

Example #1 – Is this an IET?

MEDICAL RECORDS AND MEDICAL OFFICE RECEPTIONIST – New London Adult and Continuing Education Center, New London, CT

The New London Adult and Continuing Education Center offers a variety of adult education integrated vocational/occupational programs including MicroSoft Office Certification, Auto Technician, Culinary Arts, and Medical Records and Medical Office Receptionist. Vocational programs align closely with the immediate employment needs in the region. The New London Center collaborates directly with the East Connecticut WIB and offers programming that directly relates to employment needs and growth areas.

The course structure for this program includes a one week pre-vocational component, a 10-week technical/vocational program, and a one week post-vocational class. The Medical Records and Office Receptionist course is 130 hours and is taught by adult education instructors in collaboration with experts in this vocational area. Key features of the vocational course include medical terminology, basic office management concepts, written and oral communications, and records security and management.

The post-vocational class provides students with a debrief opportunity and a wide array of workforce preparation activities including certification testing preparation, and job application. The Center collaborates with the local one-stop to provide modules on resume development, interviewing and job placement. Also, information is provided to students about further education opportunities within the medical records field. Many students receive assistance to apply and enroll in continuing postsecondary education.

The New London Center is housed in a larger complex which includes medical offices and students are able to access those offices for authentic experience and practice. Students in this program are typically at intermediate and above educational levels and include a mixture of native English speakers and second language learners. A variety of supportive services are available for students including child care, transportation, clothing, counseling and advising as well as other important support services.

The Center acquires most of the funding for its vocational programming through dedicated fund raising activities, although some funding for target clientele (e.g., TANF, Dislocated Workers, etc.) is available through the East Connecticut WIB. Basic education instructional delivery is covered through state adult education funding.

Example #2 – Is this an IET?

BUSINESS TECHNOLOGY – Lake Washington Institute of Technology, Kirkland WA

The I-BEST Business Technology program (<http://www.lwtech.edu/academics/i-best/>) prepares students for positions in beginning administrative support, reception, customer care, and sales/marketing support. Students earn a certificate of completion for the program as well as a variety of Microsoft skill certificates. Graduates are also eligible for entry into a variety of certificate programs (web maintenance, project management support, publication/sales/marketing support, customer service/product support, or Microsoft Office applications) as well as the full Business degree program.

The 30 credit, two-quarter Business Technology program includes the following courses: Term 1: Keyboarding 1 (3 cr.), WORD (5 cr.), Business Computer Management (3 cr.), and Communication Skills & Computer Applications I (3 cr.). Term 2: Excel I (5 cr.), PowerPoint (4 cr.), Outlook (4 cr.), and Communication Skills & Computer Applications II (3 cr.).

Students seeking the Business Technology integrated program typically are dually enrolled in adult basic education and postsecondary. They are often students for whom English is their second language.

The curricula for the Business Tech program is developed jointly by the adult education faculty and the business tech faculty. Instructors typically work in two or three person teams. Faculty are paid for this program development time. The adult education instructors are present 50% of the time in the technical classes to assist students with basic skills. There are also pull-out sessions for basic skills instructors to work with students on specific skills and lessons.

All students participate in workforce preparation activities that are embedded within the technical courses. Students learn skills for resume development, interviews, and a variety of soft skills that employers deem important. In addition, the school provides an Employment Resource Center which also offers workforce preparation training as well as information about job opportunities. Assistance with connecting employers with graduates is also provided.

The graduation rate from this program has been exceptional. The 75% completion rate far exceeds the norm for non I-BEST programming in the Institute. This high success rate yields additional revenue for the college under a statewide performance based funding system. In general, I-BEST programming yields a 1.75 FTE revenue calculation due to the additional costs involved in the integrated methodology.

Example #3 – Is this an IET?

HEALTH OCCUPATIONS – NURSING Walla Walla Community College, Walla Walla and Clarkston, WA

In the early 2000's, Walla Walla Community College embraced the I-BEST concept for several academic areas that had a history of low completion rates for certain populations of students including second language learners and students with low basic education skills. Nursing educators and adult basic education staff determined that the first level of Nursing courses were critical for student success and decided to use the I-BEST model at that entry level.

Specifically, the 10-week Nursing 100 course was targeted for an integrated approach. In that course, the fundamental principles of nursing care are presented. Content areas related to nursing process, safety and infection control, health promotion and maintenance, basic care and comfort, pharmacological therapies, reduction of risk potential, and physiological adaptation are presented. Care specific to adult and geriatric patients is emphasized.

Along with the basic nursing course there is a co-requisite Nursing Practicum which applies theory from Nursing 100. The practicum focus is on the management of care of older adults in the long-term care environment.

Adult education instructors typically participate concurrently in a portion of the nursing course to provide students with immediate academic assistance and to identify topics for study in a supplemental class. The supplemental class for I-BEST students only meets three hours per week and uses the classroom materials from the Nursing course. The adult education instructors monitor student achievement and identify areas that require remediation or support.

In both the Nursing 100 and supplemental courses, workforce preparation concepts are presented and students learn about soft skills concepts such as professional appearance and presentation, effective and appropriate oral communications that are contextually linked to nursing careers. Students that perform well in both of these courses are often asked to mentor other students in successive nursing courses. The college offers licensure/certification testing preparation as well as employment placement services. Nursing students receive advising and support to access these other services.

A wide array of nursing course options becomes available for students who complete the first level of nursing courses. The nursing career pathway includes opportunities for CAN, LPN and an Associate's degree in Nursing.

Example #4 – Is this an IET?

DENTAL OFFICE AIDE ICAPS PROGRAM - ELGIN COMMUNITY COLLEGE, Elgin IL

Elgin Community College offers the ICAPS (Integrated Career and Academic Prep System) model to assure success in one year. ICAPS is a state of Illinois initiative which provides support in basic skills education while at the same time preparing students for the workforce in a vocational certificate program. The Accelerating Opportunity initiative originally supported the development of this career pathway opportunity.

The Dental Office Aide program is a 2 semester certificate program open to adult education students including ESL students as well as for students that do not have high enough TABE test scores to enroll in the non-ICAPS credit programming. Funding for this program includes multiple sources: tuition, tuition assistance, grant funding college support services, etc. Courses include – First Semester: DEA 101 - Dental Assisting 1, and DEA 106 - Dental Aseptic Techniques. Second Semester: DEA 103 Dental Materials 1, DEA 108 - Chairside Dental Assisting 1, and SPH 110 Interpersonal Communication. Support classes in Math and reading/writing are available during both semesters. Course completion results in a fifteen semester credits and a Basic Vocational Specialists Certificate – Dental Office Aide.

Adult education and literacy is provided contextually to support the occupational content skills and knowledge. Adult education instructors are present 50% of the time in the dental aide skills/content classes to assist students with content such as vocabulary, study techniques, note-taking, test prep, etc. basic skills instruction is contextualized as much as possible to support the dental aide curricula. Also, during the basic education support classes and individualized assistance, instructors present workforce preparation concepts including soft skills for the workplace, interview preparation, resume writing, resource identification, and more.

This program is an entry level component of a dental occupations cluster. Students who desire to continue in this field may take 14 more credit hours to earn a Basic Vocational Specialist in preclinical dental assisting which leads to a career as a chairside dental assistant. Following that, a Vocational Specialist in clinical dental assisting (with option for advanced certification) to work in an expanded role as a dental assistant is available.

As described on the Elgin Community College website: *“ICAPS provides career navigation and personalized advising to prepare students for the workforce in welding, computer numerical control (CNC) operator, heating, ventilation, air conditioning and refrigeration (HVACR), dental office aide, computer integrated manufacturing (CIM), or integrated systems maintenance technology (IST). Most offerings are one-year programs leading to a certificate and National Career Readiness Certification (NCRC). Degree options are also available.”*

<http://elgin.edu/students.aspx?id=19551&terms=icaps>