High School Technical College Connection

Janet Anderson-Story, FHTC, Librarian
Kim Dhority, FHTC, Director Instructional Design Center
Joy Haegert, Emporia High School, Counselor
Carmaine Ternes, Emporia High School, Librarian
- 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
Spartan Success

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](image)

Start

Recommended Links

<table>
<thead>
<tr>
<th>Link</th>
<th>Recommended by Emoria High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015 EHS Enrollment Book</td>
<td></td>
</tr>
<tr>
<td>EHS Scholarship Newsletter Oct. 2014</td>
<td></td>
</tr>
<tr>
<td>EHS Scholarship Newsletter Nov. 2014</td>
<td></td>
</tr>
<tr>
<td>ESCUELA PREPARATORIA DE LA CIUDAD DE EMPORIA MANUAL DE INSCRIPCION ESTUDIANTE 2014-2015</td>
<td></td>
</tr>
<tr>
<td>Fira Science Degree Programs</td>
<td></td>
</tr>
<tr>
<td>Flint Hill Tech College Library Guide</td>
<td></td>
</tr>
<tr>
<td>Kansas Online Colleges &amp; Universities</td>
<td></td>
</tr>
</tbody>
</table>
Spartan Success
Plan for Education

![Spartan Success Plan for Education](image_url)
Spartan Success

Learning Styles Description

Describe Your Learning Style

- **Verbal/Linguistic**
  - Listen and learn by narrative, story, and conversation
  - Enjoy reading and written material

- **Visual/Spatial**
  - Perceive and absorb information through visual images and spatial relationships
  - Enjoy art, design, and architecture

- **Kinesthetic**
  - Learn by doing and physical activity
  - Enjoy sports and hands-on projects

- **Tactile/Physical**
  - Learn through touch and physical sensations
  - Enjoy manipulating objects and tactile experiences

- **Natural**
  - Learn through the natural world and outdoor experiences
  - Enjoy nature, gardening, and outdoor activities

- **Logical/Mathematical**
  - Learn through logic, analysis, and problem-solving
  - Enjoy math, science, and logical reasoning

- **Social/Interpersonal**
  - Learn through social interaction and communication
  - Enjoy group discussions and collaborative projects

- **Musical**
  - Learn through music and auditory experiences
  - Enjoy playing a musical instrument, sounds, and melody

You may enjoy reading:

- Crank by Ellen Hopkins
- Bel Canto by Anna Patchett
- Singsalong by Jacqueline Thomas

**Interests:**

- Technology and Communications
- Health Science
- Hospitality and Tourism

**Focus:**

- Therapeutic services, diagnostic services, health technology research and development.
- Promoting the skills management of restaurants and other food-related services, travel, tourism, and events including culinary arts and lodging.
Spartan Success
Learning Styles Online

Discover your Learning Styles - Graphically!

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, figures, functions, and mathematical situations.  
- Know how things work.  
- Ask questions.  
- Exhibits precision in problem solving.  
- Plans in situations in which there are clear black-and-white solutions. | - Construct Venn diagrams.  
- Use graphs of many types.  
--Creates demonstrations understanding using concrete objects.  
- Presents information in graphs.  
- Establishes time lines and draw charts. |
| **Musical-Rhythmic**   | - Sensitive to numbers and patterns, including melody and tone.  
- Awareness of patterns in rhythm, pitch, and sound. | - Listen to and play music.  
- Match feelings to music and lyrics.  
- Sing, hum, and move to music.  
- Remember and work with various musical forms.  
- Create and replicate music. | - Rewrite song lyrics to teach a concept.  
- Encourage students to add music to plays.  
- Create musical instruments that students compose through music of the period.  
- Help students learn music and folk dancing from other cultures. |
| **Naturalist**         | - Sensitive to the natural world.  
- Sees relationships and patterns within the plant and animal kingdoms. | - Spend time outdoors.  
- Observes plants, animals, and birds.  
- Visits the natural world.  
- Notices relationships in nature.  
- Composes and displays fruits and leaves. | - Use the outdoors in a classroom.  
- In the classroom, have plants and animals for which students are responsible.  
- Conduct hundreds of science experiments.  
- Create a game to play in the playground. |
| **Visual-Spatial**     | - Receives visual information accurately.  
- Sees and hears images.  
- Thinks visually.  
- -Imagines a story of relationship between objects in space.  
- Doodle, paint, draw, or create three-dimensional objects.  
- Look at maps.  
- Work puzzles or complex tasks.  
- Take things apart and put them together.  
- Dance maps and motion.  
- Learns mathematical minds.  | - Doodle, paint, draw, or create three-dimensional objects.  
- Think visually.  
- Look at maps.  
- Work puzzles or complex tasks.  
- Take things apart and put them together.  
- Dance maps and motion.  
- Learns mathematical minds. | - Orients in space using maps and directions.  
- Plucks, sorts, and puts things back together.  
- Use the visual/spatial intelligence to design buildings, play chess, or rate others. |
| **Verbal-Linguistic**  | - Think in words.  
- Uses language and words in many different forms to express complex meanings. | - Talks, reads, or uses language.  
- Read, write, or tell stories.  
- Use an expanded vocabulary.  
- Play word games.  
- Create poems and stories.  | - Write with sounds and stories.  
- Use the verbal-linguistic intelligence to design buildings, play chess, or rate others. |

**Note:** The table above is based on the research of Howard Gardner, who developed the theory of multiple intelligences. The table lists various types of intelligences and examples of how people can learn and develop skills using each type. The table is designed to help educators and students understand and support diverse learning styles.
Spartan Success
Learning Styles Test

- Check your learning style
Spartan Success
Occupational Handbook

This is a guide to career information about hundreds of occupations!

**SELECT OCCUPATIONS BY**

- **2012 Median Pay**
- **Entry-Level Education**
- **On-the-job Training**
- **Number of New Jobs (Projected)**
- **Growth Rate (Projected)**

**FEATURED OCCUPATION**

**Teacher Assistants**

Teacher assistants work under a teacher’s supervision to give students additional attention and instruction.

**A-Z INDEX**

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y
- Z

**BROWSE OCCUPATIONS**

- Highest
- Fastest Growing
- Most New Jobs
<table>
<thead>
<tr>
<th>Occupational Outlook Handbook - Career Investigation Name ____________</th>
<th>Block _________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Styles</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job title</strong></td>
<td></td>
</tr>
<tr>
<td>What ______ do? What is the nature of the work?</td>
<td></td>
</tr>
<tr>
<td><strong>Work environment and schedule</strong></td>
<td></td>
</tr>
<tr>
<td><strong>How to become one - education, training, qualifications</strong></td>
<td></td>
</tr>
<tr>
<td><strong>What are the pay, earnings, and benefits?</strong></td>
<td></td>
</tr>
</tbody>
</table>
• Individual pre-enrollment counseling sessions
High School Visits

Flint Hills Technical College
Business Administrative Technology (BAT)

Enrollment Information

Description: Technical Certificate and AAS degree programs prepare graduates to perform numerous office activities (accounting, filing, the latest software) as well as specialize in legal, accounting, or administrative office skills.

Admissions Criteria:
- Application
- One of the following entrance exams:
  - ACT scores of English: 11, Reading 13 and Math 15
  - Asset scores of Writing 35, Reading 35, and Math 33
  - Compass scores of Writing 25, Reading 61, Pre-Alg. 30, Alg. 25, College Alg. 18.
- Fall & Spring entry points.
- You must be a junior or senior in order to attend the program.

Required Courses for Technical Certificate

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAT 101</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BAT 123</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BAT 125</td>
<td>Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>BAT 129</td>
<td>Poster Point</td>
<td>3</td>
</tr>
<tr>
<td>BAT 132</td>
<td>Database Management</td>
<td>2</td>
</tr>
<tr>
<td>BAT 133</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BAT 134</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>BAT 136</td>
<td>Leadership 1</td>
<td>3</td>
</tr>
<tr>
<td>BAT 137</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>BAT 139</td>
<td>Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BAT 141</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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>
</tr>
</tbody>
</table>

Job Opportunities

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project KS Job Openings 2012-2020</th>
<th>Annual Average Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Secretaries &amp; Administrative Assistants</td>
<td>2,201</td>
<td>$31,701</td>
</tr>
<tr>
<td>Medical Secretaries</td>
<td>1,603</td>
<td>$25,430</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>
</tr>
<tr>
<td>Office Clerks General</td>
<td>7,906</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>
</tr>
<tr>
<td>Statistical Assistants</td>
<td>18</td>
<td>$40,450</td>
</tr>
<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>$25,360</td>
</tr>
<tr>
<td>Word Processors and Typists</td>
<td>19</td>
<td>$20,070</td>
</tr>
<tr>
<td>Desktop Publishers</td>
<td>82</td>
<td>$33,920</td>
</tr>
<tr>
<td>Legal Secretaries</td>
<td>233</td>
<td>$32,750</td>
</tr>
</tbody>
</table>

*Information from FHTC Library Guides (http://libguides.fhtc.edu/laborandcareerclusters)

Cost Breakdown

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

• Janet Anderson-Story
  • janderson@fhtc.edu
  • 620-341-1323

• Kim Dhority
  • kdhority@fhtc.edu
  • 620-341-1345

• Joy Haegert
  • joy.haegert@usd253.net
  • 620-341-2374

• Carmaine Ternes
  • carmaine.ternes@usd253.net
  • 620-341-2365