Inspiring Possibilities For
STUDENTS

Career Express Online
SPRING 2021 PROGRAM CATALOG

Inspiring Possibilities

As Career Express Online embraces the complexity associated with creating an aligned, twenty-first century system to prepare students for the competitive global economy, our focus is on knowledge, skill, and innovation. Although technology investments alone cannot address the changing needs of our complex world, significant gains can be realized when technology investments are aligned with new strategies, processes, and practices.

Career Express Online is our response to the changing needs of educational delivery. Our launch of Career Express Online is intended to encourage the use of technology to complement educational pathway activities. The new economy requires a higher skill set, specifically proficient in thinking and complex communication skills, as well as the use of the most advanced methods of innovation. Our hope is that Career Express Online will enhance existing pathways and provide expanded access to high-growth and emerging industries. The goal is to empower students to imagine their futures and possibilities.

Welcome!

Advantages of Online Learning — Convenience and Flexibility

- Schedule flexibility: You can access your program at any time, from anywhere. The only things you'll need are a computer and Internet access.

- Ease of accessibility: Your program is available for you when you need it. You can review lectures, discussions, explanations, and comments. Furthermore, you will be a part of a growing online community, and will work with fellow students to share notes and learn together.

- Study time: Your lessons can be started when you are ready, paused if you need a break, and your notes are available whenever you need them.

Is Career Express Online right for you?

Are you:

- Self motivated?
  You will direct your own learning and methods to fulfill your program requirements and achieve academic success.

- An independent learner?
  You will pace yourself through each unit of your program, relieving the stress of feeling rushed or pressured, to provide yourself enjoyment in the learning process.

- Computer literate?
  You do not need to have advanced computer skills, but you will need to have a working knowledge of electronic email, the Internet, and basic keyboarding skills. You will also need internet access and a valid email address.

Do you have:

- Good time management skills?
  You will need to organize and plan your own best "time to learn". There is no one best time for everyone, but the key to your success is finding your best time.

- Effective written communication skills?
  You will be using electronic email and discussion forums to communicate with your peers and instructors. The ability to write clearly to communicate ideas and complete assignments is essential. This method will provide you with rapid feedback, as well as a means to inform your instructor of any concerns or problems you may be experiencing.

- A personal commitment to your success?

FAQs

What will my online program look like?

Your program materials are available online through a dedicated student portal. Additionally, all activities and interaction with your classmates and teacher are done using email, discussion boards, and live virtual meetings.

What computer skills do I need to take an online program?

You will need to know the following:

- How to use a word processing program, such as Microsoft Word
- How to send email
- How to use a discussion board
- How to use online video conferencing tools
- How to do basic downloads from the Internet
- How to attach files

You may also need to know, or learn:

- How to update your browser
- How to download and install special plug-ins, freeware, and demo software

Is an online program easier than traditional instruction?

No, you can expect to put in as much work towards an online program as you would in any traditional classroom.

Would I have to be online at a certain time for my program?

You will have access to your program at any time, from anywhere you can access the Internet.

What kind of technology do I need for an online program?

You will need an email account, an Internet connection, speakers, a microphone, a webcam, and access to a computer. Any additional computer software used will be freeware, demos, or trials. All of these are available at no additional cost to you.

Will there be training on how to navigate and use my student portal?

Yes, your program begins with an orientation module that walks you through the system and program tools. Your instructor is also available to help answer any questions you may have.

How do I enroll?

You can schedule an appointment with your school counselor who will explain the enrollment process and help you get started.

How much does the program cost?

All programs are available at no cost to you. However, depending on the program, you may be required to download free materials and software to your computer.

Can I leave a program once it has started?

Yes, you can schedule an appointment with your school counselor who will explain the drop procedures.

Program List

CTE Online Programs

Introduction to Careers in Criminal Justice
Introduction to Careers in Healthcare
Introduction to ICT Careers
Introduction to Manufacturing Careers
Medical Terminology
Medical Administrative Assistant—Front Office *

* - Pre-requisite Required

Program Catalog

Introduction to Careers in Criminal Justice
1 Semester

Introduction to Careers in Criminal Justice is designed to expose students to various Criminal Justice career opportunities. Throughout the course, students will learn various concepts within the Criminal Justice System and laws governing it. Students will examine ethical requirements for positions in Criminal Justice and explore the non-sworn positions in civil service. Students will review and show an understanding of court proceedings and will also examine the purpose, responsibilities and components of the correctional system, including probation and parole.

Introduction to Careers in Healthcare
1 Semester

Introduction to Careers in Healthcare is an introductory course designed for students interested in exploring career opportunities related to health and medical science. Students will research a variety of career paths, education and licensure/certification requirements, scope of work, types of interaction with clients, community needs, and the impact healthcare workers have meeting the healthcare needs of clients and patients. Also included is information about selecting, entering, and advancing in a healthcare career.

Introduction to Manufacturing Careers
1 Semester

Introduction to Manufacturing Careers introduces and exposes students to the career opportunities pertaining to the processing and production of goods. Course topics include systems pertinent to the product development and manufacturing processes, the methods used to transform materials into consumer products, as well as the skills required for entry into the industry, entrepreneurship, labor laws, and ethics. This course provides students the opportunity to learn about and work in new and innovative areas related to the Manufacturing and Product Development sector for which there is a documented and proven labor market demand.

Introduction to Information, Communication and Technology (ICT) Careers
1 Semester

Introduction to ICT Careers is designed to expose students to various concepts within the Information, Communication and Technology sector, such as networking, hardware and software support and maintenance, and database administration.

Additionally, students will engage in developing the foundational skills and aptitudes that are foundational to many of these ICT pathways and careers.

Program Catalog

Medical Terminology

1 Semester

Medical Terminology is a prerequisite for the majority of health career courses. The course is centered on the language of health care through the study of anatomy and physiology. Emphasis is on providing students with a thorough understanding of body systems and their interrelationships. The course includes advanced medical terminology as applied to diseases, disorders, and medical interventions.

Medical Administrative Assistant: Front Office *

1 Semester

This course is designed to prepare students for employment in the front office or reception area of any medical facility, with a focus on a physician's office. Students learn basic medical terminology, anatomy and physiology, patient interaction, appointment control, filing, bookkeeping, use of a computer to prepare correspondence, and data entry and retrieval.

*Pre-requisite of completion of Medical Terminology

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