

Career Launch Endorsement Review (CLER) Application



INSTITUTION CENTRALIA COLLEGE

PROPOSED PROGRAM BUSINESS TECHNOLOGY

Please note: **Registered Apprenticeship programs become automatically endorsed for Career Launch.**
You need not submit an application. You will be contacted with information this fall.

CONTACT INFORMATION

Name: KATIE ADEN

Title: CAREER AND TECHNICAL EDUCATION - NAVIGATOR

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10/10/2019

Chief Academic Officer

Date

Application contact: Scott A. Copeland
Associate Director, College Relations and Policy Guidance
Education Division
Washington State Board for Community and Technical Colleges
Office: 360-704-4397
Cell: 360-791-6026

*Applications are reviewed monthly and are due the first business day of the
month.* Electronic submissions only to scopeland@sbctc.edu

Introduction

The Career Launch Program Endorsement recognizes high-quality career connected learning opportunities addressing persistent educational opportunity gaps, meeting the talent needs of employers and leading to academic learning and building awareness of, exposure to, and preparation for career opportunities.

Application Materials

The following checklists outline the specific requirements for a CLER application. Additional evidence (e.g. existing program outcomes) may be submitted with your checklist responses.

Please note the following:

- Respond completely to the following three (3) checklists in your submission packet.
 - Page limit: 20 pages, including letters of endorsement and letters of employer partners.
 - Submit your completed application to Scott Copeland at scopeland@sbctc.edu.
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Program Checklist

- P1. Program description including length of program in years and total hours (including split between classroom and worksite).

The Business Technology Program at Centralia College provides a broad business background and specialized training in office skills to prepare students for jobs as administrative assistants. Students will be prepared for entry-level employment as office assistants, receptionists, and transcriptionists in general offices, schools, government agencies or in medical and legal offices.

Centralia College's Associate in Applied Science Degree with an emphasis in Administrative Assistant is a two year program resulting in approximately 96 credits. Students achieving the Administrative Assistant AAS degree will accumulate 814 hours of lecture, 374 hours of lab, and 150 hours at a worksite. In total, students will gain 1,338 hours of comprehensive classroom and worksite time combined.

Another pathway that Centralia College Business Technology students can take is to shift their administrative assistant degree to a medical administrative assistant degree. The educational planners are similar with some basic computer classes being removed and medical procedural classes added. Educational planners are attached.

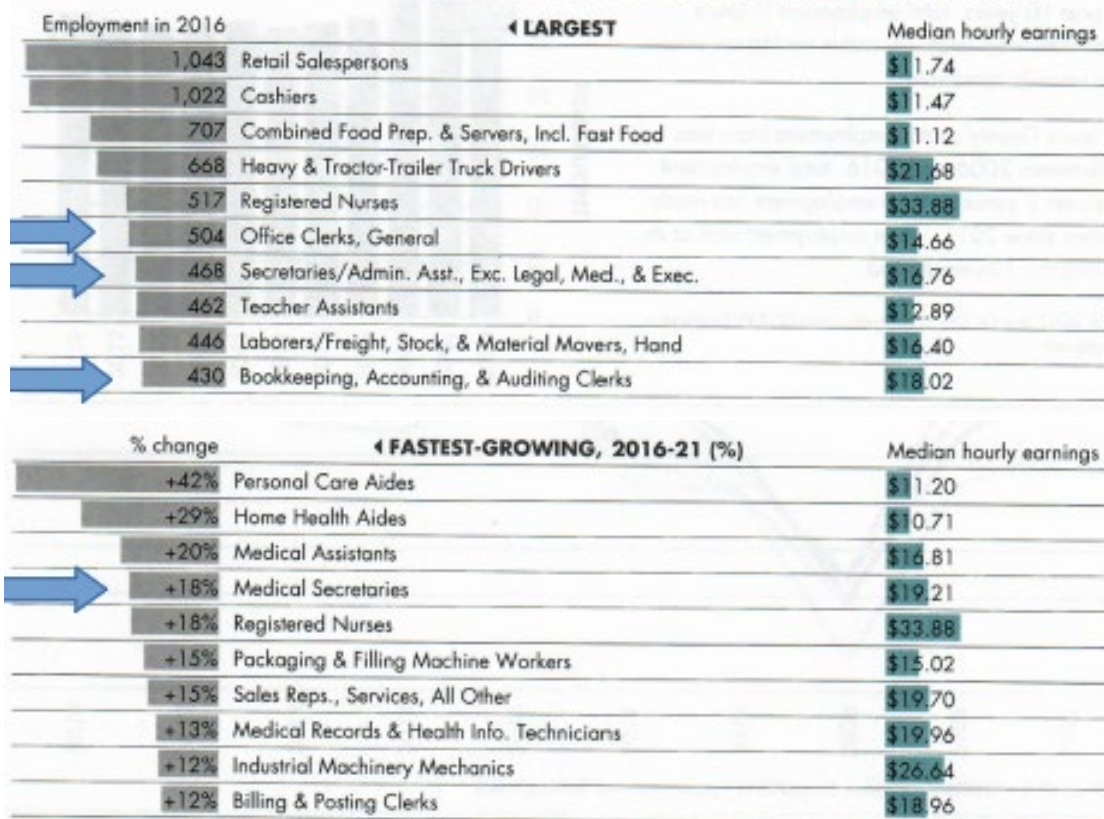
- P2. Estimated number of hours per week at worksite and in classroom (this approach may shift throughout the program).

Students obtaining their Associate in Applied Science - Administrative Assistant degree from Centralia College will acquire an estimated 18 hours a week in the classroom over the two year program. The time estimated a worksite will span over a 22-week period resulting in approximately 7 hours a week. This can be modified to span over an 11-week period resulting in an estimated 14 hours a week at a worksite.

P3. Demonstration of labor market demand for specified skills/career in local region

Centralia College is located in the heart of Lewis County and is part of the Pacific Mountain Workforce including Grays Harbor, Mason, Thurston, Pacific and Lewis Counties. According to the Workforce Development Training Needs Gap Analysis of Lewis County (2017), Secretaries/Administrative Assistants are one of the highest demand occupations based on a variety of factors. These positions employed a substantial 468 people in 2016. Above that were Office Clerks, employing 504 people in 2016. Bookkeeping, Accounting, & Auditing Clerks also made the top 10 occupations coming in at number 10 with 430 people employed in 2016. Centralia College’s Business Technology Program also has a pathway for students in becoming Medical Secretaries. This occupation is referred to as one of the fastest growing occupations in Lewis County with an astounding increase of 18% growth.

FIGURE 35. TOP 10 OCCUPATIONS, BASED ON VARIOUS INDICATORS, LEWIS COUNTY



The Pacific Mountain Ten-Year Occupational Employment Projections done by the Washington Employment Security Department, Labor Market and Economic Analysis Branch, shows jobs related to the field of secretary and administrative assistant can expect to have a steady increase over the next ten years. Estimated employment for Secretaries and Administrative Assistants in 2020 is 5,303 and by 2027 is estimated at 5,558 with an average annual growth rate of 1.16%. There will be approximately 60 annual job openings due to growth and an average of 1,540 total openings from 2017-2022. Estimated employment for Receptionists and Information Clerks in 2020 is 1,757 and by 2027 is estimated at 1,904 with an average annual growth rate of 2.00%. There will be approximately 34 annual job openings due to growth and an average of 653 total openings from 2017-2022. Office and Administrative Support occupations have an estimated employment of 29,820 in 2020 and is expected to grow to 31,440 by 2027 with an average annual growth rate of 1.26%. There will be approximately 368 annual openings due to growth, and 9,584 annual total openings.

These jobs are hiring consistently and at a steady rate. There are a vast variety of job opportunities for students to choose from, and the rate of employment is inclining. These jobs are in demand not only for Lewis County, but for the Pacific Mountain Workforce, and the nation as a whole.

Occupational employment projections, June 2019
Pacific Mountain

Source: Employment Security Department/LMEA

SOC code	Occupational title	Estimated employment 2017	Estimated employment 2018Q2	Estimated employment 2020Q2	Estimated employment 2022	Estimated employment 2027	Avg Annual Growth Rate 2018-2020	Avg Annual Growth Rate 2017-2022	Avg Annual Growth Rate 2022-2027	Avg annual opening due to growth 2018Q2-2020Q2	Avg annual opening due to growth 2017-2022	Avg annual opening due to growth 2022-2027	Avg annual total openings 2018Q2-2020Q2	Avg annual total openings 2017-2022	Avg annual total openings 2022-2027
43-0000	Office and Administrative Support Occupations	28,404	29,243	29,820	30,245	31,440	0.98%	1.26%	0.78%	282	368	240	9,564	9,584	9,945
43-4171	Receptionists and Information Clerks	1,622	1,703	1,757	1,791	1,904	1.57%	2.00%	1.23%	27	34	23	654	653	693
43-6000	Secretaries and Administrative Assistants	5,048	5,205	5,303	5,348	5,558	0.94%	1.16%	0.77%	48	60	42	1,543	1,540	1,598
43-6013	Medical Secretaries	377	383	400	419	465	2.20%	2.13%	2.11%	8	8	9	119	121	135
43-6014	Secretaries and Administrative Assistants, Except Legal	3,716	3,848	3,939	3,998	4,193	1.18%	1.47%	0.96%	46	56	39	1,182	1,182	1,235
43-9000	Other Office and Administrative Support Workers	6,278	6,557	6,703	6,800	7,087	1.11%	1.61%	0.83%	71	104	57	2,321	2,323	2,417

The Washington Occupation Information Service has Secretaries and Administrative Assistants listed as in demand for our target area. Current employment from Grays Harbor, Lewis, Mason, Pacific, and Thurston counties is listed at 3,938 with a projected 12.5% growth over the next ten years and 499 annual openings. There are immense opportunities for our students to begin great careers upon leaving Centralia College!

Employment and outlook

Washington outlook

The table below provides information about the number of workers in this career in various regions. It also provides information about the expected growth rate and future job openings.

Secretaries, Except Legal, Medical, and Executive (SOC 43-6014)

Location	Current employment	Growth over 10 years		Annual openings
		This occupation	All occupations	
Washington	42,756	14.1%	17.0%	5,490
Adams, Chelan, Douglas, Grant, and Okanogan Counties	1,487	14.9%	13.7%	193
Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla, and Whitman Counties	1,496	10.2%	11.5%	183
Benton and Franklin Counties	1,800	14.7%	14.4%	233
Clallam, Jefferson, and Kitsap Counties	1,922	17.0%	13.3%	257
Clark, Cowlitz, and Wahkiakum Counties	3,013	17.2%	18.7%	402
Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties	3,938	12.5%	12.9%	499
Island, San Juan, Skagit, and Whatcom Counties	2,467	13.5%	13.5%	315
King County	13,658	14.5%	21.5%	1,759
Kittitas, Klickitat, Skamania, and Yakima Counties	1,790	11.9%	13.0%	224
Pierce County	4,057	13.2%	15.5%	515
Snohomish County	3,259	12.7%	12.0%	410
Spokane County	3,423	13.1%	13.6%	435
United States	2,536,200	-6.5%	7.4%	244,300

P4. Projected count of student enrollment, student completion, and anticipated employer participation for 5 years, post-pilot.

Projected count of student enrollment for Centralia College's Associate in Applied Science Business Technology degree is estimated at 26. Out of those 26 students we anticipate approximately 80% will complete the program. We can estimate that 50% of those students completing the program will

participate in the Career Launch program, giving us a projected 10-11 students. We anticipate employer participation to increase based on outreach to local companies, and having the word spread around our community of Centralia Colleges Career Launch Program.

- P5. Concise description of development process to create the Career Launch program (e.g. who was involved, when, how was the program piloted, etc.)

The first meeting regarding Centralia College's career launch was on September 3, 2019 and was comprised of:

- Joyce Hammer – Vice President of Instruction
- Jake Fay – Dean of Instruction; Industrial and Healthcare
- Connie Smejkal – Dean of Instruction; Business, Education and Family Development
- Kelli Bloomstrom – Dean of Instruction; Transitional Studies & CC East
- Monica Brummer – Program Coordinator; Financial Aid
- Katie Aden – Career and Technical Education Navigator

The Career Launch program was developed through an intensive look at programs who meet specific needs for our community as well as outlook of labor market trends that maintain steady employment and continued growth. Communication with local industry employers as well as faculty was a fundamental outcome to gaining partnership for Career Launch students and maintain sustainability for future students in years to come. Conversations were struck up with the local school districts (Centralia and Chehalis) as well as their foundations to explain and express the need for Career Launch Programs. It was vital to inform the community about what Centralia College is planning to implement. Collaboration was made with directors of funding sources from WorkFirst, WorkSource, and BFET to gain feedback on insight from their perspective.

- P6. Signed letter of endorsement from all relevant partners, stakeholders and regional networks (including employers, labor organizations, academic institutions, community-based organizations, individuals, and other relevant stakeholders in support of the proposed Career Launch program). Regional network endorsement preferred.

See Attachments – Endorsements From:

1. Port of Chehalis
2. Centralia College – Business Office
3. Centralia College – Instruction Office
4. Valley View Health Center

With Centralia College being the 2nd largest employer in Lewis County, we have a magnitude of departments and offices on our campus that are willing to hire our Business Technology students for Career Launch. Communication has been made around campus and verbal agreements have been made with excitement.

- P7. Description of resources, supports, or other processes to recruit and support students from underserved backgrounds (e.g. including students of color, students from low income families, English language learners, students with disabilities, foster students, students experiencing homelessness, students from single parent homes, and other populations that face barriers to employment); or create an implementation plan to do so.

Centralia College has created a position this year of the Career and Technical Education Navigator. This role for the college serves as a primary point of contact for K-12 partners and industry partners

to facilitate guided pathway guidance for CTE students from high school to college and to the workplace! This position and role in the community makes us stand out from other educational programs! Developing relations with and collaborating with K-12 partners to facilitate dual credit opportunities for students will ensure the community is gaining knowledge and encourage students to get a jump start on CTE & Career Launch Programs. The CTE Navigator will coordinate field trips for K-12 students to come to campus, participate in hands-on activities, and meet program faculty. Developing relationships with local industry and advisory boards to determine employer workforce needs will be key in ensuring career launch programs are up to industry standards and students are well prepared for the workforce! The navigator position is the first point of contact for student assistance in locating school resources, monitoring progress and connecting students with industry! This role for Centralia College is going to be undoubtedly beneficial for our Career Launch Programs and student success!

In addition to the Career and Technical Education Navigator position, other recruitment strategies are: Financial Aid holds FAFSA Fridays in addition to visiting local high schools to promote financial aid; Informational materials in Spanish about program/class offerings for ELL students and families; Outreach to College Bound students; Outreach to students that have applied for Financial Aid with incomplete files; Representatives from Financial Aid travels to Centralia College East to answer general admission questions, promote BFET, WorkFirst and Opportunity Grant, and to aid in completion of FAFSAs.

Further Resources and Support and Centralia College: BFET (Basic Food Employment and Training) funding; Instructional Techs hired to work with ELL students; Opportunity Grant funding; Representatives from Enrollment Services, Counseling, and Teacher Education, Family Development and Business attended statewide conference to learn about Passport and McKinney-Vento programs and scholarships. They are also campus point of contacts; TRiO (Student Support Services, Talent Search, and Upward Bound); Veterans Gap Funding (helps recently release veterans with funding before their Veterans Administration Educational Benefits become active); Veterans, and eligible spouses and dependents and some students with disabilities are authorized to register during Early Registration; Volunteers provide ELL students with in-classroom support; WorkFirst funding.

Industry-Related Checklist

I-R1. Address of worksite(s) where Career Launch students will complete supervised training.

EMPLOYER	WORKSITE	CITY	STATE	ZIP
PORT OF CHEHALIS	321 MAURIN RD	CHEHALIS	WA	98532
CENTRALIA COLLEGE	600 CENTRALIA COLLEGE BLVD	CENTRALIA	WA	98531
	<i>BUSINESS OFFICE</i>			
	<i>INSTRUCTION OFFICE</i>			
VALLEY VIEW HEALTH CENTER	2690 NE KRESKY AVENUE	CHEHALIS	WA	98532

I-R2. Hourly wage for Career Launch participants.

EMPLOYER	HOURLY WAGE
PORT OF CHEHALIS	\$13.50 - \$18.00
CENTRALIA COLLEGE	
<i>BUSINESS OFFICE</i>	\$13.50
<i>INSTRUCTION OFFICE</i>	\$13.50
VALLEY VIEW HEALTH CENTER	\$13.50 - \$15.00

I-R3. List of entry-level positions and associated job descriptions for which a Career Launch student would be eligible for upon completion.

Office Assistant:

Handle organizational and clerical support tasks. This may include organizing files, scheduling appointments, writing copy, proofreading, receiving guests and more, depending on the company and its needs.

Secretary:

Help an organization run smoothly, taking care of admin and organizational tasks. Answer phone calls, handle correspondence, arrange appointments, filing, prioritizing workloads, and other tasks assigned to front office.

Administrative Assistant:

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Office Clerk:

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Medical Secretary (if medical pathway is chosen):

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

I-R4. List of specific skills and competencies required for completion of Career Launch program, with demonstrated alignment to entry-level positions, job descriptions, and average local salary ranges.

Employers are asking for clerical skills, data entry skills, Word and Excel experience, communication/customer service skills, as well as sorting and filing skills. Specific courses and descriptions adhering to demonstrated alignment with job descriptions and employer needs.

CORE CLASSES: ADMIN ASSISTANT & MEDICAL ADMIN			
EMPLOYER NEEDS	COURSE	TITLE	DESCRIPTION
CLERICAL & DATA ENTRY	BTEC 102	SKILLBUILDING I	Individualized program for improving keyboarding techniques and increasing speed and accuracy.
	BTEC 110	BUSINESS ENGLISH	This course provides a basis for producing office documents. Topics include editing skills including grammar, punctuation, proofreading, and spelling. Basis for medical documentation, business communications, and office procedures.
	BTEC 120	APPLIED BUSINESS MATH	Fundamental arithmetic skills applied to a wide range of business activities. Topics include: banking, discounts, payroll, simple interest, markups and markdowns and promissory notes.
	BTEC 220	TEN-KEY CALCULATOR	Touch control of the 10-key calculator with emphasis on speed and accuracy.
	ACCT 110	PRACTICAL ACCOUNTING I	Emphasizes fundamental principles of double-entry accounting as applied to bookkeeping systems.
	ACCT 120	PRACTICAL ACCOUNTING II	Accounting theory as applied to bookkeeping systems. Focuses on accounting for payroll, merchandise sales and purchases, cash receipts and payments, preparation of the worksheet and annual financial statements.
	BTEC 205	OUTLOOK	This course covers assorted tasks in Microsoft Outlook. Send email messages, schedule meetings, maintain calendars, manage tasks.
WORD & EXCEL	BTEC 210	WORD I	Course covers Microsoft Word in depth: document preparation, formatting, graphics, WordArt, SmartArt, tabs, columns, sorting, mail merge, styles, Quick Parts, headers/footers, references. Formatting documents to business standards.
	BTEC 219	WORD II	This course covers advanced Microsoft Word features such as: textboxes, outlines, multilevel lists, sections, translator, AutoCorrect, Building Blocks, Quick Parts, macros, bibliographies, citations, footnotes, endnotes, formal reports, table of contents, indexes, and fill-in forms.
	BTEC 214	EXCEL I	A hands-on approach for beginning through intermediate level applications of Excel spreadsheet using a variety of business applications. Students will learn formulas, charts, formatting, and management of Excel files.
COMMUNICATION & CUSTOMER SERVICE	BTEC 221	BUSINESS COMMUNICATIONS	Applying principles of effective written and oral business communications. Students will be able to produce effective digital media pieces, positive, negative, and persuasive messages, informal reports, and a resume and cover letter.
	HR 110	HUMAN RELATIONS – WORKPLACE	The study of behavior, personality, self-management, self-development, and elementary business psychology of the workplace. Focus on understanding and demonstrating skills imperative to workplace success including communications, personal attitude, motivation, and workplace etiquette.
SORTING & FILING	BTEC 233	RECORDS MANAGEMENT	Principles and procedures for records management and storage. Practice in indexing, coding, and filing for alphabetic, numeric, subject, and geographic systems.

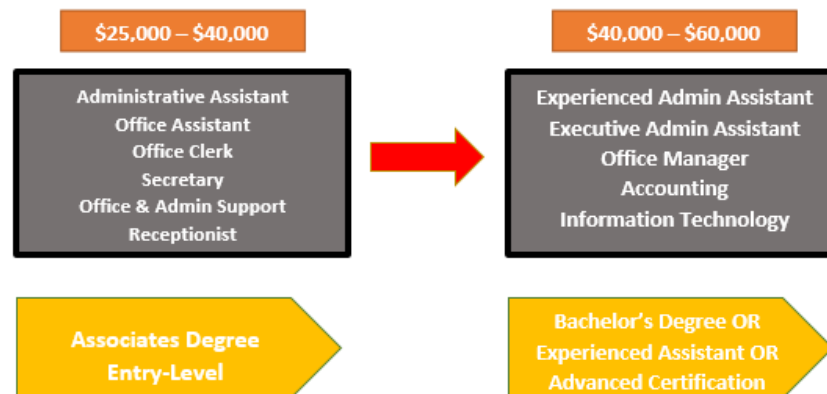
I-R5. Employer attests that Career Launch program is in compliance with required federal, state, and local regulations.

Verification has been made that Centralia College, Port of Chehalis, and Valley View Health Center are all in compliance with required federal, state, and local regulations. Memorandums of understanding are kept on file in the Career and Technical Education office.

I-R6. Employers will outline a student supervision and mentorship model.

EMPLOYER	SUPERVISION/MENTORSHIP MODEL
Port of Chehalis	Students will be placed under the direction of an experienced port employee, instructed and then supervised as they perform assume new tasks.
Centralia College: Business Office	Students will be supervised by the office supervisor. Student will be given instruction for tasks by either the supervisor or experienced staff in the office and can ask for additional guidance from the staff or supervisor if needed.
Centralia College: Instruction Office	Inclusion in our office staff meetings and periodic review of performance on tasks that have been assigned to them and as well as what is covered in their position description. Students are mentored by each of our staff who provide work to the student. Feedback is provided to our office manager on topics that are needed performed well and/or that may need addressed.
Valley View Health Center	Student will be trained in office procedures by a veteran staff member. Clear communication of what is expected of student will be given, role expectations, and timely feedback on performance successes and developmental opportunities. Periodic meetings with staff will take place.

I-R7. Description of common career pathway(s) beginning with entry-level position specified with demonstration of likely salary growth over specified time period.



As administrative assistants gain experience they can advance to more senior roles with greater responsibility. An entry-level administrative assistant can advance to an executive assistant with experience or even an office manager. Many times experience and knowledge of the company's operations and standards will leverage you to a higher role within the company. Employees who stay with the same company and gain a vast knowledge and understanding of policies and procedures are many times rewarded with advancement opportunities. In some cases there are advancement opportunities by moving to different departments within the company such as accounting or information technology, gaining formal qualifications and advanced certifications will improve an administrative assistants chances of transitions. Information from "[43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive](#)" by the National Center for O*NET Development. Used under the [CC BY 4.0](#) license. Centralia College has a pathway for students to attain these higher level jobs. We offer a Bachelor's Degree in Applied Management that will allow occupational growth for students wishing to pursue further education in Business Technology!

I-R8. Demonstrated competency alignment with relevant professional standards for specified entry-level positions when applicable.

Course objectives are vetted through the advisory board to ensure that the program is providing education for students that is up to date, relevant, and current to business, industry, labor and employment practices. Centralia College's Business Technology program with an emphasis in Administrative Assistant ensures students have exceptional competency in computer skills including Intro to Windows OS, Word I, Word II, Excel I, Outlook, Ten-Key Calculator, Desktop Publishing, and PowerPoint. Ethical classes for the workplace are implemented to include Business Law, Business Communication, Safety & Fitness, and Human Relations – Workplace. Other courses of competency for readiness in the workplace include Skill building, Business English, Business Math, Practical Accounting I & II, Intro to Business, Basic Computer Accounting, and Office Procedures.

I-R9. Signed letter from employer's partners attesting that Career Launch completers will be ready for specified entry-level jobs, including an optional, non-binding commitment estimating number of Career Launch completers they plan to interview/hire over the first three years of the program.

Memorandums of Understanding are kept on file in the Career and Technical Education office at Centralia College from employers attesting that Career Launch completers will be ready for specified entry-level jobs. Port of Chehalis has stated that they would hire 1-4 career launch completers over a 3-year period. Centralia College Business Office will hire 1-2 career launch completers over a 3-year period. Centralia College Instruction Office will hire 1 student every 2 years. Valley View has stated they will hire 2-4 career launch completers over a 3-year period.

Academic-Related Checklist

A-R1. List of academic institution(s) providing career-aligned instruction for Career Launch program.

Centralia College
600 Centralia College Blvd
Centralia, WA 98531

Other local academic institutions providing Administrative Assistant Associate degrees in Business Technology:

- Green River Community College (Auburn, WA)
- Olympic College (Bremerton, WA & Shelton, WA)
- Pierce College (Lakewood, WA)
- South Puget Sound Community College (Olympia, WA)

A-R2. Curriculum scope and sequence aligned to skills and competencies provided in employment checklist.

Centralia College's AAS in Administrative Assistant align to skills and competencies through course curriculum and objectives. Students who successfully complete this program should be able to: Demonstrate the ability to keyboard with speed and accuracy; File correctly using

alphabetic, numeric, geographic, and subject filing system; Apply rules of grammar, punctuation, and spelling in written and oral communications; Prepare documents using advanced features in word processing software; Format basic business letters, memos, reports, tables, and newsletters to office standards; Solve basic business math problems; Analyze and calculate data using spreadsheet software; Demonstrate human relations skills and professional behavior necessary for successful job performance; Analyze and organize business transactions applying bookkeeping theory and systems; Demonstrate the ability to apply acquired skills in the workplace; Compose business letters, memos, resumes, and letters of application; Enter and organize data using database software; Enter accounting transactions and generate reports using QuickBooks; Analyze data and report information using database software; Possess a basic understanding of receiving office visitors, using the telephone, scheduling appointments, customer service, and confidentiality skills in the office; Develop effective presentations using presentation software; Develop effective communication skills using electronic software

A-R3. Demonstration of student supports (e.g. mentoring, advising, financial aid, tutoring) available for Career Launch students enrolled in the course.

Every student at Centralia College is paired with a faculty advisor to help them navigate their way through their educational paths. Centralia College has a magnitude of resources on campus including:

- Advising/Counseling Center: a critical piece of academic success and finishing a degree or certificate efficiently. Advisors can help you choose classes, navigate college life, and provide critical support during your education.
- Disability Services: for students with disabilities, CC offers support services to help you access programs and services.
- Blazer Central: a student resource and success hub. It is a relaxed and supportive study and collaboration space that offers programming that promotes student success.
- Food Pantry: provide free food and personal care items to CC students experiencing food insecurity.
- Financial Aid (types of aid): Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Washington State Passport to Careers, Washington State Need Grant, Federal and State Work-Study, Centralia College Foundation Scholarships.
- Worker Retraining Program: assist with tuition, fees, books, and supplies for those who qualify.
- WorkFirst Program: covers the cost of tuition and books for eligible students.
- Basic Food Employment and Training (BFET) Program: partnership between Centralia College and the Department of Social Services (DSHS).
- Programs for Children and Families
- Student Life
- TRiO Programs: provide equal opportunity for all Americans regardless of race, ethnic background, or economic circumstances.
- Student Support Services: aid first-generation, economically disadvantaged, and students with disabilities to stay in college and/or transfer to a four year and earn their bachelor's degree.
- Veteran and Military Resources: veteran's admission, veterans center, resources for veterans.

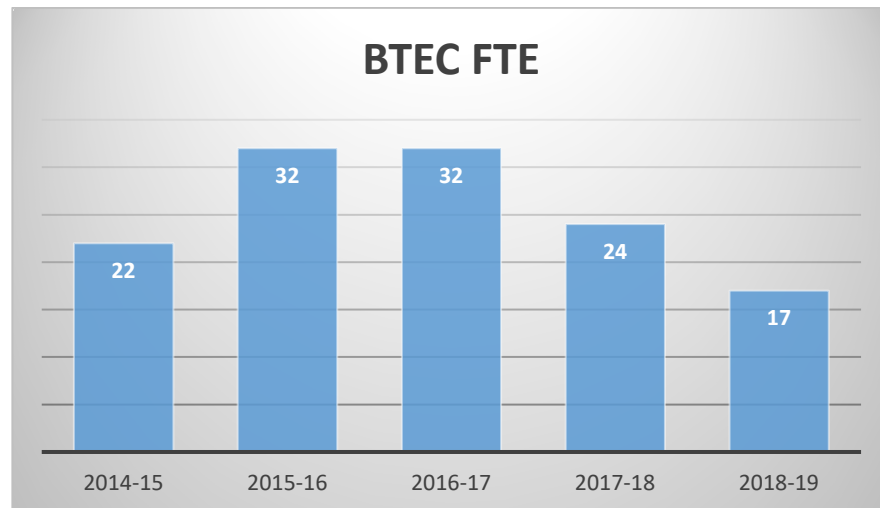
A-R4. Number of postsecondary credits provided and / or credential earned upon completion of program.

Centralia Colleges 2 year program in Administrative Assistant will earn the student an Associate’s degree in Applied Science for Business Technology: Admin Assistant with approximately 96 credit hours earned. Students can take a separate pathway for Medical Administrative Assistant with the same core courses, resulting in 95 credits earned and an Associate’s degree in Applied Science.

A-R5. Demonstrated curricular alignment with relevant professional and / or academic standards associated with coursework and credential, when applicable.

See Attached Educational Planners

A-R6. Details of potential for current or future partnerships and/or scalability of the program within and across sectors and/or geographic locations (e.g. articulation, degree pathways), when applicable.



Over the past five years Centralia College has had an average of 25 Full Time Equivalents. The most recent year showing 17 FTEs. Our goal through conversations with local school districts regarding articulations for future students to step into Career Launch programs and an increase in outreach with the CTE Navigator is to reach 32 FTE’s by the year 2025. This will result in an increase of 3 FTE’s per year. The Career Launch program, fiscal support, and outreach will give us promise in attaining that goal.

End of Application.

September 26, 2019

Dear Washington State Board for Community and Technical Colleges,

We are pleased to give our support and partnership to Centralia College's Career Launch Program in Business Technology. We are committed to helping Centralia College in their goal of exposing students to meaningful, high quality on-the-job experience that is aligned with the student's classroom learning. We know first-hand the importance of having qualified and trained associates in the Business Technology field. With an industry that continues to grow we find the Career Launch program beneficial not only for students but for industry as well, leading students from the Business Technology Program at Centralia College toward satisfying and economically sustaining careers with professional experience upon graduation.

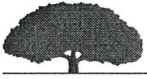
Many of the careers in demand within our local area are in the trades. Centralia College's Business Technology Program provides a solid foundation of industry-related objectives through structured, hands-on curriculum that is consistent with employer needs. Creating a pathway for students to directly attain exposure in the workplace demonstrates their commitment to the local community, educational, and economic needs. Career Launch participants will continue to expand experience through our efforts to be able to successfully compete for jobs that are sustainable, attainable, and fulfilling. Students can expect to gain tremendous experience within the realm of working conditions, demands of the job, and gain confidence in their skills and abilities.

Career-connected learning is the foundation for the future of our industry. Occupations in the Business Technology field are in demand in Washington State, more importantly in Lewis County where Centralia College is located with an expected growth over the next 10 years. We are proud to align with Centralia College and their Career Launch efforts for a more sustainable and promising future of industry employees.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Mueller".

Randy Mueller
Chief Executive Officer



September 25, 2019

Dear Washington State Board for Community and Technical Colleges,

We are pleased to give our support and partnership to Centralia College's Career Launch Program in Business Technology. We are committed to helping Centralia Colleges Career and Technical Education department in their goal of exposing students to meaningful, high quality on-the-job experience that is aligned with the student's classroom learning. We know first-hand the importance of having qualified and trained associates in the Business Technology field. With an industry that continues to grow we find the Career Launch program beneficial not only for students but for the business industry as well, leading students from the Business Technology Program at Centralia College toward satisfying and economically sustaining careers with professional experience upon graduation.

Centralia College's Business Technology Program provides a solid foundation of industry-related objectives through structured, hands-on curriculum that is consistent with employer needs. Creating a pathway for students to directly attain exposure in the workplace demonstrates commitment to the local community, educational, and economic needs. Career Launch participants will continue to expand experience through our efforts to be able to successfully compete for jobs that are sustainable, attainable, and fulfilling. Students can expect to gain tremendous experience within the realm of working conditions, demands of the job, and gain confidence in their skills and abilities.

Career-connected learning is the foundation for the future of our industry. Occupations in the Business Technology field are in demand in Washington State, more importantly in Lewis County where Centralia College is located with an expected increase in growth over the next 10 years. We are proud to align with Centralia Colleges Career and Technical Education department and their Career Launch efforts for a more sustainable and promising future of industry employees.

Sincerely,

Marla Miller
Executive Director
Budget and Fiscal Services



September 25, 2019

Dear Washington State Board for Community and Technical Colleges,

We are pleased to give our support and partnership to Centralia College's Career Launch Program in Business Technology. We are committed to helping Centralia Colleges Career and Technical Education department in their goal of exposing students to meaningful, high quality on-the-job experience that is aligned with the student's classroom learning. We know first-hand the importance of having qualified and trained associates in the Business Technology field. With an industry that continues to grow we find the Career Launch program beneficial not only for students but for the business industry as well, leading students from the Business Technology Program at Centralia College toward satisfying and economically sustaining careers with professional experience upon graduation.

Centralia College's Business Technology Program provides a solid foundation of industry-related objectives through structured, hands-on curriculum that is consistent with employer needs. Creating a pathway for students to directly attain exposure in the workplace demonstrates commitment to the local community, educational, and economic needs. Career Launch participants will continue to expand experience through our efforts to be able to successfully compete for jobs that are sustainable, attainable, and fulfilling. Students can expect to gain tremendous experience within the realm of working conditions, demands of the job, and gain confidence in their skills and abilities.

Career-connected learning is the foundation for the future of our industry. Occupations in the Business Technology field are in demand in Washington State, more importantly in Lewis County where Centralia College is located with an expected increase in growth over the next 10 years. We are proud to align with Centralia Colleges Career and Technical Education department and their Career Launch efforts for a more sustainable and promising future of industry employees.

Sincerely,

Cheryl Williams
Instruction
Director, Instructional Services

October 1, 2019

Dear Washington State Board for Community and Technical Colleges,

We are pleased to give our support and partnership to Centralia College's Career Launch Program in Business Technology. We are committed to helping Centralia College in their goal of exposing students to meaningful, high quality on-the-job experience that is aligned with the student's classroom learning. We know first-hand the importance of having qualified and trained associates in the Business Technology field. With an industry that continues to grow we find the Career Launch program beneficial not only for students but for industry as well, leading students from the Business Technology Program at Centralia College toward satisfying and economically sustaining careers with professional experience upon graduation.

Many of the careers in demand within our local area are in the trades. Centralia College's Business Technology Program provides a solid foundation of industry-related objectives through structured, hands-on curriculum that is consistent with employer needs. Creating a pathway for students to directly attain exposure in the workplace demonstrates their commitment to the local community, educational, and economic needs. Career Launch participants will continue to expand experience through our efforts to be able to successfully compete for jobs that are sustainable, attainable, and fulfilling. Students can expect to gain tremendous experience within the realm of working conditions, demands of the job, and gain confidence in their skills and abilities.

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Chief Executive Officer