, Emergency Response Technology, Sports Medicine)



= **Personal Human Services** (Culinary, Pastry Arts, Early Childhood Education, Cosmetology)



= **Manufacturing, Engineering & Transportation** (Automotive Technology, Auto Collision Technology, Engineering Design and Advanced Manufacturing/Robotics)

**Step 3:** Based on your circled choice above, write three sentences about how an above career in that area matches your interest.

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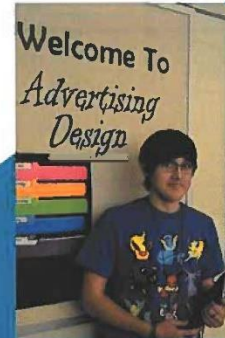
# Advertising Design

Pennsylvania Department of Education CIP Code: 50.0402

## Instructors:

**Heather Brown** | 412.847.1951  
heather.brown@beattitech.com

**Andrew Dumbeck** | 412.847.1917  
andrew.dumbeck@beattitech.com



## Industry Certifications

Adobe Certified Associate, Photoshop, Illustrator, Premiere

(Approximate Cost: \$150)

## Career Potential

Bright Outlook O-Net:  
Median \$21.18/Hour

## Career Pathways

Graphic Artist, Advertising Designer,  
Interior Designer, Animator,  
Display Artist, Art Teacher,  
Game Designer, Illustrator, Signage

The Advertising Design program at A.W. Beattie Career Center focuses on a wide variety of professional art-related fields, including: Digital Graphic Design, Multimedia, Digital Photography, and Video Editing. Students will train in a dual-platform (Mac and PC) environment using the latest in professional graphic design software and equipment, such as: Adobe Photoshop CC, Adobe Illustrator CC, Adobe Premier Pro, SketchUp and many others. Achieve advanced standing at local colleges or universities by utilizing college credits you can earn while you are an Advertising Design student.

## Class Requirements

The following is to be purchased by the student:  
Art Kit  
Portfolio

## Courses of Study

Digital Graphic Design, Digital Video Editing/Production,  
Multimedia Communications, Advertising/Packaging Design,  
Digital Photography, Digital Desktop Publishing,  
Design for the Web



For Additional Information on any of our programs, please visit [www.beattitech.com](http://www.beattitech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution

Advertising Design Program  
 CIP Code:  
 50.0402

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
 "Your Pathway to the Future!"



| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( ) | Requirements  |
|---|---------------------------------|-------------------------------------|---|
| CCAC                                    | 9                               | ART109 (3), ART144 (3), ART148 (3)  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harcum College                          | 9                               | ART110 (3), DDN 151 (3), DDN152 (3) | Per local articulation agreement  |
| La Roche University                     | 6                               | GCDN1020 (3), GCDN1071 (3)          | Per local articulation agreement  |
| Pittsburgh Technical College            | 4                               | GDA116 (1), GDA126 (3)              | Per local articulation agreement  |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary      | Per NOCTI NCCRS   |
| Waynesburg University                   | 6                               | COM109 (3), COM126 (3)              | Per local articulation agreement  |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details. College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

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A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age or limited English proficiency in its programs or activities.

# Computer Systems Technology & Cyber Security

Pennsylvania Department of Education CIP Code: 15.1202

**Instructor:**  
**Don Ricetti, MBA/TM** | 412.847.1952  
don.ricetti@beattietech.com



## Industry Certifications

CompTIA A+, Microsoft Technology Associate,  
LabSim PC Pro

(Approximate Cost: \$50)

## Career Potential

Bright Outlook O-Net:  
Median \$17.58/Hour

## Career Pathways

Field Service Technician, Maintenance Technician,  
Computer Repair Technician, Computer Support  
Technician, Quality Control Specialist,  
Technical Sales Consultant, Design Technician

Are you interested in knowing how the Internet works? Are you familiar with the components and software aspects of a computer? Interested in pursuing a career in computers? Then you may be a candidate for Computer Systems Technology at A.W. Beattie Career Center. Building, maintaining, and troubleshooting computers and peripherals is part of the curriculum. Students will learn the basics of networking and will build Linux and Windows servers. They will also set up and maintain internet services. Students will participate in the Cisco Networking Academy and will practice using virtual simulations within the LabSim environment. Opportunities for work experiences in local businesses provide additional hands-on practice.

## Class Requirements

The following is to be purchased by the student:  
Tools to be purchased throughout the program

## Courses of Study

Computer Subsystems and Components,  
Understanding the Boot System,  
Operating System Fundamentals,  
PC Operating Systems, Preventative Maintenance,  
Troubleshooting PC Hardware/Software, Computer Repair,  
Software and Driver Installation



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution.



Computer Systems  
Technology & Cyber Security  
Program CIP Code:  
15.1202

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School  | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )           | Requirements  |
|--|---------------------------------|---|---|
| Bucks County Community College           | 8                               | CISC128 (4), CISC201 (4)                      | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Clarion University                       | 9                               | APT299 (9)                                    | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Commonwealth Technical Institute         | 12                              | CS2 (4), CS4 (4), CS11 (4)                    | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Allegheny County    | 9                               | CIT100 (3), CIT115 (3), CIT150 (3)            | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Allegheny County    | 6                               | CIT115 (3), CIT 150 (3)                       | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Philadelphia        | 11                              | CIS103(3), CIS105(4), CIS150 (4)              | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community College        | 9                               | CIS110 (3), WEB102 (3), ELEC125 (3)           | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Manor College                            | 9                               | CS105(3), CS218(3), CS181(3)                  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Mercyhurst University                    | 9                               | Mis140 (3), Mis101 (3), Mis110 (3)            | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pennsylvania Highlands Community College | 13                              | CIT165(3), CIT132(4), CIT173(3), CIT196(3)    | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pittsburgh Technical College             | 2                               | ITA103 (2)                                    | Per local articulation agreement  |
| Reading Area Community College           | 9                               | IFT 100 (3), IFT 110 (3), NET100 (3)          | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Robert Morris University                 | 12                              | INFS1999 (3), INFS1020 (3), INFS2999 (6)      | Per local articulation agreement  |
| Westmoreland County Community College    | 12                              | CPT150 (3), CPT145 (3), CPT182 (3), CPT181(3) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation                    | 1 - 4                           | Varies based on post-secondary                | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details. College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

*A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age or limited English proficiency in its programs or activities.*

# Network Engineering Technology & Cyber Security

Pennsylvania Department of Education CIP Code: 11.0901

## Instructor:

**Don Ricetti, MBA/TM** | 412.847.1952  
don.ricetti@beattietech.com



## Industry Certifications

Cisco Certified Entry Level Network Technician  
CompTIA A+  
Microsoft Technology Associate  
LabSim Network Pro

(Approximate Cost: \$50)

## Career Potential

Bright Outlook O-Net:  
Median \$34.96/Hour

## Career Pathways

Network Technician, Help Desk, Network Installer,  
Router Programmer, Computer Network Engineer,  
Network Analyst, System Administrator

Are you interested in knowing how the Internet works? Are you familiar with the components and software aspects of a computer? Interested in pursuing a career in computers? Then you may be a candidate for Network Engineering Technology at A.W. Beattie Career Center. Students will construct various types of network cables, install network interface cards and drivers, and setup both peer-to-peer and client/server networks and work within several server platforms. Each semester, students receive a semester completion certificate from the Cisco Academy. Students completing the two-year program will be eligible to test for either the Cisco Certified Network Associate or the Cisco Certified Entry-level Network Technician Certifications. Students with either the CCNA or CCENT certifications receive preference when seeking employment. Articulations with colleges and universities may enable students to receive college credits for their work at A.W. Beattie Career Center.

## Class Requirements

The following is to be purchased by the student:  
Tools to be purchased throughout the program

## Courses of Study

The OSI Model, Local Area Networks (LAN), Wide Area Networks (WAN), Network Design/Documentation, Structured Cabling, TCP/IP, Routing/Addressing Protocols, WANs and Routers, Network Management



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution.

Network Engineering  
Technology  
Program CIP Code:  
11.0901

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School  | Maximum<br>Number of<br>Credits | Articulated Courses –credits in ( )                                 | Requirements  |
|--|---------------------------------|---|---|
| Alegany College of Maryland              | 13                              | COMP180 (3), COMP219 (3), COMP225 (3),<br>COMP239 (3), COMP188 (1)  | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| CCAC                                     | 9                               | CIT 120 (3), CIT 150 (3), CIT 250 (3),                              | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of<br>Philadelphia     | 11                              | CIS103 (3), CIS105 (4), CIS150 (4)                                  | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Delaware County Community<br>College     | 9                               | DPR 227 (3), DPR 228 (3), NET110 (3)                                | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community<br>College     | 16                              | CIS 127 (3), CNT 140 (3), ELEC 125 (3), ELEC<br>126 (4) CNT 120 (3) | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Luzerne Community College                | 10                              | CST225 (4), CST103 (3), CST230 (3)                                  | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Mount Aloysius College                   | 9                               | CS225 (3), CS226 (3), CS223 (3)                                     | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pittsburgh Technical College             | 7                               | ITA103 (2), ITA126 (5)  | Per local articulation<br>agreement   |
| Reading Area Community<br>College        | 12                              | IFT100 (3), IFT110 (3), NET100 (3), WEB100 (3)                      | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Robert Morris University                 | 12                              | INFS1999 (3), INFS1020 (3), NFS2999 (3),<br>INFS3230 (3)            | Per local articulation<br>agreement   |
| Westmoreland County<br>Community College | 9                               | CPT 145 (3), CPT 181 (3), CPT 183 (3)                               | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation                    | 1 - 4                           | Varies based on post-secondary                                      | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details.  
College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or  
advanced on the NOCTI and achieve competent on all statewide program competencies.*

|                           |   |
|---------------------------|---|
| Grading Procedures:       | 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work                         |
| Suggested Pre-Requisites: | Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills |



# Robotics Engineering Technology

Pennsylvania Department of Education CIP Code: 15.0303

**Instructor:**

**Mike Purucker, M.S.** | 412.847.1953  
mike.purucker@beattietech.com



### Industry Certifications

OSHA 10,  
FANUC Robotic Arm

(Approximate Cost: \$30)

### Career Potential

**Bright Outlook O-Net:**  
Median \$24.61/Hour

### Career Pathways

Commercial and Industrial Development, Civilian Security,  
Medical and Health Care Industries, Community  
Development, Consumer Industries, Emergency  
Response Robotics, Defense and  
Homeland Security, Agricultural Industries

Students interested in the most recent, innovative technology have an opportunity for training in the Robotics Industry and Advanced Manufacturing. Through a partnership with the Technology Collaborative, California University of Pennsylvania, and support from Carnegie Mellon University, students move through a series of introductory activities into advanced design and control challenges using curriculum developed through the National Robotics Engineering Center. Students study robotics technology case studies and participate in hands-on lab experiences. Due to the broad application of Robotics, numerous employment opportunities exist in the Pittsburgh area and nationally. Students also develop skills related to Advanced Manufacturing including CNC, FANUC Robotic Arm, and 3-D modeling and printing.

### Class Requirements

The following is to be purchased by the student:  
Computer Headphones  
USB Storage Device

### Courses of Study

Agile Robotics 101, Agile Robotics 102,  
C++ Programming, Computer Design Software,  
Electrical Systems,  
Engineering Systems



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Robotics Engineering  
Technology Program  
CIP Code:  
15.0303

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
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| College/University/<br>Technical School   | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                                       | Requirements   |
|---|---------------------------------|---|--|
| CALU- Robotics Engineering                | 20                              | CET235 (4), EET110 (4), RET110 (3),<br>GET130(3),RET160 (3), CSC120 (3)   | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| CALU-Mechatronics<br>Engineering          | 20                              | CET235 (4), EET110 (4), RET110 (3),<br>GET130(3),RET160 (3), CSC120 (3)   | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| CCAC                                      | 10                              | EET103 (3), MIT107 (3), MIT110 (4)<br>(Robotics)                          | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| CCAC                                      | 9                               | MEC103 (3), MEC110 (3), MEC156 (3)<br>(Mechatronics)                      | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| Harrisburg Area Community<br>College-HACC | 10                              | ELEC100 (1), ELEC125 (3), ELEC101 (1),<br>ELEC108 (3), ENGR102(2)         | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| Johnson College                           | 9                               | EET161 (2), EET162 (1), EET163 (2),<br>EET164 (1), EET167 (2), EET168 (1) | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| Luzerne County Community<br>College       | 4                               | EET120 (4)  | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| Pennsylvania College of<br>Technology     | 14                              | EET114 (3), EET115 (1), EET116 (5), EET156 (5)                            | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| Pittsburgh Technical College              | 14                              | ELT115 (7), ELT125 (7)  | Per local articulation agreement   |
| UNOH                                      | 6                               | RA110 (6)   | Per local articulation agreement   |
| Westmoreland County<br>Community College  | 12                              | ELC102 (4), ELC106 (4), DFT158 (4)  | Per POS statewide articulation<br>agreement<br>(www.collegetransfer.net) |
| National Articulation                     | 1 - 4                           | Varies based on post-secondary  | Per NOCTINCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details.  
College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a  
competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

### Scope and Sequence: Robotics Engineering Technology

CIP Code Number and Title: 15.0303 Electrical/Electronic

| Subject<br>(Hours)  | Secondary School   |  |   |   | Postsecondary Institution                           |                    |                   |                    |
|---------------------|--------------------|--|---|---|---|--------------------|-------------------|--------------------|
|                     | Grade 9<br>(Hours) | Grade 10<br>(Hours)                        | Grade 11<br>(Hours)                           | Grade12<br>(Hours)                            | First<br>Semester                                   | Second<br>Semester | Third<br>Semester | Fourth<br>Semester |
| Technical<br>(1080) |                    | Orientation/ Safety<br>and Work Ethics(20) | Orientation/<br>Safety and Work<br>Ethics(20) | Orientation/<br>Safety and<br>Work Ethics(20) | Per Program of Study for Post-Secondary Institution |                    |                   |                    |

*A.W. Beattie Career Center does not discriminate on the basis of race, color, national  
origin, sex, disability, age or limited English proficiency in its programs or activities.*



# Automotive Collision Technology

Pennsylvania Department of Education CIP Code: 47.0603

## Instructors:

**Pat Ciccone, ASE** | 412.847.1941  
pat.ciccóne@beattietech.com

**Joseph Pelesky, PA Appraiser** | 412.847.1942  
joe.pelesky@beattietech.com



## Industry Certifications

PA State Inspection, S/P2 Safety,  
I-Car, I-Car Welding,

(Approximate Cost: \$75)

## Career Potential

Bright Outlook O-Net:  
Median \$18.55 / Hour

## Career Pathways

Automotive Assembly, Auto Body Repair,  
Automotive Glass Worker, Automotive Parts Clerk,  
Auto Body Painting, Welding, Detailing,  
Specialty Painter, Insurance  
Adjuster, Frame Specialist

The NATEF (National Automotive Technicians Education Foundation) certified Automotive Collision Technology program at A.W. Beattie Career Center meets strict Industry standards, providing students with hands-on experience using equipment in ourstate-of-the-art auto body shop. The Automotive Collision Technology program trains students in all aspects of the industry including: MIG Welding, computerized paint mixing, and automotive spraying techniques. Using the latest technology in our fully equipped auto shop keeps students up to date with current standards. Cooperative education experiences in local area dealerships provide necessary hands-on training. Students learn throughthe nationally recognized I-CAR curriculum.

## Class Requirements

The following is to be purchased by the student:  
Appropriate Uniform Attire  
(Coveralls, protective shoes  
and safety glasses)  
Tool Kit

## Courses of Study

Shop and Work Safety, Tools and Equipment,  
Color Matching/Painting, Final Detailing,  
Welding Procedures, Estimating/Entrepreneurship,  
Fabrication/Repair, Diagnosing Collision Damage.,  
Panel Replacement/Adjustment, Restoration and Corrosion  
Body Alignment, Plastics and Composites



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Automotive Collision  
Technology Program CIP  
Code:  
47.0603

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
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| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )               | Requirements  |
|---|---------------------------------|---|---|
| Ohio Technical College                  | 4                               | OTC Modules(4)                                    | Per local articulation agreement  |
| Pennsylvania College of<br>Technology   | 10                              | ABC125 (2), ABC129 (3), ABC100 (2),<br>ABC104 (3) | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary                    | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details.  
College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a  
competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

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# Automotive Technology

Pennsylvania Department of Education CIP Code: 47.0604

## Instructors:

**Larry Parks, ASE** | 412.847.1948  
larry.parks@beattietech.com

**Nate Monroe, ASE** | 412.847.1949  
nate.monroe@beattietech.com



## Industry Certifications

PA Safety Inspection, OSHA-10,  
Pennsylvania State Emissions,  
S/P2 Safety,  
Mobile Air Conditioning Society Worldwide

(Approximate Cost: \$200)

## Career Potential

Bright Outlook O-Net:  
Median \$16.95 /Hour

## Career Pathways

Automotive Technician, Parts Clerk,  
Shop Foreman, Service Manager,  
Truck Repair, Welding Technician,  
Automotive Restoration, Inspection  
Technician, Alignment Specialist

The NATEF (National Automotive Technicians Education Foundation) and ASE (Automotive Society of Engineers) certified Automotive Technology program at A.W. Beattie Career Center meets strict Industry standards, providing students with hands-on experience using diagnostic equipment in our state-of-the-art auto shop. This program is an AYES (Automotive Youth Education Systems) training facility, providing students during their senior year with work experience in local area dealerships, allowing for those important career connections. NATEF and AYES certifications assure students the best training and preparation to complete their ASE (Automotive Service Excellence) certification.

## Class

### Requirements

The following is to be purchased by the student:  
Appropriate Uniform Attire  
(Coveralls, protective shoes,  
and safety glasses)  
Tool Kit

## Courses of Study

Shop and Work Safety, Shop Management and Operation, Preventive Maintenance, Steering, Suspension and Alignment, Engine Performance, PA Emissions and safety Inspection, Tires and Brakes, Electrical Systems, MIG Welding, Introduction to Hybrid Technology



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Automotive Technology  
Program CIP Code:  
47.0604

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
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| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                         | Requirements  |
|---|---------------------------------|---|---|
| Allegheny College of Maryland           | 12                              | Auto105(2),Auto114(2),Auto115(2),Auto206(2),<br>Auto215(4)  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Commonwealth Technical Institute        | 11                              | AT101 (3), AT102 (4), AT104 (4)                             | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Allegheny County   | 9                               | ATE103 (3), ATE106 (1), ATE108 (1), ATE 130(3), ATE 401 (1) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Philadelphia       | 9                               | AT121 (3), AT150 (2), AT111 (4)                             | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Delaware County Community College       | 10                              | AUT 100 (2), AUT101 (4), AUT 102 (4)                        | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community College       | 9                               | AUTO101 (3), AUTO151 (3), AUTO153 (3)                       | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Luzerne Area Community College          | 9                               | AUT103 (3), AUT105 (3), AUT106 (3)                          | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Ohio Technical College                  | 4                               | OTC Modules (4)   | Per local articulation agreement  |
| Rosedale Technical Institute            | 9                               | AD101 (4.5), AD104 (4.5)                                    | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| University of Northwestern Ohio         | 12                              | AU126 (6), AU127 (6)  | Per local articulation agreement  |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary                              | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details. College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

# Building Construction

Pennsylvania Department of Education CIP Code: 46.9999

## Instructor:

**John Brown** | 412.847.1944  
john.brown@beattietech.com



## Industry Certifications

OSHA-10, Pennsylvania Builders,  
Highway Safety Zone

(Approximate Cost: \$100)

## Career Potential

Bright Outlook O-Net  
Median \$20.09/Hour

## Career Pathways

Carpentry Apprentice, Roofer,  
Drywall Hanger/Finisher, Mason,  
Plumber's/Electrician's Assistant, Rough Framer,  
Master Carpenter, Construction Estimator,  
Building Inspector, CAD Designer

Students in this PBA (Pennsylvania Builders Association) endorsed program, will receive classroom and hands-on training in carpentry, masonry, plumbing, and residential wiring. Students also have the opportunity to join SkillsUSA, the NAHB (National Association of Home Builders) and the Builders Association of Metropolitan Pittsburgh where they can be involved in activities and competitions, as well as community projects that challenge the student during the year, preparing them for immediate employment. Students also have the opportunity to experience live work by taking part in the on-going project of building a modular home. Additionally, students will gain experience in the operations of fork lifts, scissor lifts and industrial rigging systems.

## Class

### Requirements

The following is to be purchased by the student:  
Appropriate Uniform Attire  
(Uniform Shirts, Work Jeans  
and Work Boots)  
Hand Tools

## Courses of Study

Hand and Power Tools, Blueprint Reading,  
Building Layout, Roof, Floor and Wall Framing,  
Exterior Finishes, Drywall Installation,  
Painting/Finishing, Masonry, Plumbing,  
Residential Wiring



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Building Construction  
 Program CIP Code:  
 46.9999

### ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
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| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( ) | Requirements        |
|---|---------------------------------|-------------------------------------|---------------------|
| Triangle Tech                           | 2                               | CP111 (2)                           | Per local agreement |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary      | Per NOCTI NCCRS     |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details. College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competency on all statewide program competencies.*

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|                     |   |
|---------------------|---|
| Grading Procedures: | 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work |
|---------------------|---|

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|                           |   |
|---------------------------|---|
| Suggested Pre-Requisites: | Active Listening, Critical Thinking, Time Management, Customer and Personal Service |
|---------------------------|---|

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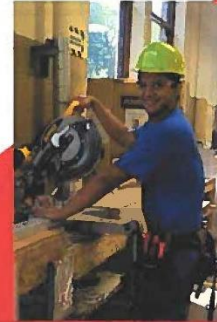


# Carpentry

Pennsylvania Department of Education CIP Code: 46.0201

## Instructor:

**Eric Carlini** | 412.847.1943  
eric.carlini@beattietech.com



## Industry Certifications

OSHA-10, Pennsylvania Builders,  
Highway Safety Zone

(Approximate Cost: \$150)

## Career Potential

Bright Outlook O-Net:  
Median \$20.09/Hour

## Career Pathways

Carpentry Apprentice, Roofer,  
Drywall Hanger/Finisher, Mason,  
Plumber's/Electrician's Assistant,  
Rough Framer, Master Carpenter,  
Construction Estimator, Building Inspector

Students entering the Carpentry Program will receive classroom and hands on training in the safe use of hand and power tools, blueprint reading, floor, wall, and roof framing, interior and exterior finishing including: insulation, drywall, siding, and roofing. In this PBA (Pennsylvania Builders Association) endorsed program, students are prepared for the workplace by taking part in the ongoing project of building a modular home. Additionally, students will gain experience in fork lifts and industrial rigging systems.

## Class Requirements

The following is to be purchased by the student:  
Appropriate Uniform Attire  
(Protective Shoes and Hand Tools)

## Courses of Study

Tools and Equipment, Blueprint Reading,  
Building Layout, Floor, Wall and Roof Framing,  
Exterior Finishes, Drywall Installation,  
Painting/Finishing



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution.

Carpentry  
Program CIP Code:  
46.0201

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( ) | Requirements  |
|---|---------------------------------|-------------------------------------|---|
| Commonwealth Technical Institute        | 11                              | BR101 (8), CA020D (3)               | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Delaware County Community College       | 9                               | CPT102 (3), TME115 (3), CPT115 (3)  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Orleans Technical Institute             | 1.5                             | CARP103 (.5), CARP104 (1)           | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Triangle Tech                           | 2                               | CP111 (2)                           | Per local agreement   |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary      | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details. College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Active Listening, Critical Thinking, Time Management, Customer and Personal Service

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# Heating, Ventilation, and Air-Conditioning

Pennsylvania Department of Education CIP Code: 47.0201

## Instructors:

**Scott Miller** | 412.847.1945  
scott.miller@beattietech.com

**Roy Hughes** | 412.847.1946  
roy.hughes@beattietech.com



## Industry Certifications

EPA 608  
OSHA-10

(Approximate Cost: \$150)

## Career Potential

Bright Outlook O-Net:  
Median \$21.68/Hour

## Career Pathways

Service Technician, Installation Technician,  
Union Apprenticeship, Refrigeration Mechanic,  
Air-Conditioning Technician, Electrician,  
Plumber

Heating, Ventilation, and Air-Conditioning trains students with the necessary skills to become qualified technicians and mechanics. Students learn heating installation and service, air-conditioning, installation and service, plumbing, electrical wiring, refrigeration and sheet metal fabrication. Students will put these skills into use when they participate in the plumbing, ventilating, and wiring of the Beattie modular home. They also test for their EPA Certification at A.W. Beattie Career Center, helping them to ensure immediate employment opportunities. Additionally, students will gain experience in the operations of fork lifts, scissor lifts and industrial rigging systems.

## Class Requirements

The following is to be purchased by the student:  
Appropriate Uniform,  
Appropriate Shoes,  
Protective Eyewear,  
3 Ring Binder

## Courses of Study

Basic Plumbing, Tools and Equipment,  
Electricity, Residential Electrical Wiring,  
Gas-Forced Air Furnaces, Hydronic Heating,  
Fabricated Duct Systems, Air Distribution Systems,  
System Design, EPA Reclaiming Certification



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution.

Heating, Ventilation and  
Air-Conditioning  
Program CIP Code:  
47.0201

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )            | Requirements  |
|---|---------------------------------|--|---|
| CCAC                                    | 10                              | HAC201 (5), HAC202 (5)                         | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Delaware County Community College       | 9                               | HVA100 (2), HVA101 (2), HVA104 (3), HVA106 (2) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Luzerne County Community College        | 8                               | HAC101 (4), PLH112 (4)                         | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Orleans Technical Institute             | 1                               | ACRH601 (.5), ACRH603 (.5)                     | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pittsburgh Technical College            | 11                              | HVA108 (5), HVA133 (6)                         | Per local articulation agreement  |
| Rosedale Technical Institute            | 13                              | R104 (4.5), H101 (4.5), H104 (4)               | Per local reimbursement agreement   |
| Triangle Tech                           | 7                               | RH111 (2), RH232 (3), RH235 (2)                | Per local articulation agreement  |
| UNOH                                    | 6                               | HV101  | Per local articulation agreement  |
| Westmoreland Community College          | 10                              | HAC 170(2), HAC 101(4), HAC 250(4)             | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary                 | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details. College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

# Cosmetology

Pennsylvania Department of Education CIP Code: 12.0401

## Licensed Cosmetology Instructors:

**Cindy Cazin** | 412.847.1928  
cindy.cazin@beattietech.com

**Joani Zelazowski** | 412.847.1929  
joani.zelazowski@beattietech.com

**Sarah Christen** | 412.847.1927  
sarah.christen@beattietech.com



## Industry Certifications

Pennsylvania State Cosmetology License,  
S/P2 Cosmetology Safety Certification

(Approximate Cost: \$300)

## Career Potential

Bright Outlook O-Net:  
Median \$11.49/Hour

## Career Pathways

Cosmetologist, Manicurist, Esthetician,  
Salon Owner/Manager, Platform Artist,  
Sales Representative, Cosmetology Teacher

The A.W. Beattie Training Salon provides qualified Cosmetology students with the opportunity to use their energy, skills, and imagination on clients from the community in a state-of-the-art cosmetology salon. Students will study care of hair, nails, and skin. They will learn the proper use of cosmetology tools and equipment, as well as techniques in hair cutting, styling, coloring, permanent waving, relaxing, manicuring, pedicuring and skin care. Students will also focus on professionalism and customer relations while preparing to test for their Pennsylvania State Cosmetologist License.

## Class Requirements

The following is to be purchased by the student:  
Cosmetology Kit  
Appropriate Uniform  
Study Guide  
Exam Prep book

## Courses of Study

Sanitation/Safety, Hair and Scalp Care,  
Hair Styling, Hair Shaping,  
Permanent Waving, Manicuring and Pedicuring,  
Skin Care/Facials, Hair Coloring, Ethnic Hair,  
State Board Preparation



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution.



Cosmetology  
 Program CIP Code:  
 12.0401

### ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
 "Your Pathway to the Future!"

| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                      | Requirements                        |
|---|---------------------------------|--|-------------------------------------|
| Douglas Education Center                | 18                              | CP706 (4), CP708 (3), CP716 (3),<br>CP801 (6), CP812 (2) | Per local articulation<br>agreement |
| National Articulation                   |                                 | Varies on post-secondary                                 | Per NOCTI NCCRS                     |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details.  
 College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a  
 competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Algebra I, Biology, Geometry, English I, Fundamental Computer Skills

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*A.W. Beattie Career Center does not discriminate on the basis of race, color, national  
 origin, sex, disability, age or limited English proficiency in its programs or activities.*

# Culinary Arts

Pennsylvania Department of Education CIP Code: 12.0508

## Instructors:

**Aaron Yurek, C.C.** | 412.847.1933  
aaron.yurek@beattietech.com

**John Ellis, M.Ed.** | 412.847.1931  
john.ellis@beattietech.com



## Industry Certifications

ServSafe Food Safety, Pro Start,  
S/P2 Work Place Safety, S/P2 Food Safety

(Approximate Cost: \$125)

## Career Potential

Bright Outlook O-Net:  
Median \$19.66/Hour

## Career Pathways

Cook, Assistant Cook, Chef Apprentice,  
Food and Beverage Director, Catering Assistant,  
Executive Chef, Garde Manager, Restaurant Owner/  
Manager, Catering Owner/Manager, Dietician

The A.W. Beattie Career Center Culinary Arts Department has built a solid reputation as one of the finest culinary programs throughout the state. The Beattie Dining Room serves breakfast and lunch to more than 150 people two days a week! The Bake Shop sells cookies, brownies, pies, cakes, and various pastries. Students learn all aspects of the restaurant business from meal planning, food preparation, baking and carving, to dining room management and banquet serving. There are many job opportunities within the always growing culinary industry. In this program, students practice their craft in a commercially equipped kitchen and bakery.

## Class Requirements

The following is to be purchased by the student:

Uniform  
Culinary Knives  
Work Shoes  
Class Binder

## Courses of Study

Sanitary Procedures,  
Use and Cleaning of Equipment, Sauces,  
Soups & Stocks, Meat and Seafood Entrees,  
Side Dishes, Baked Goods, Organic Gardening, Food Preparation,  
Dining Room Service, Breakfast Productions, Sustainability,  
American Regional Cuisine, International Cuisine



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution.

Culinary Arts  
Program CIP Code:  
12.0508

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School                  | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                                    | Requirements  |
|--|---------------------------------|--|---|
| Allegheny College of Maryland                            | 10                              | CULA150 (3), CULA212 (3), HRMG101 (3), HRMG110 (1)                     | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Commonwealth Technical Institute                         | 10                              | CA010 (1), CA060 (5), CA101 (1), CA119 (3)                             | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| CCAC   | 15                              | CLR100 (3), CLR110 (3), CLR117 (3), CLR118 (3), CLR201 (3), FLR102 (3) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Philadelphia                        | 10                              | CAHM161 (2), CHAM170 (4), CHAM171 (4)                                  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Delaware County Community College                        | 9                               | CUL115 (3), CUL150 (3), HRM110 (3),                                    | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community College                        | 5                               | CUL113 (2), HTMT125 (3)  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Lackawanna College                                       | 9                               | CUL115 (3), HSP105 (3), CUL145 (3)                                     | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Luzerne County Community College                         | 12                              | HRM101 (3), HRM105 (3), HRM 140 (2), CUL102 (4)                        | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Montgomery County Community College - Central Campus     | 9                               | CUL101 (3), CUL105(2), CUL198(1), CUL120 (3)                           | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pennsylvania College of Technology                       | 12                              | FHD101 (3), FHD117 (2), FHD118 (1), FHD137 (3), FHD142 (2), FHD104 (1) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pittsburgh Technical College                             | 10                              | CUL113 (2), CUL114 (2), CUL115 (2), HMA130 (4)                         | Per local articulation agreement  |
| SUNY College of Agriculture and Technology at Cobleskill | 8                               | CAHT140 (3), CAHT111 (3), CAHT103 (2)                                  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Westmoreland County Community College                    | 13                              | BKP141 (4), FSM103 (3), FSM105 (4), FSB118 (2)                         | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation                                    | 42008                           | Varies based on post-secondary   | Per NOCTI NCCRS   |

List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details.  
College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.

Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

Suggested Pre-Requisites: Algebra I, Biology, Geometry, English I, Fundamental Computer Skills

A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, and/or limited English proficiency in its programs or activities.



# Early Childhood Education

Pennsylvania Department of Education CIP Code: 19.0708

**Instructor:**  
**Cari Ludwig** | 412.847.1926  
cari.ludwig@beattietech.com



## Industry Certifications

CDA Ready, American Red Cross Adult, Child and Infant CPR, American Heart Association Heart Saver First Aid, ServSafe Food Safety, Child Abuse Report Training

(Approximate Cost: \$30)

## Career Potential

Bright Outlook O-Net:  
Median \$30.73/Hour

## Career Pathways

Elementary Teacher, Preschool Teacher, Child Care Aide, Child Care Director, Assistant Group Supervisor, Teacher Assistant, Nanny, Child Care Instructor, Child Care Owner/Operator

Qualified Students in Early Childhood Education may qualify to experience the opportunity to apply their child development and teaching skills daily, working with children in the on-site Kiddie Tech Child Care Center. In addition to a variety of classroom activities, students learn hands-on with infants, toddlers, and preschool age children. Students present a series of learning and developmental activities to pre-school children, practicing and refining their creative teaching skills, as well as learning the basics in caring for and managing children. In partnership with Junior Achievement, students may have the opportunity to teach in classrooms in local school districts.

## Class Requirements

The following is to be purchased by the student:  
Current Physical, TB Test,  
Drug Screen,  
Act 34 &  
Act 151 Clearances

## Courses of Study

Safe/healthy learning environment,  
Children's physical and intellectual competence,  
Social/emotional development, Positive guidance techniques,  
Positive/productive relationships Well-run purposeful programs  
professionalism, Clinical experience with Infants, toddlers,  
preschool and school age children.



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Early Childhood Education  
Program CIP Code:  
19.0708

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
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| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                  | Requirements  |
|---|---------------------------------|--|---|
| Community College of Allegheny County   | 6                               | ECD104(3), ECD107 (3)                                | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Philadelphia       | 9                               | ED135(3), ED151(3), ED230(3)                         | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harcum College                          | 9                               | EDU120 (3), EDU227 (3), EDU212 (3)                   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Community College            | 12                              | EDUC131 (3), EDUC 135 (3), EDUC140 (3), EDUC 185 (3) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Lackawanna College                      | 9                               | ECE120 (3), SSC130 (3), EDU110 (3)                   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Luzerne County Community College        | 7                               | ECE101 (3), ECE205 (3), HPE165 (1)                   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Mount Aloysius College                  | 9                               | ED213 (3), ED119 (3), ICT101 (1), ED290 (2)          | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Reading Area Community College          | 9                               | ECE105 (3), ECE115 (3), ECE140 (3)                   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Waynesburg University                   | 6                               | ECE105 (3), SPE 111 (3)                              | Per Local Agreement   |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary                       | Per NOCTI NCCRS   |

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, and/or limited English proficiency in its programs or activities.



# Pastry Arts

Pennsylvania Department of Education CIP Code: 12.0501

## Instructor:

**Ken Morehead** | 412.847.1932  
ken.morehead@beattietech.com



## Industry Certifications

ServSafe Food Safety  
S/P2

(Approximate Cost: \$100)

## Career Potential

Bright Outlook O-Net:  
Median \$11.70/Hour

## Career Pathways

Baker, Pastry Chef, Bakery Owner/Manager,  
Catering Owner/Manager, Assistant Pastry Chef,  
Catering Assistant, Artisan Baker, Cake Decorator

Pastry Arts provides students with an opportunity to learn all functions of a commercial bakery while perfecting their creative pastry skills. Students keep the bakery cases, located in the Beattie Dining Room stocked full of cakes, cookies, pies, brownies, breakfast pastries and a variety of specialty breads and rolls. Students receive quality training in our fully equipped Pastry Arts lab, learning everything from baked goods preparation to merchandising and dining room service. There are classroom demonstrations from industry professionals throughout the school year, as well as field trips to local bakeries and restaurants. Students also prepare special orders for holidays, weddings and special events during the year.

## Class Requirements

The following is to be purchased by the student:  
Appropriate Uniform  
and Equipment

## Courses of Study

Sanitary Procedures, Use and Cleaning of Equipment, Weights, Measurements & Recipes, Preparing Cookies, Preparing Quick Breads, Preparing Pies and Fillings, Finishing Baked Goods, Merchandising Baked Goods



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Pastry Arts  
Program CIP Code:  
12.0501

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                        | Requirements  |
|---|---------------------------------|--|---|
| Community College of Philadelphia       | 6                               | CAHM 151(4), CAHM161(2)                                    | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Delaware County Community College       | 9                               | CUL150 (3), CUL151 (3), CUL220 (3)                         | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community College       | 8                               | HTMT104 (3), CUL113(2), BAKE101 (4)                        | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Luzerne County Community College        | 10                              | CUL102 (4), CUL106 (3), HRM101 (3), HRM105 (3), PAS100 (2) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Montgomery County Community College     | 9                               | CUL101 (3), CUL120(3), CUL105(2), CUL198(1)                | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pittsburgh Technical College            | 6                               | CUL113 (2), CUL114 (2), CUL115 (2)                         | Per local articulation agreement  |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary                             | Per NOCTI NCCRS   |

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Algebra I, Biology I, Fundamental Computer Skills

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# Dental Careers

Pennsylvania Department of Education CIP Code: 51.0601

## Instructor:

**Paula Gibson, CPhT, CDA, EMT** | 412.847.1936  
paula.gibson@beattietech.com



## Industry Certifications

National Entry Level Dental Assistant (NELDA),  
American Heart Association BLS,  
Healthcare Provider CPR, American Heart Association Heart  
Saver First Aid, HIPAA

(Approximate Cost: \$75)

## Career Potential

Bright Outlook O-Net:  
Median \$ 15.82/Hour

## Career Pathways

Dental Receptionist, Dental Hygienist,  
Dental Assistant, Dental Technician  
Infection Control Manager, Dentist,  
Sales Representative

Dental Careers provides students with the necessary skills for employment in Dental Assisting, Lab Technician, Infection Control Assistant, and many more opportunities within the dental industry. Seniors may participate in hands-on work experiences in dental offices, learning and assisting in four-handed dentistry, chair-side assisting, administrative skills and other techniques. Students will prepare to test for their PA Dental Radiology Certification. Students learn the latest techniques including digital x-ray.

## Class

### Requirements

The following is to be purchased by the student:  
White Shoes, Scrubs  
Watch with second hand  
Colored Pencils

## Courses of Study

Aseptic Procedures, Dental Materials,  
Dental Equipment Maintenance,  
Clinic Support Procedures, Dental Laboratory  
Procedures, Anatomy/Histomorphology,  
Pharmacology Procedures, Radiology Procedures



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Dental Careers  
Program CIP Code:  
51.0601

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School         | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )    | Requirements  |
|---|---------------------------------|--|---|
| Greater Altoona Career and<br>Technology Center | 9                               | DES100 (4), DES101 (3.5), DES120 (1.5) | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community<br>College-HACC       | 12                              | DA170 (4), DA171 (4), DA173 (4)        | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Westmoreland County<br>Community College        | 8                               | DAS100 (4), DAS103 (4)                 | Per POS statewide<br>articulation agreement<br>( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation                           | 1 - 4                           | Varies based on post-secondary         | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details.  
College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a  
competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

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# Emergency Response Technology

Pennsylvania Department of Education CIP Code: 43.9999

**Instructor:**

**James Thomas, EMT-P** | 412.847.1938

jt.thomas@beattietech.com



## Industry Certifications

Emergency Medical Technician, BLS Health Care Provider, National Incident Management Systems, Highway Safety Zone, HIPAA

(Approximate Cost: \$30)

## Career Potential

Bright Outlook O-Net:  
Median \$14.38/ Hour

## Career Pathways

Firefighter, Emergency Medical Responder, Emergency Medical Technician, Security Guard, Dispatcher, Paramedic, Fire Marshall/Inspector, Law Enforcement Officer, Emergency Management Specialist, Hospital-based Technicians

Emergency Response Technology challenges students with exciting hands-on training in a fully equipped on-site lab, as well as field trips to local Police and Fire Academies throughout the school year. Students study several technical fields including police science, fire science, rescue operations, hazardous materials, and emergency medical services. Training for the Emergency Medical Responder and Emergency Medical Technician Certifications at A.W. Beattie Career Center will prepare students for immediate employment in the growing Emergency Response industry.

## Class Requirements

The following is to be purchased by the student:  
Appropriate Uniform

## Courses of Study

Law Enforcement, Communication, Crime Scene Management, Ladders and Rescue, Patrol Activities, Emergency Child Birth, Emergency Medical Services, Salvage and Overhaul, First Aid/CPR, Patient Assessment and Treatment, Fire Fighting



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
A.W. Beattie Career Center is an Equal Opportunity Educational Institution.

Emergency Response  
Technology  
Program CIP Code:  
43.9999

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
"Your Pathway to the Future!"



| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                                    | Requirements  |
|---|---------------------------------|--|---|
| Community College of Allegheny County   | 9                               | CJC101 (3), CJC102 (3), CJC206 (3), CJC211 (3), FSA102 (3), HLS101 (3) | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Community College of Beaver County      | 9                               | CRIM100 (3), CRIM133 (3), CRIM128 (3)                                  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harcum College                          | 9                               | CJ205 (3), CJ185 (3), CJ101 (3)  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community College       | 9                               | CJ212(3), CJ101(3), CJ104(3)   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Lackawanna College                      | 9                               | CJS125 (3), CJS205 (3), CJS215 (3)                                     | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| La Roche University                     | 6                               | CRIM1000 (3), CRIM1001 (3)   | Per local articulation agreement  |
| Manor College                           | 9                               | CJ101 (3), CJ202 (3), CJ210 (3)  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Montgomery County Community College     | 6                               | CIS100 (3), CIS240 (3)   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pittsburgh Technical College            | 12                              | SSA100 (4), SSA110 (4), SSA120(4)                                      | Per local articulation agreement  |
| Westmoreland                            | 9                               | CRJ155 (3), HSM109 (3), HSM102 (3)                                     | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation                   | 1 - 4                           | Varies based on post-secondary   | Per NOCTI NCCRS   |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details. College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

|                           |   |
|---------------------------|---|
| Grading Procedures:       | 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work                         |
| Suggested Pre-Requisites: | Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills |



# Health and Nursing Sciences

Pennsylvania Department of Education CIP Code: 51.9999

## Instructors:

**Joan Fazio, RN** | 412.847.1937  
joan.fazio@beattietech.com

**Suzan Bresch, RN** | 412.847.1939  
suzan.bresch@beattietech.com



AHA BLS Health Care Provider, AHA Heart Saver First Aid  
CPR, AED, ServSafe Food Safety, HIPAA,  
Patient Care Technician, EKG Technician  
(Approximate Cost: \$75)

## Career Potential

Bright Outlook O-Net:  
Median \$43.36/Hour

With today's medical field rapidly growing and changing, there's never been a better time to pursue a career in the health industry. The core curriculum will prepare students for entry level positions such as Medical Assisting and Patient Care Technician. For those students that have an interest in becoming a Nurse, Radiology Technician, EKG Technician or Physical Therapy Assistant, this program will prepare them for post-secondary education. Student's engagement is extended through interactive online learning and certification preparation system. During the course of study, the students may qualify to gain valuable hands-on clinical experience in hospitals, nursing homes, physical therapy clinics and private offices where they will practice and perfect their skills.

## Career Pathways

Registered Nurse, Radiology Technician, Pharmacy Technician, Surgical Technician, Occupational Therapist, Respiratory Therapist, Physical Therapy Assistant, Home Health Care Aide, Nursing Assistant, Coding Specialist

## Class Requirements

The following is to be purchased by the student:  
Current Physical,  
TB Test, Drug Screen,  
Act 34 & 151  
Clearances,  
Scrubs

## Courses of Study

Medical Terminology, Clinical Procedures,  
Basic Nursing Skills, Infection Control,  
Cardiopulmonary Resuscitation,  
First Aid, Nutrition, Anatomy and Physiology,  
Patient Safety / Medical Asepsis, EKG, Phlebotomy



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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Health and Nursing Sciences  
 Program CIP Code:  
 51 9999

## ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
 "Your Pathway to the Future!"



| College/University/<br>Technical School                               | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )                          | Requirements  |
|---|---------------------------------|--|---|
| Community College of Allegheny County                                 | 3                               | ALH100 (3)   | Completion of Dual Enrollment Course  |
| Crawford County Career and Technical Center Practical Nursing Program | 3                               | NUR101 (2), NUR102 (1)                                       | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Greater Altoona Career and Technology Center                          | 3                               | FON002 (1), FON001 (2)                                       | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Greater Johnston Career and Technology Center                         | 3                               | FUN1 (2), FUN2 (1)   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harcum College  | 6                               | AHS100 (3), AHS102 (3)                                       | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Harrisburg Area Community College                                     | 6                               | MA150 (3), MA110 (3)   | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Lackawanna College  | 4                               | HTH100 (1), PHL110 (3)                                       | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| La Roche College  | 3                               | BIOL1021 (3)   | Per local articulation agreement  |
| Mount Aloysius College  | 3                               | MA109 (3)  | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Pittsburgh Career Institute   | 12.5                            | ALH120 (2.5), AH188 (3.5), AH189 (3.5), AH250 (2), ST205 (1) | Per local articulation agreement  |
| Pittsburgh Technical College  | 7                               | MED111 (4), PCT111 (3)                                       | Per local articulation agreement  |
| Western Area Career and Technology Center                             | 3                               | NSG101 (2), NSG103 (1)                                       | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| National Articulation   | 1 - 4                           | Varies based on post-secondary                               | Per NOCTI NCCRS   |

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|                           |   |
|---------------------------|---|
| Grading Procedures:       | 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work                         |
| Suggested Pre-Requisites: | Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills |

A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age or limited English proficiency in its programs or activities.

# Introduction to Pharmacy

Pennsylvania Department of Education CIP Code: 51.9999  
U.S. Department of Education CIP Code: 51.0805

## Instructor:

**Paula Gibson, CPht, CDA,EMT** | 412.847.1936  
paula.gibson@beattietech.com



## Industry Certifications

American Heart Association BCS, Healthcare Provide CPR,  
American Heart Association Heartsaver First Aid,  
Career Safe/OSHA10, NHA ExCPT Certification Exam

(Approximate Cost: \$100)

## Career Potential

Bright Outlook O-Net:  
Median \$ 18.82/Hour

Independent Pharmacy, Corporation Distribution Center,  
Retail Chain, Local & National, Senior Living Community,  
Hospital Setting, Research Institution, Pharmacy Aide,  
Pharmacy Technician

The Introduction to Pharmacy Program will provide twelfth grade students the opportunity to jump start their post-secondary training and work towards a career with increased employment opportunities over the next ten years. Students will learn compounding formulas and ratios, laws and regulations of the industry, participate in module lab work, practice sterilization skills with industry equipment, and demonstrate proficiency as required by industry standards. Student instruction includes the Pass Assured interactive pharmacy training and test preparation for the Pharmacy Technician certification exam. Students will participate in mock simulations and gain hands on experience within the community. Students will be required to pass a physical, TB test and criminal background check. The program is limited to twelfth grade students.

## Class Requirements

The following is to be purchased by the student:  
USB Storage Drive  
Uniform  
Scientific Calculator

## Courses of Study

Customer Service Skills, Infection Control,  
Pharmacy Recording Keeping, Pharmacy Law &  
Ethics, Compounded Formulas,  
Package and Labeling, Medication  
Dispensing Techniques, Drug Interactions



For Additional Information on any of our programs, please visit [www.beattietech.com](http://www.beattietech.com)  
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## ARTICULATION AGREEMENTS

Introduction to Pharmacy  
Program CIP Code:  
51.0805

A.W. Beattie Career Center  
"Your Pathway to the Future!"

| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( ) | Requirements |
|---|---------------------------------|-------------------------------------|--------------|
|   |                                 | Under Development                   |              |

*List is a sampling of articulated credits. Visit [www.collegetransfer.net](http://www.collegetransfer.net) or your counselor for the latest updates and details.  
College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.*

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

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# Sports Medicine - Rehab Therapy and Exercise Sciences Technology

Pennsylvania Department of Education CIP Code: 51.2604

**Instructor:**  
**Darren Vtipil, MPT** | 412.847.1964  
darren.vtipil@beattietech.com



## Industry Certifications

First Aid,  
CPR,  
HIPPA,  
CCAC Dual Enrollment

(Approximate Cost: \$45)

## Career Potential

Bright Outlook O-Net:  
Median \$60/Hour

## Career Pathways

Personal and Athletic Trainer, Physical Therapist or  
Assistant, Strength and Conditioning Coach, Sports  
Psychologist, Dietitian, Exercise Physiologist

The SMART-EST program is designed for students that are looking towards the fields of: physical therapy, occupational therapy, physical rehabilitation, exercise physiology, and sports medicine. Students will develop valuable skills in diagnosis, differential diagnosis, assessment and prevention, along with prognosis and the rehabilitation of bodily injuries and related health conditions. Students will learn the therapy and application principles of a patient care plan including: assessment, evaluation, interventions of exercise, manual therapy, modalities and neuro-re-education. Students will also develop goal setting and discharge plans for patients. Students will participate in nutrition understanding, as they learn how to develop proper diet plans for healthy individuals and they will learn how to tailor diet plans for special populations. Students participating in the SMART-EST program would have the following potential career pathways directly out of the program upon successful completion: Personal Trainer/Coach, and Physical Therapy Aid. In addition, the program provides a core base that a student may build a post secondary degree or advanced certification upon successful completion.

## Class Requirements

The following is to be  
purchased by the student:  
Scrubs

## Courses of Study

Physical Therapy  
Occupational Therapy  
Physical Rehabilitation  
Exercise Physiology  
Sports Medicine



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## ARTICULATION AGREEMENTS

SMART-EST  
Program CIP Code:  
12.0501

A.W. Beattie Career Center  
"Your Pathway to the Future!"

| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( )            | Requirements                     |
|---|---------------------------------|--|----------------------------------|
| La Roche University                     | 3                               | BIOL1021 (3)                                   | Per local articulation agreement |
| Waynesburg University                   | 7                               | BIO105 (2), HSC105 (1), HSC205 (3), HSC136 (1) | Per local articulation agreement |

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College entrance requirements and articulation conditions must be met. Statewide articulation requires students to achieve a 2.5 grade point average, receive a competent or advanced on the NOCTI and achieve competent on all statewide program competencies.

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Grading Procedures: 1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

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Suggested Pre-Requisites: Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

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# Surgical Sciences - Operating Room Technology

U.S. Department of Education CIP Code: 51.0909

**For more information about this program, please contact [info@beattitech.com](mailto:info@beattitech.com).**



## Industry Certifications

Sterile Processing Distribution Technician Certification  
Basic Life Support CPR/AED, First Aid

## Career Potential

Bright Outlook O-Net:  
Median \$22.74/Hour

## Career Pathways

Surgical Technician, Surgeon, Sterile processing technician  
Surgical or emergency room nurse, Sterile processing distribution manager, Surgical tech, etc.

A program that prepares individuals, under the supervision of an instructor who has years of experience in surgical operating rooms, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling, surgical supplies management, wound exposure and closure, surgical computer and robot operation and monitoring, maintenance of hemostasis, and patient and team scrubbing. Students get access to a variety of advanced technology that makes simulation learning as close to real clinical situations as it can be. By graduation you will have performed simulated surgical procedures in real-life scenarios. This exposure prepares students to be college and career ready.

## Class Requirements

The following is to be purchased by the student:  
USB Storage Drive  
Uniform  
Scientific Calculator

## Courses of Study

Infection Control, General Surgery, Surgical Asepsis and Sterilization Methods, Surgical Instruments, Supplies and Equipment, Medical Terminology and Documentation, Professional Ethics.



For Additional Information on any of our programs, please visit [www.beattitech.com](http://www.beattitech.com)  
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**Surgical Sciences -  
Operating Room Technology  
Coming Fall 2020**



**SURG TECH**

**A.W. Beattie Career Center**

**Avonworth, Deer Lakes, Fox Chapel Area,  
Hampton Township, North Allegheny, North Hills,  
Northgate, Pine-Richland and Shaler Area.**

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sex, disability, age or limited English proficiency in its programs or activities.

# Veterinary Sciences

Pennsylvania Department of Education CIP Code: 51.0808

## Instructors:

**Megan Chuckery, BS, RVT, CVT** | 412.847.1883  
megan.chuckery@beattitech.com

**Jennifer Evanitsky, AST, CVT** | 412.847.1886  
jennifer.evanitsky@beattitech.com



## Industry Certifications

Purina Certified Weight Coach,  
Pet Tech First Aid,  
CPR, NAVTA Veterinary Assistant

(Approximate Cost: \$45)

## Career Potential

Bright Outlook O-Net:  
Median \$13/Hour

## Career Pathways

Animal Trainer, Non-Farm and Laboratory  
Animal Caretaker, Groomer, Animal Control  
Officer, Veterinary Assistant/ Technician

Students enrolled in the Veterinary Assistant program will experience a wide variety of care and management techniques throughout the program. Students will learn to maintain medical records, schedules, offer client education, explore authentic laboratory procedures, and assist with nursing and preparation for surgical duties, along with routine exams. Students will gain a solid foundation in the Veterinary Sciences program on which to build a post-secondary degree and entry level employment skills.

## Class Requirements

The following is to be purchased by the student:  
Scrubs

## Courses of Study

Office Procedures  
Examination Room Procedures  
Small Animal Nursing  
Surgical Assisting



For Additional Information on any of our programs, please visit [www.beattitech.com](http://www.beattitech.com)  
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Veterinary Sciences  
Technology  
Program CIP Code:  
51.0808

### ARTICULATION AGREEMENTS

A.W. Beattie Career Center  
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| College/University/<br>Technical School | Maximum<br>Number<br>of Credits | Articulated Courses –credits in ( ) | Requirements  |
|---|---------------------------------|-------------------------------------|---|
| Harcum College                          | 3                               | VET102 (3)                          | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |
| Manor College                           | 1                               | VT112(1)                            | Per POS statewide articulation agreement ( <a href="http://www.collegetransfer.net">www.collegetransfer.net</a> ) |

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Grading Procedures:

1/3 Daily Grade, 1/3 Competencies, 1/3 Tests/Written Work

Algebra I, Biology, Geometry, College Prep English I, Fundamental Computer Skills

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