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# MEMORANDUM

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Date: September 23, 2016

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator 

Re: **Expansion of the Library System's Scope of Services Related to Online High School Education**

Education is a proven method of fighting poverty. For any number of reasons, there are a number of adults 21 years of age and older who have not obtained a high school diploma. The County has a variety of opportunities for youth below the age of 21 to obtain a high school diploma, either through the Las Artes Program or Pima Vocational High School. Other than adult basic education classes primarily offered through Pima Community College, adults have few options to obtain a high school diploma. Over the years, Library services have evolved from a pure library function to one associated with public health, economic development and community involvement.

The Pima County Public Library has introduced a Career Online High School in partnership with Gale Cengage Learning. Attached is a memorandum from the Library Director regarding the launch of this accredited high school program that offers another viable alternative for individuals within the community to further their education and achieve a high school diploma and, we hope, be the first step in furthering their education and securing higher paying jobs.

I have also attached flyers and other information that will be distributed to ensure the public is fully aware of this opportunity presented by our Library system.

CHH/lab

Attachments

c: Melinda Cervantes, Director, Library District  
Amber Mathewson, Deputy Director, Library District

# MEMO



Date: September 20, 2016

To: C. H. Huckelberry, County Administrator

From: Melinda Cervantes, Library Director *mc*

Re: **Library Launches Career Online High School**

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September 2016 marks the beginning of Career Online High School at Pima County Public Library. Adults, age 22 or older, can earn an accredited high school diploma while gaining real-world career training through a flexible, supportive, and online education program. Potential students can take a self-assessment and pre-requisite course to determine if this program is the right fit for them. Students can potentially qualify for tuition assistance after completing the pre-requisite successfully and participating in a face-to-face interview with Library staff. Pima County and the Library are partners in the Cradle to Career (C2C) community initiative to establish data-driven collaborative action networks for initiating and sustaining strategies to improve seven identified outcomes: Kindergarten Readiness, Early Grade Literacy, Middle School Math, High School Graduation, Re-Engagement of Opportunity Youth, Post-Secondary Education Success and Career Attainment. COHS will advance the C2C goal of high school graduation.

Tuition assistance is available for the first 35 students, made possible by a generous Library Services and Technology Act grant from the Arizona State Library, Archives, and Public Records. The Pima County Library Foundation is assisting in the effort to raise additional funds for student tuition assistance.

Academic coaches, mentors, and library staff support students as they work to obtain a high school diploma and career certificate. Biweekly online seminars focus on 21<sup>st</sup> century skills and monthly career webinars prepare students for workplace realities and job markets. The program offers students the choice of eight career paths in high-growth, high-demand career fields. Coursework can be completed in:

- Child Care & Education
- Certified Protection Officer
- Certified Transportation Services
- Office Management
- Homeland Security
- General Career Preparation/Professional Skills
- Retail Customer Service Skills
- Food and Customer Service Skills

In addition to earning a career certificate, students graduate with the tools and information needed to become gainfully employed in their chosen career field. Students complete the program with a career portfolio, cover letters, and a resume. Students graduate with the tools they need to take the next step in their careers or post-secondary education. Students will also receive integrated services and support from the Library and Arizona @Work/Pima County One Stop.

Pima County Public Library is excited to join other major urban public libraries offering adults the opportunity to achieve a high school diploma as the first step to furthering their education and securing higher paying jobs.

# With Career Online High School You Will:

Earn an accredited high school diploma while preparing for a career in one of eight high-demand, high-growth fields.

Take classes online, giving you the flexibility of 24/7 access to schoolwork.

Be supported by certified instructors and academic coaches who care about your success.

Gain career readiness with a portfolio including a resume, cover letter, and job preparation support.



*I've completed a part of my education that I've been missing. I knew I was capable of achieving this and it feels great knowing now what I have accomplished. As a college student, I am no longer missing that gap, and the career training from COHS has carried over into my work and I know that my employer appreciates it!*

— **Angie**, a graduate from Los Angeles Public Library

Career Online High School is accredited by AdvancED/SACS/NCA/NWAC. AdvancED is the world's largest education community, serving and engaging 32,000 public and private schools and school systems in more than 70 countries and serving more than 20 million students.



Made possible for public libraries by Gale, a part of Cengage Learning

PIMA COUNTY  
PUBLIC LIBRARY 

# Become Career-Ready!

## Earn Your Accredited High School Diploma and a Career Certificate

Available by scholarship through your library, Career Online High School offers adults the opportunity to complete their high school education and gain career training through a self-paced, supportive, and accredited online education program.



INFOLINE 520.791.4010

[www.library.pima.gov](http://www.library.pima.gov)





# The Curriculum Consists of:

## 4 Language Arts credits

Grammar & Composition  
Introduction to Literature  
World Literature  
American Literature

## 3 Mathematics credits

General Math  
Consumer Math  
Algebra

## 4 Social Studies credits

World History  
American History  
American Government & Economics  
Health & Personal Fitness

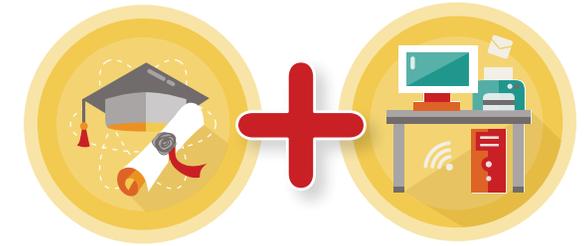
## 3 Science credits

Earth & Space Science  
Physical Science  
Biology

## 4 Career Elective credits

In the student's chosen career focus

*Students earn 18 credits and are awarded an accredited high school diploma and a career certificate! You can graduate in as few as 5 months by transferring in previously earned high school credits.*



Career Online High School allows students to earn a high school diploma plus a career certificate

## Areas of Career Study

- Child Care and Education
- Certified Protection Officer
- Commercial Driving
- General Career Preparation
- Homeland Security
- Office Management
- Retail Customer Service
- Food and Hospitality

*"I wanted to show my daughter that you can do anything you set your mind to!! I gained my diploma and now I'm able to get a good job and go to college!!"*

— **Melissa**, a graduate from Chattanooga Public Library



High school graduates earn almost \$200,000 more over a lifetime than those without a diploma, according to the U.S. Census Bureau.

## Ready to Get Started?

Follow these steps:

### Step 1

Complete the online self-assessment found on your library's Career Online High School website to determine if this program meets your educational and career needs.

### Step 2

Use your library card to enroll for Part 1 of the program, a two-week prerequisite course for the career you wish to pursue (choose from eight options). Complete the prerequisite coursework.

### Step 3

Upon successful completion of Part 1, the library will contact you to schedule an interview date and discuss your application into the program.

*Completing the prerequisite course qualifies you for scholarship consideration, but does not guarantee award or enrollment.*