

Final Report Program Information Across CTE Programs

District/College: CERRITOS CCD/CERRITOS COLLEGE
Program Title: Adult Education

Agreement No.: 17-C01-006
TOP Code: Across

Briefly describe the across CTE program improvement issue(s) that require funding.
In Norwalk, CA alone, the percentage of high school graduates is only 27% and unemployment rate is 7%. With capital the Adult Education Department's support program of job development and technical career skills, it can outreach and recruit this demographic population to prepare with specialized information and enroll in one of many Cerritos College technical career areas. Moreover, an extension of advancement to the current successful services formerly in place for continuing students already enrolled at Cerritos College, that include career guidance and follow-up interviews to improve retention issues and job placement. Cerritos College can continue to reinforce the regional workforce but also, train new workers for the technical career job market with up to date job skills to be competent and practical. Among Core Indicators 1, 2, 3, 4, and 5a College performance is below negotiated level, along limited English proficiency, single parents, displaced homemakers, and students with disabilities. Improvements in the enrollment, retention, and success of English language learners, single parents, displaced homemakers, and students with disabilities is crucial, given the demographics of the regional workforce. Credential, certificate, and degree program completions are poor for these student groups due to lack of assessment, guidance, and education planning but, substantially the announcing of the services and programs offered at Cerritos College can be enriched to promote to these vulnerable student groups. There is inadequate support for counseling, educational and career guidance, and orientation to vocational programs for Limited language proficient students, single parents, displaced homemaker students and students with disabilities. These groups previously mentioned, lack one-on-one support for job and career guidance. In addition, there is insufficient outreach for the mentioned student groups through appropriate mediums and venues.

Briefly describe how the issue(s) will be addressed.
Improve outreach efforts to recruit larger pool of students and enhance educational and technical career support services for English language learners, single parents, displaced homemakers and students with disabilities approaching the workforce for the first time and/or coming back after unemployment in CTE programs is necessary, and by upgrading the services and instructional programs offered by the Adult Education Department, we will target core indicator 1 for technical skill attainment where the importance of necessary job skills is emphasized, due to high demand and competition in the current job market. Moreover, skills will be taught on one-on-one appointments and informational workshops on career profiles and job search skills. Core indicator 2 and 3 where the Adult Education office can provide resources and guidance for program preparation, completion, and retention to even transferring to higher education through academic counseling and the integration of "College Preparation Week". College Prep Week integrates academic direction, financial aid workshops, and transferring preparation. Also, core indicator 4 which is employment, The Adult Education Department's goal is to guide students towards the job market and instill the skills on how to job search and prepare for the job application process. The Adult Education Department has strengthen its "Occupational Preparation" class which focuses on computer software and job skills through computer usage, the class has extended its impact by offering in Spanish and Arabic language courses of occupational preparation and with funding, these courses can be offered to more demographics and gather more computer equipment. Career guidance can improve overall core indicators by assessing the students abilities and interest while elaborating a career plan either short or long term in addition, continue aiding students in acquiring jobs through the Adult Education office such as; workshops, appointments, industry partnerships, and resources. The Adult Education's support program in conjunction with instructional programs at Cerritos College will enhance the success opportunities for students. In order to increase attainment and completion of certificates and AA degrees, counseling and educational planning will be provided for CTE programs. Increased persistence and retention in CTE programs is expected by improving foundational skills in language development, basic math and English, vocational skills, educational planning and career exploration and job skills attainment like resume and cover letter building, and interview preparation, career workshops, encourage job fairs participation. Students will receive counseling and job development services to assist with their educational planning and job search.

Final Report Summary:

1. Was the program improvement issues(s) addressed and/or planned objectives met (Narratives limited to 1000 characters)?
If the response in Section 1 is **No** or **Partially** describe the barriers and/or lessons learned in Section 2.
If the response in Section 1 is **Yes** or **Partially** describe the accomplishment and/or effectiveness practices derived from the project in Section 3

Select Yes No Partially

2. Describe any barriers encountered and lessons learned (Narratives limited to 1000 characters).

3. Describe accomplishments/best practices derived from the project (Narratives limited to 1000 characters).

Observed higher volume of students approaching the services and classes offered through the Adult Education Department at Cerritos College during 2016-2017. Abounding number of these same students enrolled to many of the wide variety of preparation courses like Occupational preparation, Basic Computer, Basic Computer (Spanish and Arabic), ESL English as a Second Language, HiSET (GED) Preparation, Citizenship courses, and Basic English and Math classes that prepare for initiating more advanced credit classes. These classes grew within Cerritos College Adult Education both with number of classes and class size but, most importantly, these classes grew in the off-site portion, where classes are offered in different locations around the community. This accomplishment of reaching a larger mass is credited to the marketing and outreach orchestrated by the Adult Education Staff. Outreach includes working in partnership with elementary and middle schools to reach parents and community members of the neighboring cities. The partnership allows for a more effective form of communication to larger populations while expanding the network influence amongst Cerritos College. The Cerritos College Adult Education had a great year of student completion success for the fiscal year of 2016 - 2017 with great quantity of students achievements, especially certificates awarded to students who successfully passed the High School Equivalency exam and received their certificate of High School Equivalency from the State of California with a total of eighty five students. Also, a large amount of students transferred to Cerritos College Credit classes, some students also completed Citizenship courses and have since passed the Immigration Naturalization Exam. As a result of these successful completions, one of many merits is warranted to the Counseling services offered through the Adult Education Department, with a full time counselor who just recently arrived Fall 2016. Moreover, the Adult Education Office continues offering College Prep Week each semester to address important students questions, whom are planning to enroll to credit classes. In addition, the workshop sessions during College Prep Week target counseling, financial aid, credit classes and much more with mass workshops to individual questions as well. Most importantly, the job developer serviced a total of twenty two students on one-on-one appointments, each student two or even three times, to address job skill literacy. The appointments allowed for an assessment of students' knowledge with technology and educational background. Job developing is an insightful tool to teach hands on how to create a resume, cover letter, job search through many mediums, connecting with employers, and interview preparation. Aside from one-on-one there were several informative workshops given to classes on job skills and resume preparation reaching a larger crowds. Adding to the job developing, the Adult Education Department's Occupational preparation class has been very prosperous amongst our community, to even offering a multi-lingual Occupational Preparation. In Conclusion, students have proved to advance to the labor force or continuing higher education thanks to the services and courses offered through the Adult Education Department, it provides the necessary tools and knowledge as a stepping stone to people who lacked the means or opportunity to otherwise succeed or even start college.

Final Report of Expenditure by Across Program: \$17,404

<input type="checkbox"/> Professional Dev. (including stipends)	<input type="checkbox"/> Instructional Materials Purchase/Replacement (including software)
<input type="checkbox"/> Instructional Equipment Purchase/Replacement	<input type="checkbox"/> Project Administration
<input type="checkbox"/> Facility rental/lease (off-campus location)	<input checked="" type="checkbox"/> Programs/Services for Special Populations
<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Consultants or Other Contracted Services
<input checked="" type="checkbox"/> Program Marketing and Outreach	<input checked="" type="checkbox"/> Other(specify) <u>CTE Coordinator assist in ad</u>