High School Technical College Connection

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• Match career interests with FHTC Programs
• Explore labor data

http://libguides.fhtc.edu/careerclusters
Kansas College and Career Ready

“College and Career Ready means an individual has the academic preparation, cognitive preparation, technical skills, and employability skills to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.”

Academic Preparation, Cognitive Preparation and Technical Skills
Spartan Success

- Home Page
- Business Finance Education Plan
Welcome!

Ready to explore your education and career options? Begin making decisions about your future by choosing one of the menu items at the top of the page. You can start whenever you want to: take an assessment, explore occupations, or manage your career goals in My Portfolio.

Keep an eye on your Assessments and any Recommended Links below. These will help you keep on track with your career planning.

Assessments

Kuder Career Interests Assessment

Connect your top interests with career clusters.

Recommended Links

2014-2015 EHS Enrollment Book

(Recommended by Emporia High School)

EHS Scholarship Newsletter Oct. 2014

(Recommended by Emporia High School)

EHS Scholarship Newsletter Nov. 2014

(Recommended by Emporia High School)

ESCUELA PREPARATORIA DE LA CIUDAD DE EMPORIA MANUAL DE INSCRIPCION ESTUDIANTIL 2014-2015

(Recommended by Emporia High School)

Fira Science Degree Programs

(Recommended by Emporia High School)

Flint Hill Tech College Library Guide

(Recommended by Emporia High School)

Kansas Online Colleges & Universities

(Recommended by Emporia High School)
Spartan Success
Plan for Education

<table>
<thead>
<tr>
<th>Freshmen</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
<th>Credits</th>
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<td><strong>Career Cluster</strong></td>
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<td>CD_30_Acc. AV Technology &amp; Communications (C) (3)</td>
<td>CD_00 Finance (C) (3)</td>
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<td>PSS_01 1 to 2 Year Technical College PSS (6)</td>
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<td>PSS_04 4 Year College or University PSS (6)</td>
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<td><strong>Required Core Classes</strong></td>
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<td><strong>Language Arts</strong></td>
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<td>LA101_03 1 English 1 1 CR (3) &amp; LA101_04 2 English 2 1 CR (3)</td>
<td>LA101_05 3 English 3 1 CR (3)</td>
<td>LA101_06 4 English 4 1 CR (3)</td>
<td>LA101_07 5 English 5 1 CR (3)</td>
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<td>LA101_08 6 English 6 1 CR (3)</td>
<td>LA101_09 7 English 7 1 CR (3)</td>
<td>LA101_10 8 English 8 1 CR (3)</td>
<td>LA101_11 9 English 9 1 CR (3)</td>
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<td>MAT101_07 7 Math 7 1 CR (3)</td>
<td>MAT101_08 8 Math 8 1 CR (3)</td>
<td>MAT101_09 9 Math 9 1 CR (3)</td>
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<td>SC101_02 2 Physical Science 2 1 CR (3)</td>
<td>SC101_03 3 Physical Science 3 1 CR (3)</td>
<td>SC101_04 4 Physical Science 4 1 CR (3)</td>
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<td>SC101_07 7 Physical Science 7 1 CR (3)</td>
<td>SC101_08 8 Physical Science 8 1 CR (3)</td>
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<td><strong>Social Studies</strong></td>
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<td>HIS101_01 1 American History Survey 1 CR (3) &amp; HIS101_02 2 American History Survey 2 CR (3)</td>
<td>HIS101_03 3 American History Survey 3 CR (3)</td>
<td>HIS101_04 4 American History Survey 4 CR (3)</td>
<td>HIS101_05 5 American History Survey 5 CR (3)</td>
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<tr>
<td>HIS101_06 6 American History Survey 6 CR (3)</td>
<td>HIS101_07 7 American History Survey 7 CR (3)</td>
<td>HIS101_08 8 American History Survey 8 CR (3)</td>
<td>HIS101_09 9 American History Survey 9 CR (3)</td>
<td>3</td>
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</table>
Spartan Success
College to Career Day
Spartan Success
Learning Styles Description

- **Describe Your Learning Style**

- **Musical**
  - I like:
    - Sounds and melody
    - Rhythm
    - Playing instruments
    - Singing
  - I'm good at:
    - Producing sounds
    - Memory: Responding to sound
  - I learn best by:
    - Associating patterns
    - A musical background
    - Relating sounds

- **Visual/Spatial**
  - You may enjoy reading:

- **Logical/Mathematical**
  - Read the article by John Galski
  - Mathematics: Problem Solving and Critical Thinking

- **Verbal/Linguistic**
  - The Puzzles of Life by Peter Spence
  - The Art of the Sentence by Wayne Stenhouse
  - Singing by Rachel Stahn

- **Physical/Kinesthetic**
  - Move to the music by J. Scheur
  - Dancing to the beat by T. Williams

- **Natural**
  - Enjoy playing a musical instrument, sounds, and melody, then you may be a

- **Interest**:
  - **W Technology and Communications**
  - Therapy services, diagnostic services, health, and other related services including
  - **Health Science**
  - **Hospitality and Tourism**
  - Promoting the skills management of hospitality and other related services, travel, tourism, and events including culinary arts and lodging.
Spartan Success
Learning Styles Online

Check your learning style
### The Multiple Intelligences Table

<table>
<thead>
<tr>
<th>Intelligence</th>
<th>What Is It?</th>
<th>Students Like To</th>
<th>Students Can</th>
</tr>
</thead>
</table>
| **Logical-Mathematical** | - Approaches problems logically.  
- Understands numbers and abstract patterns.  
- Recognizes and solves problems using reasoning skills. | - Work with numbers, figure things out, and solve problems.  
- Know how things work.  
- Ask questions.  
- Exhibits precision in problem solving.  
- Think in situations in which there are clear black-and-white solutions. | - Construct Van diagrams.  
- Use patterns to reason.  
- The student demonstrates understanding using concrete objects.  
- Reread information on graphs.  
- Establish time lines and data graphs. |
| **Musical-Rhythmic** | - Sensitive to sounds in the environment, including melody and tone.  
- Aware of patterns in rhythm, pitch, and color. | - Listen to and play music.  
- Match feelings to music and stories.  
- Sing, hum, and move to music.  
- Remember and work with musical rhythms.  
- Create and replicate tunes. | - Rewrite song lyrics to teach a concept.  
- Encourage students to add music to plays.  
- Create musical movements or facial expressions to teach history through music of the period.  
- Have students learn music and talk drinking from other cultures. |
| **Naturalist** | - Sensitive to the natural world.  
- Sees connections and patterns within the plant and animal kingdoms. | - Spend time outdoors.  
- Observe plants, watch animals, and try to catch animals.  
- Use the sounds created in the natural world.  
- Notice relationships in nature.  
- Compare and classify flora and fauna. | - Use the outdoors as a classroom.  
- In the classroom, have plants and animals for which students are responsible.  
- Conduct hundreds of science experiments.  
- Create a map on the playground. |
| **Visual-Spatial** | - Receives the visual world accurately.  
- Sees internal images.  
- Thinks visually, spatially.  
- A story of relationships between objects in space. | - Construct, paint, draw, or create three-dimensional representations.  
- Look at maps.  
- Work puzzles or complex jigsaw puzzles.  
- Take things apart and put them back together. | - Give maps and maps in many different forms to express complex meanings.  
- Tell stories, riddles, or poems.  
- Read, write, or tell stories.  
- Use an expanded vocabulary.  
- Play word games.  
- Create paintings and stories using the sounds and imagery of words. |
| **Bodily-Kinesthetic** | | - Use one’s body to communicate and solve problems.  
- Rap with objects and activities involving line or gross motor skills. | - Use sports and be physically active.  
- Do crafts and mechanical projects.  
- Dance, act, or move. |
| **Verbal-Linguistic** | - Thinks in words.  
- Uses language and words in many different forms to express complex meanings. | - Tell stories, riddles, or poems.  
- Read, write, or tell stories.  
- Use an expanded vocabulary.  
- Play word games.  
- Create paintings and stories using the sounds and imagery of words. | - Read, write, or tell stories.  
- Use an expanded vocabulary.  
- Play word games.  
- Create paintings and stories using the sounds and imagery of words. |

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*Adapted from Baggegger, Sally, Sue McCurry, and Graham Wiliams. 1996. Learning styles and multiple intelligences. Reproduced through the courtesy of the publishers.*
Spartan Success
Learning Styles Test

- Check your learning style
Spartan Success
Occupational Handbook
### Occupational Outlook Handbook - Career Investigation

<table>
<thead>
<tr>
<th>Block _______</th>
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<table>
<thead>
<tr>
<th>Learning Styles</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Job title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What ______ do? What is the nature of the work?</th>
</tr>
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<table>
<thead>
<tr>
<th>Work environment and schedule</th>
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</table>

<table>
<thead>
<tr>
<th>How to become one - education, training, qualifications</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What are the pay, earnings, and benefits?</th>
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Individual pre-enrollment counseling sessions
High School Visits

Flint Hills Technical College
Business Administrative Technology (BAT)

Career Cluster Information

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, Management and Administration</td>
<td>Planning, organizing, directing, and evaluating business functions, essential to efficient and productive business operations and ownership.</td>
</tr>
<tr>
<td>Finance</td>
<td>Financing and investment planning, banking, insurance and business financial management.</td>
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</tbody>
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Job Opportunities

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project KS Job Openings 2012-2020</th>
<th>Annual Average Wage</th>
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<tbody>
<tr>
<td>Executive Secretaries &amp; Administrative Assistants</td>
<td>2,251</td>
<td>$41,701</td>
</tr>
<tr>
<td>Medical Secretaries</td>
<td>1,663</td>
<td>$29,490</td>
</tr>
<tr>
<td>Secretaries Except Legal, Medical, and Executive</td>
<td>4,202</td>
<td>$27,790</td>
</tr>
<tr>
<td>Insurance Claims and Policy Processing Clerks</td>
<td>1,075</td>
<td>$35,780</td>
</tr>
<tr>
<td>Mail Clerks and Mail Machine Operators Except Postal Service</td>
<td>504</td>
<td>$25,550</td>
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<tr>
<td>Office Clerks General</td>
<td>7,606</td>
<td>$26,500</td>
</tr>
<tr>
<td>Office Machine Operators, Except Computer</td>
<td>131</td>
<td>$26,500</td>
</tr>
<tr>
<td>Proofreaders and Copy Markers</td>
<td>58</td>
<td>$26,040</td>
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<tr>
<td>Statistical Assistants</td>
<td>18</td>
<td>$40,450</td>
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<tr>
<td>Office and Administrative Support Workers, All Other</td>
<td>624</td>
<td>$28,330</td>
</tr>
<tr>
<td>Data Entry Keyers</td>
<td>731</td>
<td>$25,380</td>
</tr>
<tr>
<td>Word Processors and Typists</td>
<td>19</td>
<td>$25,070</td>
</tr>
<tr>
<td>Desktop Publishers</td>
<td>62</td>
<td>$33,920</td>
</tr>
<tr>
<td>Legal Secretaries</td>
<td>233</td>
<td>$37,750</td>
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*Information from FHTC Library Guides (http://libguides.fhtc.edu/laborandcareerclusters)*

Cost Breakdown

<table>
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<tr>
<th>High School Online Fee per Credit Hour</th>
<th>Undergrad Online Fee per Credit Hour</th>
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<tr>
<td>Tuition paid by state $5 fee per credit hour</td>
<td>$185</td>
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