ALABAMA SUCCESS EDUCATION & CAREER PLANNER

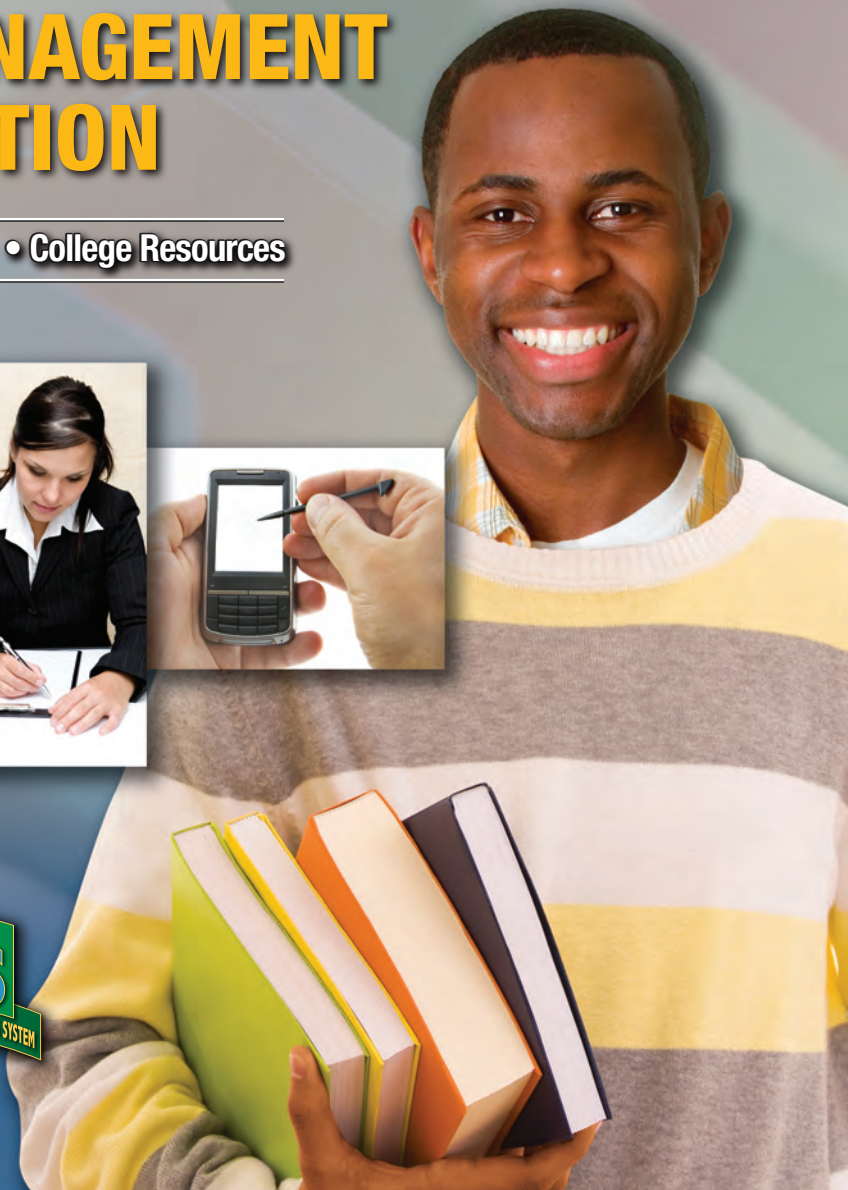
Sponsored by Alabama Tech Prep

TECH PREP CAREER TALENTS TECHNICAL EDUCATION

Get Down to Business

Your guide to careers in BUSINESS, MANAGEMENT & ADMINISTRATION

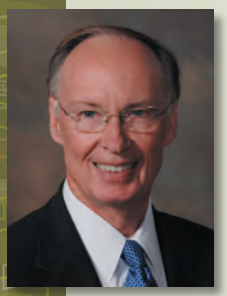
Great Career Ideas • Creating Your Plan • College Resources



Let's GO AL
Education Opens the Right Doors For You

ALABAMA SUCCESS
SUPPORTING CAREER CLUSTER EDUCATION FOR STUDENTS SYSTEM

A message from . . .



Robert Bentley,
Governor of Alabama

The investments we make in our students today will help shape their futures for years to come. Our students are destined to become high-performing professionals in all sectors of the workforce.

Alabama SUCCESS is an initiative designed to help students access valuable information about current careers, postsecondary learning, and financial literacy resources.

Our goal is to give students the opportunities they need to prepare themselves for success. We want our students to be well-equipped for top careers in Alabama's workforce – which has a growing influence on the global marketplace.

This Alabama SUCCESS guide is a great resource to assist in preparing for a bright and successful future.

Dr. Thomas R. Bice,
Alabama State Superintendent of Education

Alabama SUCCESS is an invaluable resource designed specifically for students. By learning about actual career fields and the education and experience required for specific jobs, you will be better able to figure out what you want to do after high school and what you need to do to achieve your goals.

ALABAMA SUCCESS
SUPPORTING CAREER CLUSTER EDUCATION FOR STUDENTS SYSTEM

ATTENTION, PARENTS

This guide is part of a series created to help students in Alabama learn more about careers, salaries, and the steps they need to take to reach their goals. By connecting what they learn in the classroom to real jobs that interest them, Alabama students will graduate better prepared for life and work. You can help your child use this guide by:

- Talking to your child about what careers interest him or her—and why
- Sharing your work experiences—pro and con—with your child
- Asking people in your community who work in jobs that interest your child to talk about their careers or to let your child visit their workplace.

What Employers Want

Business, Management & Administration careers abound in every setting and industry, but employers say these qualities are essential to success:

Learning skills. "Employers will generally tell you 'we don't expect you to know this job before you get here, but we expect you to have enough skills so that you're capable of learning the job,' " says Bob Higgins, vice president of the Baldwin County Economic Development Alliance. "You've got to have the ability to learn once you've gotten there."

Mastery of the basics. To learn how to learn, says Higgins, you must master the basic academic subjects. "You've got to be able to read and comprehend," he says. "Math, and reasoning, and being able to find information—those kinds of things are important."

Technical savvy. Glenn Clayton is president of Appleton Learning, a Huntsville-based tutoring service that has put in place an innovative software package that tracks tutoring assignments, student progress, and more. "A lot of smaller companies in our industry still use paper-and-pencil methods," Clayton says, "but with our high volume of business we have to have the tools to manage all the data associated with it. The system has been the key to our growth."

The "soft" skills. Think of all the qualities we've listed so far as the "hard" skills of business, the how-tos, the nuts and bolts of business success. Just as important are the soft skills—dressing appropriately for your office, communicating well with customers and coworkers, "understanding," says Higgins, "that you've got to get up in the morning and go to work, and they really expect you to come back after lunch as well." Soft skills might be summed up as "being businesslike." "You aren't going to even get in the door to a business unless you look like you belong there," he says.

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ALABAMA SUCCESS

CLUSTER

BUSINESS, MANAGEMENT & ADMINISTRATION

PATHWAY	SAMPLE OCCUPATION
Administrative Services	Office Manager
Business Information Technology	Network and Computer Systems Administrator
Corporate/General Management	Business Manager

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Business, Management & Administration

CLUSTER PROFILE

All of us, once we're on our own, have to manage an income to pay our bills, and most of us have to sell goods or services to earn a living. We are all managers when it comes to our personal affairs, but business professionals manage on a larger scale. In Alabama in 2008, managers in businesses large and small oversaw the generation of a gross domestic product that totaled more than $170 billion. The challenges are great in this cluster, but so are the rewards, and you could be a part of them.

YOU DECIDE

It takes a collection of special qualities to succeed in Business, Management & Administration. Answer these questions to see if you have what it takes.

1

Are you driven to succeed?

WHY IT MATTERS: The business field demands get-up-and-go.

2

Can you sell others on your ideas?

WHY IT MATTERS: To generate business, you have to market a product.

3

Are you dedicated to delivering on your promises?

WHY IT MATTERS: If you want to stay in business, you have to deliver a product or service.

4

Are you a good leader?

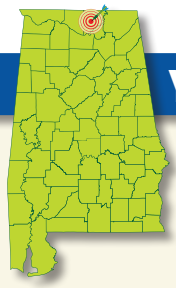
WHY IT MATTERS: To grow your business, you need to build a winning team.

5

Are you interested in serving the larger good?

WHY IT MATTERS: Your business doesn't grow in a vacuum; it thrives in a healthy community.

If you answered "yes" to most of these questions, Business, Management & Administration could be right for you.



YOUNG PROFESSIONAL PROFILE

NAME: Glenn Clayton

EDUCATION: Bob Jones High School, Madison; University of Alabama, Huntsville

POSITION: President, Appleton Learning, a Huntsville-based tutoring service for students from elementary school through college

EDUCATION GOAL: Glenn Clayton's goal in college was to study international business, but real-world experience rearranged his plans. "I was going the international business route and started doing a little bit of the tutoring business on the side. I had some really smart friends at the university and I had them do the tutoring and I did the marketing, and it kept growing and growing. I've been doing it ever since."

CAREER GOAL: "Right now my focus is pretty much on building my company. We want to expand, open an office in Birmingham in the next 12 months or so, and maybe one day be a national service."

CAREER PASSION: "I took a business tech essentials class in high school," Clayton says. "That's all about how to use the different computer programs, all of the essential business skills related to technology. What I learned there really helped me a lot when I first started my company. It gave me an appreciation of the role technology plays in business."

LEARN MORE

Explore Business, Management & Administration education and career options in Alabama at the Business Council of Alabama, *www.bcatoday.org*.

MAKE A PLAN

Sit down with your parents and counselor and create a plan.

Map out an Alabama Education Plan (sample at right) based on your interests, strengths, and possible career goals.

Your plan outlines the courses and electives you'll take in high school, plus related clubs and career preparation. Your counselor will work with you to determine the learning experiences needed for you to complete your plan, such as using distance learning or earning college credit from your local community college.

Here's a sample Alabama Education Plan for you to use as a guide.

SAMPLE* Alabama Education Plan

Name: Jordan Smith
School: Central High School
Diploma Option: Advanced Career and Technical Endorsement
Cluster: Business, Management & Administration
Pathway: Corporate/General Management
Career Goal: Business Executive
Postsecondary Goal: Bachelor in Science Degree, Business Management

	Math	English	Science	Social Studies	Other Optional Courses	Sampling of Career and Technical Education Courses in Pathway
9th Grade	Algebra I	English 9	Physical Science	World History 1500–Present	■ Health ■ Fine Arts ■ Computer Applications ■ Physical Education ■ Foreign Language I** ■ Foreign Language II**	■ Business Technology Applications*** ■ Business Essentials ■ Commerce Communication ■ Management Principles ■ Business Finance ■ Information Technology ■ Support and Services ■ Business Technology Applications—Advanced*** ■ Multimedia Design ■ Accounting ■ Law In Society ■ Computer Management and Support
10th Grade	Geometry	English 10	Biology	United States History to 1877		
11th Grade	Algebra II with Trigonometry	English 11	Chemistry	United States History to Present		
12th Grade	Pre-Calculus or Calculus	English 12	Physics	Government and Economics		

Community College / Higher Education

General Education Requirements
- English Composition I
- English Composition II or SPH 106
- Humanities Elective
- Intermediate College Math
- Microcomputer Applications
- Math or Science Elective
- History, Social, or Behavioral Science
- Orientation for Career Students

Required and CTE Courses
- Entrepreneurship and Management
- Personal and Business Finance
- Management Principles
- Law in Society
- Coordinated Studies
- Cooperative Education
- Consumer Health and Safety
- Consumer Services
- Psychology
- Navigating Windows
- Word Processing
- Financial Record Keeping
- Foreign Languages

Education and Career Assessments:
8th Grade: Interest inventory and education plan initiated for all learners
11th Grade: College placement assessment

Career Learning Experiences:
Career preparation—paid and unpaid, internships, job shadowing

Co-Curricular Experiences: Technology Student Association (TSA)
Extracurricular Experiences: Junior Achievement
Service Learning Experiences:
Service project in which students create, conduct, and evaluate locally based fundraising campaign for national charitable organization.

*This is a sample plan and should not be considered a definitive plan for any student interested in this career cluster.
**Alabama First Choice diploma requires 2 years of the same foreign language. ***Statewide articulated course

ARTICULATION AGREEMENT is a fancy term for a simple education agreement that can streamline your road to a successful career.

Statewide articulation agreements link all high schools and two-year colleges in Alabama. They provide credit at two-year colleges for coursework mastered at the high school level.

Articulation agreements can take you down your career pathway as well. In many cases, students transferring from two-year to four-year colleges and universities can complete four-year general studies core course requirements before they transfer.

Get Career Credentials

If you're a student in a career and technical education (CTE) program, you may have the option of earning a Career Readiness Certificate along with your high school diploma. The nationally recognized certificate shows you're proficient in applied math, reading for information, and locating information—skills employers highly value. Ask your school counselor about the statewide program; if it's not in your high school now, it will be implemented soon.

CAREER IDEAS

Need-to-know facts and figures about real Alabama jobs, salaries, and education options in Business, Management & Administration.

The 12 careers highlighted on the next page are a sampling of occupations in the **Business, Management & Administration** cluster in Alabama. The charts include occupation name, description, plus wages for workers just starting out in the profession, average wages for those in the occupation, and the wages earned by experienced workers in the job (see "How to Read Job Charts"). The bar below the occupation's name contains the Standard Occupational Code (SOC); use the SOC to look up more information about the career in online databases such as O*NET (see below). The bars are also color-coded to indicate the minimum level of education required for each profession.

For further information on occupations in all career clusters, go to the O*NET database at *www.online.onetcenter.org*.

How to Read Job Charts

Starting Hourly Wage
Average Hourly Wage
Experienced Hourly Wage
Occupation Name
SOC Number
Minimum Education Level (indicated by color bar)
Occupation Description

EDUCATION LEVELS

- On-the-Job Training
- Work Experience in a Related Occupation
- Postsecondary Vocational Training
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

Source: Alabama Department of Industrial Relations, Labor Market Information Division.

Check Out These Three COOL CAREERS

Agent

WHAT: Agents work with celebrities to promote their business interests and often negotiate contracts for work on the stage, in movies, or, in the case of athletes, on the playing field.

WHO: They make sure their famous clients' employers meet the terms of their contracts, and seek to find new and better-paid engagements for their clients. This is a selective, high-pressure job that requires aggressive confidence and the willingness to go the extra mile to serve the client. Agents work both behind the scenes and in the public eye in the glamorous and demanding worlds of big-time sports and show business.

Stockbroker

WHAT: Security and commodities sales agents buy and sell securities—stocks, bonds, commodities futures, and other financial instruments—in investment firms and develop financial plans for individuals, businesses, and organizations.

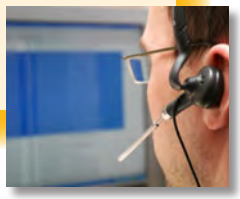
WHO: This job can have very high pay, but the risks are substantial. Stocks rise and fall, and a good broker has to be knowledgeable and have a good feel for what the markets will do. Because they are managing very large amounts of other people's money, brokers must build solid relationships of trust with their clients, and carefully follow the ethical and legal rules that govern the trading of stocks.

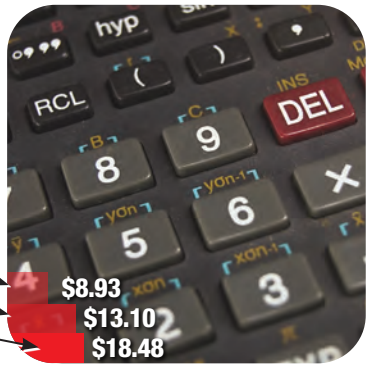
Financial Analyst

WHAT: Financial analysts are the brains of the financial world. They analyze information affecting investment programs of public or private institutions. They produce forecasts of business, industry, and economic conditions to help big corporations plan their next moves.

WHO: To be successful, they must stay abreast of developments in the fields of industrial technology, business, finance, and economic theory. They draw on that knowledge to get at the truth of current conditions and assess how organizations can best react to changes.

By analyzing the climate for investments, mergers, and other business deals, they play a key role in the most important decisions that business executives make.





New Accounts Clerk

SOC: 43-6012

Interview and assist persons opening bank accounts.

Budget Analyst

SOC: 13-2031

Examine budget estimates for accuracy and check accounting reports to control spending.

Marketing Manager

SOC: 11-2021

Determine demand, identify customers, develop pricing, and oversee product and service development and planning.

Executive Secretary

SOC: 43-6011

Provide high-level support for managers by doing research, preparing reports, scheduling meetings, and more.

Chief Executive

SOC: 11-1011

Determine policies and direct organizations within the guidelines set up by the organization's board of directors.

Public Relations Manager

SOC: 11-2031

Direct programs designed to create a favorable public image for a company.

Court Reporter

SOC: 23-2091

Create transcripts of legal proceedings, speeches, and meetings.

Advertising and Promotions Manager

SOC: 11-2011

Direct advertising policies to create extra interest in and help sell an organization's products or services.

Payroll Clerk

SOC: 43-3051

Gather and post employee time and payroll data; compute wages and deductions; and prepare paychecks.

Sales Manager

SOC: 11-2022

Establish sales territories, quotas, goals, and training for sales representatives; analyze sales statistics; and keep track of what customers want.

Accountant

SOC: 13-2011

Analyze records of income and outflow of money; and set up systems for recording costs or other financial and budgetary data.

Administrative Services Manager

SOC: 11-3011

Direct supportive services such as record keeping, mail distribution, and telephone operations.

Think Again

In Business, Management & Administration, the learning never stops.

If you expect that when you graduate you will move into the world of "real-life" business and permanently out of the world of learning, you are in for some real-world surprises. Bob Higgins, vice president of the Baldwin County Economic Development Alliance and former head of new car development at General Motors, says things change too quickly in business to make that possible.

"The workplace today is changing dramatically and quickly," Higgins says. "There are careers that didn't even exist a few years ago, high-paying careers that nobody could have trained people for. So the idea that you're done with learning when you get out of school is truly a misconception. The very best thing that you can do as a student is to make sure that you have the tools and the expectation that you're going to keep learning for the rest of your life."

Reality Check

What It Costs to Live on Your Own in Alabama

Estimated 2009–2010 monthly expenses for a 22-year-old living in Birmingham.

Note: Keep in mind that your paycheck will be reduced by about 30 percent to cover taxes, retirement, and insurance. What's left is known as your "take-home pay." Subtract 30 percent from the salaries shown on page 5 to get a more accurate take-home amount.

Cable and Internet: $90

Rent and utilities: $700–$800

(1-bedroom)

Monthly total: $1,310–$1,654

Yearly total: $15,742–$19,851

Car insurance: $30–$95

(6-month policy)

Cell phone: $70

Groceries: $200–$250

Gasoline: $124

(1,000 miles @ $3.10 per gallon, 25 MPG)

Car payment: $350–$450

(Used 2010/2011 4-door)

Sources: *Rent: www.rentbits.com/rb/t/rental-rates/birmingham-al*
Car: www.carsdirect.com
Cell phone: www.att.com, www.bellsouth.net, www.buycomcast.net, www.whitefence.com
Groceries: www.wkrg.com/consumer/article/alabamians_paying_more_for_groceries/23889
Cable and Internet: www.birmingham.mybrighthouse.com
Car insurance: www.progressive.com

Check It OUT

Most Alabama schools offer these student organizations related to the **Business, Management & Administration** career cluster:

SkillsUSA ▪ ***www.skillsusa.org***

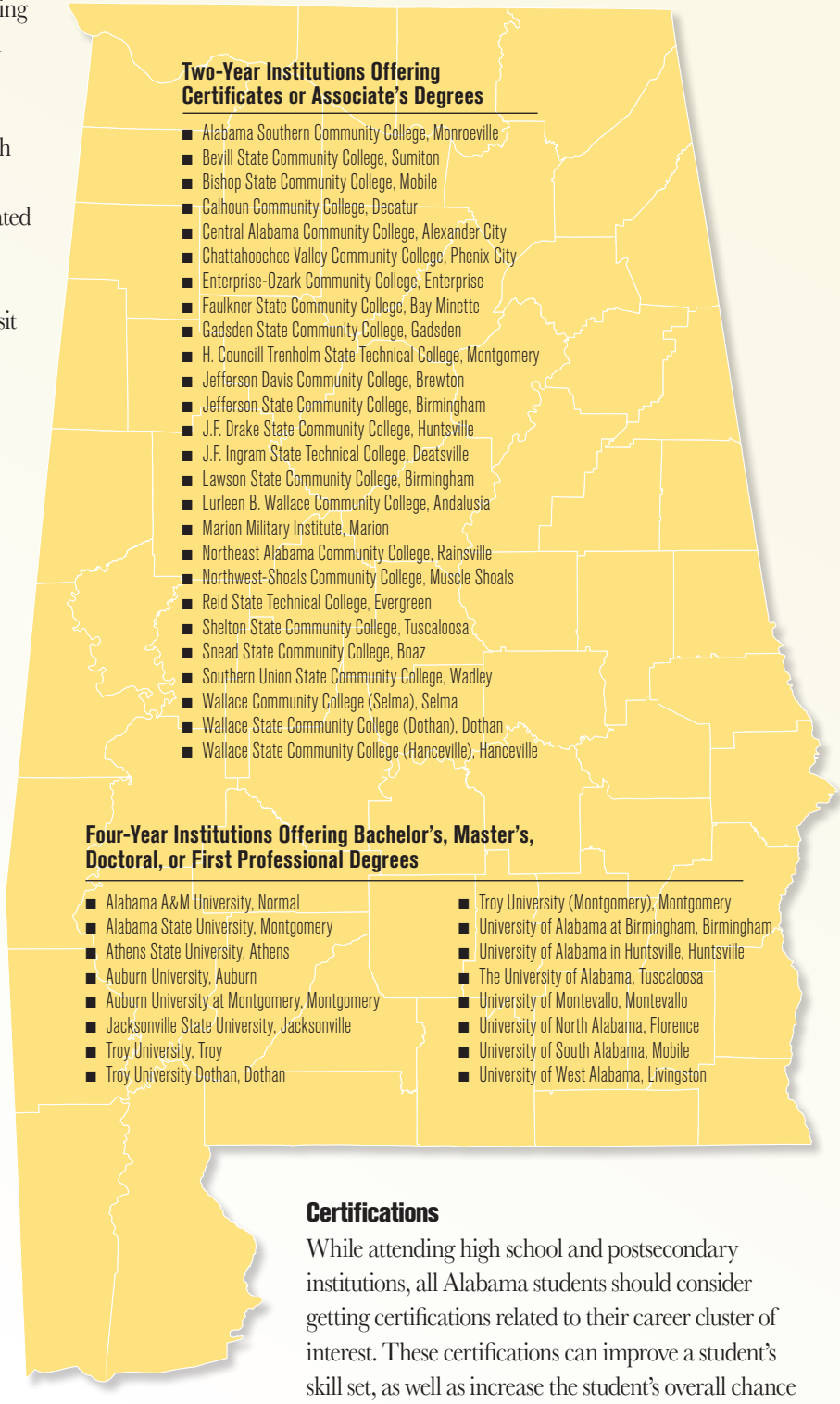
SkillsUSA is a partnership of students, teachers, and industry working to ensure American has a skilled workforce. Programs include student competitions and employer-driven training in all career and technical education areas.

Future Business Leaders of America ▪ ***www.fbla-pbl.org***

FBLA is a great opportunity for Alabama students to learn about various business relationships in the state. The organization gives students in this cluster a first glance at basic business operations, as well as a great opportunity to network with other students and professionals in the field.

Take It to the Next Level

In Alabama, the learning doesn't stop with high school graduation. Here is a list of public postsecondary (after high school) institutions that may offer programs related to this cluster. For Web links to these two- and four-year institutions, visit *www.ache.alabama.gov/Colleges&Universities/Directory.htm*.



Two-Year Institutions Offering Certificates or Associate's Degrees

- Alabama Southern Community College, Monroeville
- Bevill State Community College, Sumiton
- Bishop State Community College, Mobile
- Calhoun Community College, Decatur
- Central Alabama Community College, Alexander City
- Chattahoochee Valley Community College, Phenix City
- Enterprise-Ozark Community College, Enterprise
- Faulkner State Community College, Bay Minette
- Gadsden State Community College, Gadsden
- H. Councill Trenholm State Technical College, Montgomery
- Jefferson Davis Community College, Brewton
- Jefferson State Community College, Birmingham
- J.F. Drake State Community College, Huntsville
- J.F. Ingram State Technical College, Deatsville
- Lawson State Community College, Birmingham
- Lurleen B. Wallace Community College, Andalusia
- Marion Military Institute, Marion
- Northeast Alabama Community College, Rainsville
- Northwest-Shoals Community College, Muscle Shoals
- Reid State Technical College, Evergreen
- Shelton State Community College, Tuscaloosa
- Snead State Community College, Boaz
- Southern Union State Community College, Wadley
- Wallace Community College (Selma), Selma
- Wallace State Community College (Dothan), Dothan
- Wallace State Community College (Hanceville), Hanceville

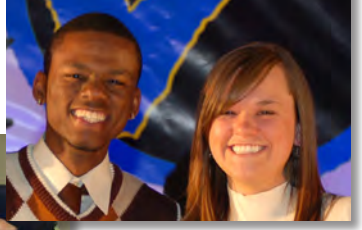
Four-Year Institutions Offering Bachelor's, Master's, Doctoral, or First Professional Degrees

- Alabama A&M University, Normal
- Alabama State University, Montgomery
- Athens State University, Athens
- Auburn University, Auburn
- Auburn University at Montgomery, Montgomery
- Jacksonville State University, Jacksonville
- Troy University, Troy
- Troy University Dothan, Dothan
- Troy University (Montgomery), Montgomery
- University of Alabama at Birmingham, Birmingham
- University of Alabama in Huntsville, Huntsville
- The University of Alabama, Tuscaloosa
- University of Montevallo, Montevallo
- University of North Alabama, Florence
- University of South Alabama, Mobile
- University of West Alabama, Livingston

Certifications

While attending high school and postsecondary institutions, all Alabama students should consider getting certifications related to their career cluster of interest. These certifications can improve a student's skill set, as well as increase the student's overall chance of gaining employment in the field.

GETTING READY



GRADE 9 FRESHMAN YEAR

- Research your career options based on your interests, talents, and goals.
- Choose a career cluster.
- Create an Alabama Education Plan (see page 3).
- Do your best work in all your classes. Course selection and grades really do count when you are applying to colleges and training programs.
- Keep a folder or portfolio of your activities, awards, accomplishments, and work experience, and add to it during your high school career.

GRADE 10 SOPHOMORE YEAR

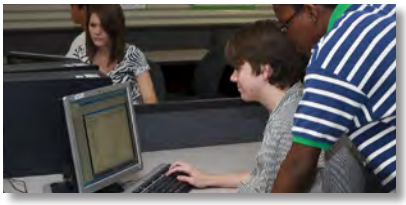
- Continue building the strongest possible academic record.
- Consider taking the PLAN (pre-ACT) if you plan to apply to a two-year college or university in the future.
- Consider taking the PSAT (preliminary SAT/National Merit Scholarship Test) if you plan to apply to a two-year college or university in the future.
- Use the information in your portfolio to create a resume.
- Apply for summer jobs, internships, or volunteer activities related to your career cluster.

GRADE 11 JUNIOR YEAR

- Take the PSAT/NMSQT.
- Use resources available at your school (books, online tools, college fairs, etc.) to research postsecondary education options related to your career goals.
- Register to take either the ACT or the SAT I and SAT II Subject Tests. There are testing dates every month from January through June. Registration deadlines are approximately four weeks before each testing date.
- Apply for summer jobs, internships, and volunteer activities related to your career goals.
- Use *www.fafsa4caster.ed.gov* to determine your financial aid eligibility.

GRADE 12 SENIOR YEAR

- In the fall, apply to postsecondary programs and retake any standardized college admissions tests if you would like to improve your score.
- Beginning in November, complete college financial aid forms. Deadlines and required data differ from school to school, so read the instructions carefully.
- In the spring, choose your postsecondary program on the basis of where you have been accepted, costs, etc.
- Continue doing your best work. Most schools require a final transcript before making your acceptance official.



COLLEGE PREP: Getting Accepted

The college admissions process can be stressful and a bit scary, especially if you are the first in your family to apply. Give yourself the best shot at getting into a college program that matches your goals by following these five steps:

1. Make the Grade

Your grade point average really does count, so do your best work on every assignment, pay attention in class, and participate in group discussions.

2. Get Involved

Build teamwork and leadership skills by joining clubs and teams at your school, volunteering for service projects, and participating in church or community activities.

3. Make a List

Before you can apply to college, you have to figure out what you would like to study and what matters most to you (like location, size, or religious affiliation). Use the college guides in your local library, school library, or counselor's office to start making a list of colleges that interest you. Use online tools like *www.collegeboard.com* and *www.accs.cc* to learn more about each school and take virtual campus tours.

4. Plan for Tests

Most colleges want scores from the ACT, SAT, or SAT II tests. See what tests the schools on your list require, sign up to take them in time to include the scores on your application, and then practice the free SAT sample questions at *www.collegeboard.com* or sample ACT tests at *www.actstudent.org*.

5. Be Neat and Complete

Before you send in a college application, double-check your spelling, make sure nothing is missing, and save a copy just in case you have to submit it again.

PAYING YOUR WAY: Financial Aid

Every Alabama student can afford to go to college. It just takes a little planning. Put your college dreams within financial reach by taking these five steps:

1. Consider a Community College

Alabama's public and private two-year colleges offer an affordable way to earn an associate's degree or complete enough credits to transfer into a four-year school as a junior. Learn more at *www.accs.cc*.

2. Weigh Your Options

Attending one of Alabama's four-year public or private schools cuts travel costs and other living expenses, as compared to attending schools out of state. In addition, public schools offer reduced in-state tuition, and, if there's a college nearby, you can save even more by living at home.

3. Rise to the Top

Apply to a couple of schools at which your grades and accomplishments put you near the top of the typical applicant pool. Since your application will stand out, you'll be more likely to qualify for scholarships and other merit aid.

4. Do a Little Digging

More than one million local, national, and college-specific scholarships are available each year. Ask your school librarian and counselor for help finding printed scholarship resource guides. To find and apply for scholarships online, sign up for the free college scholarship search source FastWeb at *www.fastweb.com*.

5. Apply for Aid

Fill out the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of the year you'll be starting college. FAFSA forms and instruction booklets are available in your guidance counselor's office and online at *www.fafsa.gov*. Some schools also require the CSS/Financial Aid Profile form (*profileonline.collegeboard.com*), and others have their own financial aid forms. Carefully read each college's application to figure out what forms you need to submit and when.

Tool Box

Articulation agreements: formal agreements between or among educational organizations (high schools, community colleges, and universities) that allow students to receive college credit for courses taken in high school.

Associate's degree: a two-year degree awarded by a community college.

Bachelor's degree: a four-year degree awarded by a college or university.

Career and technical student organizations (CTSOs): co-curricular organizations for students that offer activities and competitions related to particular careers.

Career Clusters: identifies pathways from high schools to two- and four-year colleges, technical schools, graduate schools, apprenticeship programs, and workplace so that learners can recognize the relationship between what they learn in school and what they can do in the future.

Career Pathways: pathways are sub-groupings of occupations/career specialties. Occupations/Career specialties are grouped into Pathways based on the fact that they require a set of common knowledge and skills for career success.

Doctoral degree: a degree awarded by universities for study beyond a master's degree. May also be called a Ph.D. or a first professional degree.

Dual enrollment: a program between Alabama public colleges and universities and local boards of education that allows high school students to enroll in certain approved college-level courses to receive both high school and college credit.

ECEP (Early College Enrollment Program)**:** a program that allows juniors and seniors to have full-time enrollment at an Alabama public college or university while still graduating with their class and staying involved with high school activities.

Extended learning experiences: participation in career and technical student organizations, co-curricular activities, job shadowing, internships, or community service.

Internship: an extended learning experience that gives students an opportunity to work temporarily at an entry-level job in a career that interests them.

Job shadowing: an extended learning experience in which students observe professionals in particular careers as they go through a day on the job.

Master's degree: a degree awarded by universities for study beyond a bachelor's degree.

Postsecondary education: education beyond high school. Middle and high school are referred to as *secondary education*, so *postsecondary* means after high school.

STARS (State Transfer & Articulation Reporting System)**:** STARS System allows public two-year students in Alabama to obtain a Transfer Guide/Agreement for the major of their choice. This guide/agreement, if used correctly, guides the student through their first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama.

Resource Shelf

Use these websites and other resources available from your school counselor to learn more about careers, career clusters, and educational and job opportunities in high school and beyond.

ACCESS ▪ ***www.accessdl.state.al.us***
ACCESS (Alabama Connecting Classrooms, Educators, and Students Statewide) Distance Learning provides opportunities and options for Alabama public high school students to engage in advanced placement (AP), elective, and other courses to which they may not otherwise have access.

Alabama Career Information Network
www.alcareerinfo.org
This new Web portal increases Alabama students' and families' access to valuable career exploration activities and college financial aid information.

Alabama Commission on Higher Education
www.ache.alabama.gov
Click on "Colleges & Universities" within this website for a list of four-year institutions in Alabama.

The Alabama Community College System ▪ ***www.accs.cc***
Learn all about the public and private two-year colleges in Alabama. Connect directly to each school's website to see the courses, majors, degrees, and scholarships it offers to Alabama students.

Alabama Tech Prep ▪ ***www.altechprep.org***
This booklet is sponsored by Alabama Tech Prep. The goal of Tech Prep is to create a smooth transition from high school to college and to a career.

Alabama Virtual Library ▪ ***www.avl.lib.al.us***
This Alabama Legislature–funded site provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources.

America's Career InfoNet ▪ ***www.acinet.org/acinet***
Use this site to search for occupational information, industry information, and state-specific labor market information.

Career Voyages ▪ ***www.careervoyages.gov***
This career planning resource helps students, parents, career changers, and career advisors.

O*NET (Occupational Information Network)
www.online.onetcenter.org
O*NET provides full information on occupations, including state-by-state salary data, employment prospects, and skill matching for students.

U.S. Department of Labor Occupational Outlook Handbook
www.bls.gov/oco
A valuable resource for both counselors and students, this federal website offers updated information on careers, job responsibilities and working conditions, salaries, and what jobs will be available in the future.

Alabama Career Clusters and Pathways

Contact Information

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No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, national origin, color, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973; Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334)242-8444.

STATE OF ALABAMA ▪ DEPARTMENT OF EDUCATION ▪
THOMAS R. BICE, STATE SUPERINTENDENT OF EDUCATION 9/12