CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 8

MEETING DATE: Thursday, May 25, 2017
AGENDA ITEM #: 11.A.
ITEM: WORKFORCE DEVELOPMENT INFORMATION

RECOMMENDED ACTION:
No action is recommended.
Career Online High School

Overview
Contra Costa County Library, in partnership with the California State Library and Gale, part of Cengage Learning, will be offering adults the opportunity to earn an accredited high school diploma and career certificate online through Career Online High School (COHS).

The library’s pilot program will launch on September 12, 2016 and will provide scholarships to 10 qualified adult learners.

Program Quick Facts
- Adult learners earn both their high school diploma and a certificate in their chosen career area*.
- Courses are taught in an online learning environment available 24 hours a day, 7 days a week.
- The program is self-paced but adult learners should plan to devote at least 8-10 hours each week to coursework. The program consists of 18 credits total, and each credit is designed to be completed over the course of one month.
- It may be possible to transfer credits from previously completed accredited high school courses, shortening the completion time to as few as five months. Learners will be given up to 18 months to complete the program.
- Each learner is assigned an academic coach from Gale who offers ongoing support and additional instructional help when needed. The coaches are available via phone or email.

Applicant Requirements
- 19 years of age or older
- Live in Contra Costa County
- Have a Contra Costa County Library card in good standing
- Be comfortable reading, writing and speaking English
- Have basic computer and internet skills
- Have access to a desktop computer or laptop
- Have a working email address
- Have completed at least the eighth grade
- Be willing to spend 8-10 hours a week on coursework
How it works:
1. Potential applicants learn about the program
2. Complete the online self-assessment
3. Enroll in and complete a prerequisite career course within two weeks
4. Complete a personal interview with CCCL staff
5. Qualified applicants are awarded a scholarship (first come; first qualified)
6. Complete coursework within 18 months
7. Graduate

*Career Modules
(the coursework does not certify the learner in the modules below, but will prepare the learner to take a certification exam)
- General Career Preparation
- Child Care and Education
- Retail and Customer Service Skills
- Food and Customer Service Skills
- Homeland Security
- Office Management
- Certified Protection Officer
- Certified Transportation Services

For more program information, visit: http://www.careeronlinehs.gale.com/ca/

Beginning Sept. 12, 2016, enrollment information and active links to the Self-Assessment will be available online at ccclib.org.

Career Online High School is accredited by the AdvancED Accreditation Commission, the national commission that confers the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), North Central Association Commission on Accreditation and School Improvement (NCA CASI), and the Northwest Accreditation Commission (NWAC) accreditation seals.
Imagine if you couldn’t read a job application, your bills or contracts, instructions on your medication, a story to your child, the newspaper or a ballot.

READING UNLOCKS DOORS TO
- A better job
- Financial and physical health
- Involved parenting
- Community involvement
- Confidence to move beyond the limits imposed by low level literacy skills

To enroll in Project Second Chance as a student or tutor, contact us:
Central: (925) 927-3250
East: (925) 754-8317
West: (510) 527-7558
psc@ccclib.org | ccclib.org/psc

FREE TUTORING
Reading - Writing - Spelling
by volunteers of the
Contra Costa County Library

Once you learn to read, you will be forever free.
- Frederick Douglass
ABOUT US
Project Second Chance (PSC), the Contra Costa County Library's adult literacy program, was founded in 1984 to offer free, confidential, one-on-one literacy instruction to adults who struggle with reading, writing, and spelling. PSC has helped more than 5,700 adults accomplish goals such as read to their children, advance at their jobs, and vote.

OUR TUTORS are volunteers who are kind, patient, compassionate and well-trained.
- Must complete a 14-hour PSC training program (professional teaching experience is not necessary)
- Are over 21 years of age
- Are willing to meet with a student for a 90-minute lesson twice a week
- Commit to volunteering with PSC for at least one year

OUR STUDENTS read or write below a 6th grade level and may have trouble with basic spelling. Adults with dyslexia/learning disability are welcome.
- Must have time for tutoring twice a week, for 90 minutes each lesson
- Attend tutoring for at least 6 months
- Establish goals and participate in the choice of tutoring materials

"This program gives gifts and miracles." - Joe, student

"A year ago this person couldn't say the alphabet straight through, and now she can READ!" - Jill, tutor

"I can no longer say that I cannot read. It is a new day for me." - Mindy, student