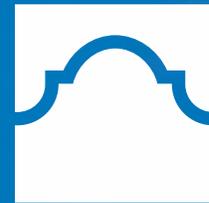


# Using Career Coach to Align High School Endorsements to AlamoINTITUTES

**Cassandra Segura,**  
Director of District-wide  
Career Resources & Services

09/15/2021



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient

Achieving the Dream  
LEADER  
COLLEGE  
OF DISTINCTION

# Career Coach: A Career Exploration Tool

Students explore their interests, search programs and connect to in-demand careers.

The Alamo Colleges District provides Career Coach as a **free mobile-friendly** resource

Direct Link: [www.alamo.edu/careercoach](http://www.alamo.edu/careercoach)



# From EMSI Data to Career Coach

- Industry Data
- Industries and Occupations
- Programs Linking to Careers



# O\*NET

## (Occupational Information Network)

- Knowledge, skill and ability characteristics of occupations
- Level of Education Attainment for each occupation - %
- U.S. Bureau of Labor Statistics / Department of Labor data:  
**Projected Growth**/ Industry employment data
- “What would I do in this job?”

<https://www.onetonline.org/>

- Provides information on individual occupations
- Provides National Education Attainment
- Not tied to any particular employer/job posting

# Find your AlamoINSTITUTE Match

## High School Endorsement



## AlamoINSTITUTES Alamo Colleges District

Arts & Humanities



Creative & Communication Arts

Business & Industry



Business & Entrepreneurship  
/ Advanced Manufacturing & Logistics

Multidisciplinary Studies



Applies to any AlamoINSTITUTE

Public Service



Public Service

Science, Technology,  
Engineering and Math



Science & Technology /  
Health & Biosciences

We have an AlamoINSTITUTE for each High School Endorsement.

You may choose to follow a different AlamoINSTITUTE at the colleges of the Alamo Colleges District from your High School Endorsements.



ALAMO  
COLLEGES  
DISTRICT

# AlamoINSTITUTES: Alamo Colleges Landing Page



ALAMO COLLEGES DISTRICT

Apply

Request Information

Login to ACES

MENU

## Enroll Now for the Fall

Fall classes begin on August 23. Learn Here. You have what it takes!

Apply Now

## Search for a Program or Career you love

What program or career fits your future?



Program Search



Career Search

# Six AlamoINSTITUTES

## 6 INSTITUTES. ENDLESS POSSIBILITIES.



### Creative & Communication Arts

The Creative & Communication Arts Institute is designed for students who have a key interest in areas such as the arts, audio/video technology and communications.

[More about a creative path >](#)



### Business & Entrepreneurship

The Business & Entrepreneurship Institute is designed for students who have an interest in areas such as business management and administration, finance, hospitality and tourism and marketing.

[Business Programs for you >](#)



### Health & Biosciences

The Health and Biosciences Institute is designed for students who have an interest in areas such as health sciences.

[Health Programs for you >](#)

# Connect to our Career Exploration Tool: Career Coach

**Direct URL:**  
[www.alamo.edu/  
enroll](http://www.alamo.edu/enroll)



YOU ARE INTERESTED IN: **TEACHER**

♥ **Public Service Institute**

**Kindergarten Teachers, Except Special Education**



**Law Teachers, Postsecondary**



**View Available Online Education/Training**

Locations

**Communications Teachers, Postsecondary**



# Career Exploration Resource: Career Coach

Access Career Coach at  
[Alamo.edu/careercoach](https://Alamo.edu/careercoach)

**Undecided on your career?**

[Take a Career Assessment](#)

**Researching your career?**

[Browse Careers](#)

**Ready to choose a program/AlamoINSTITUTE?**

[Browse Education/Training](#)

The screenshot shows the Alamo Colleges District Career Coach website. The header includes the Alamo Colleges District logo, a search bar, and links for Login and Sign Up. The main navigation menu contains Assessment, Careers, Education/Training Programs, and Résumé Builder. The main content area features a large blue banner with the text "Welcome to Career Coach" and "Discover majors and in-demand careers and education based on your interests!". Below the banner are three main sections: "Take Career Assessment" (circled in red), "Browse Careers" (circled in yellow), and "Browse Education/Training Programs" (circled in green). Each section includes a brief description and a search or action button. At the bottom, there are two additional sections: "Are You a Veteran?" and "Build Your Résumé".

ALAMO COLLEGES DISTRICT

Assessment Careers Education/Training Programs Résumé Builder

Search Login Sign Up

## Welcome to Career Coach

Discover majors and in-demand careers and education based on your interests!

### Take Career Assessment

Take a Career Assessment to learn about yourself and Career Coach will give you career suggestions based on your interests.

Take the Assessment

### Browse Careers

Browse or search for careers and we will give you relevant data on wages, employment, and the training you need.

Search for Careers

Or Browse all Careers

### Browse Education/Training Programs

Browse or search for the available Education/Training Programs that lead to the career you want.

Search for Education/Training Program

Or Browse all Education/Training Programs

#### Are You a Veteran?

Find civilian careers related to your military occupation.

Get Started with Military Search

#### Build Your Résumé

Our easy-to-use résumé builder will help you create a professional résumé.

Sign Up and Build Your Résumé

**'Are you a Veteran' tool to search using military occupation codes**  
**'Build Your Resume' tool to build a resume**

# Career Coach Features

1. Career Assessment
2. Explore Careers
3. Explore Alamo Colleges District Programs
4. Are you a Veteran?
5. Build Your Resume
6. Signup – Create an account

# Holland Interest Assessment

## 1. Career Assessment

- [Quick Start Assessment](#)
- Detailed Assessment

Direct Link: [www.alamo.edu/careercoach](http://www.alamo.edu/careercoach)

# Careers

## 2. Explore Careers

- By 16 career clusters

# Career Pages based on the O\*NET

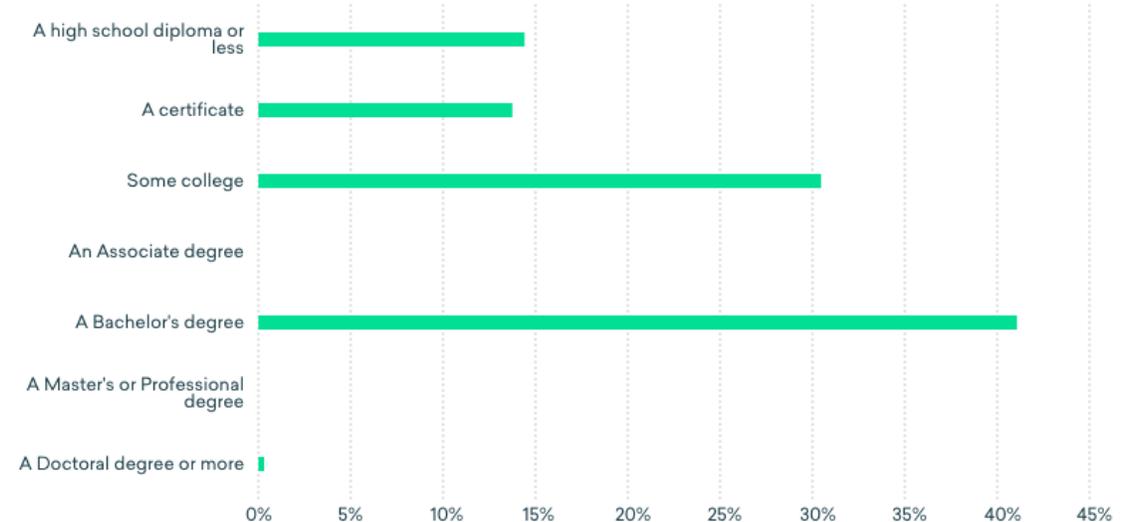
## Daily Tasks

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

### National Education Attainment Level

Educational Attainment is a national breakdown of the education levels attained by the occupation's workforce.

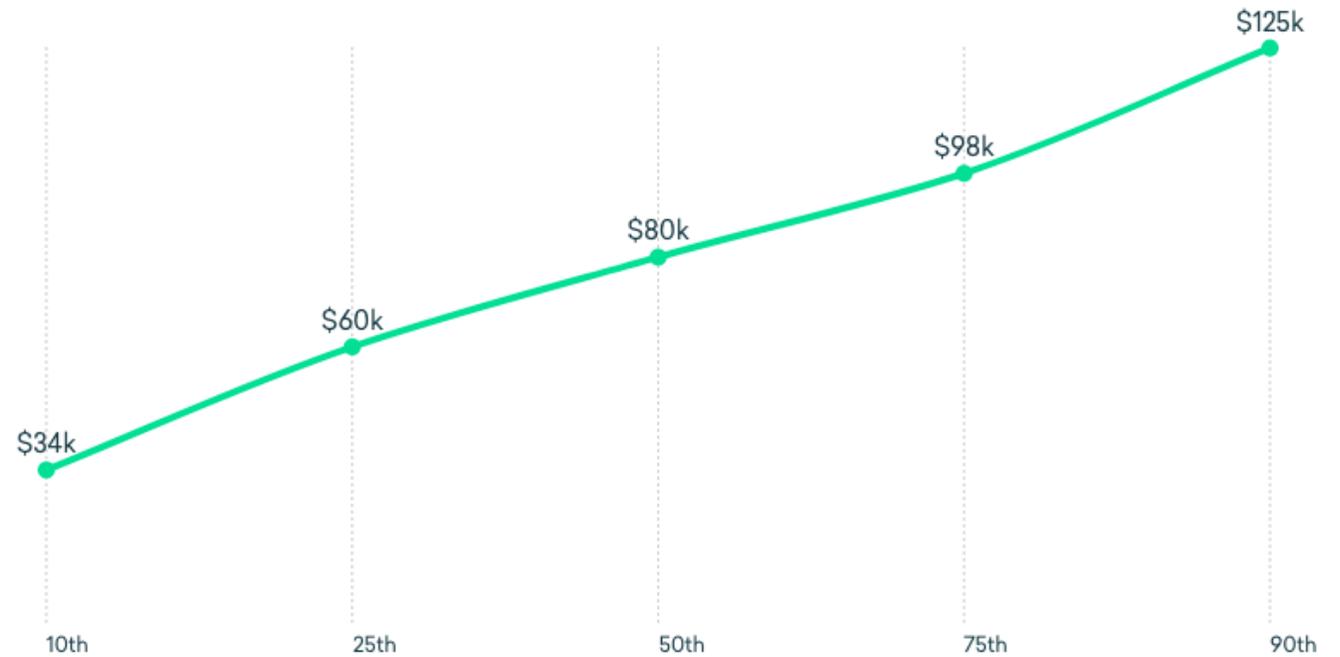
The following shows the percentage of Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products that have achieved different levels of education. This is not meant to represent what you should pursue, but rather to inform what other workers in the field have attained.



# Careers: Wages

## Wages

New workers generally start around \$33,727. Normal pay for Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products is \$79,627 per year, while highly experienced workers can earn as much as \$124,755.



# Education/Training Programs

## 3. Explore ACD Programs

by selecting:

Education/Training

Programs

- By AlamoINSTITUTES



The screenshot shows the Alamo Colleges District website. The header includes the Alamo Colleges District logo and navigation links: Assessment, Careers, Education/Training Programs (highlighted), Résumé Builder, and Work Opportunities. Below the header is a blue banner with the text "Browse Education/Training Programs". The main content area features two program cards. The first card is for the "Advanced Manufacturing & Logistics Institute", which offers 64 programs and has a high school endorsement match in Business & Industry / Multidisciplinary Studies. The second card is for the "Business & Entrepreneurship Institute", which offers 85 programs and also has a high school endorsement match in Business & Industry / Multidisciplinary Studies. Each card includes a representative image: a worker in a hard hat for the manufacturing institute and business professionals for the entrepreneurship institute.

ALAMO COLLEGES DISTRICT

Assessment Careers **Education/Training Programs** Résumé Builder Work Opportunities

### Browse Education/Training Programs

#### Advanced Manufacturing & Logistics Institute

64 Programs

High School Endorsement Match: Business & Industry / Multidisciplinary Studies



#### Business & Entrepreneurship Institute

85 Programs

High School Endorsement Match: Business & Industry / Multidisciplinary Studies



# Military Careers Matched to Civilian Careers

4. Are you a Veteran?

# Military Personnel and Veterans

At the lower  
right hand side,  
you will see:

Are you a Veteran?

ALAMO COLLEGES DISTRICT

Assessment Careers Programs

Search Login Sign Up

## Welcome to Career Coach

Discover majors and in-demand careers and education based on your interests!

### Take Career Assessment

Take a Career Assessment to learn about yourself and Career Coach will give you career suggestions based on your interests.

Take the Assessment

### Browse Careers

Browse careers and we will give you relevant data on wages, employment, and the training you need.

Browse Careers

### Browse Programs

Browse the available programs that lead to the career you want.

Browse Programs

### Are You a Veteran?

Find civilian careers related to your military occupation.

Get Started with Military Search

### Build Your Resumé

Our easy-to-use resumé builder will help you create a professional resumé.

Sign Up and Build Your Resumé

# Military Personnel and Veterans

Select:

**Military, Branch,**

**Status**

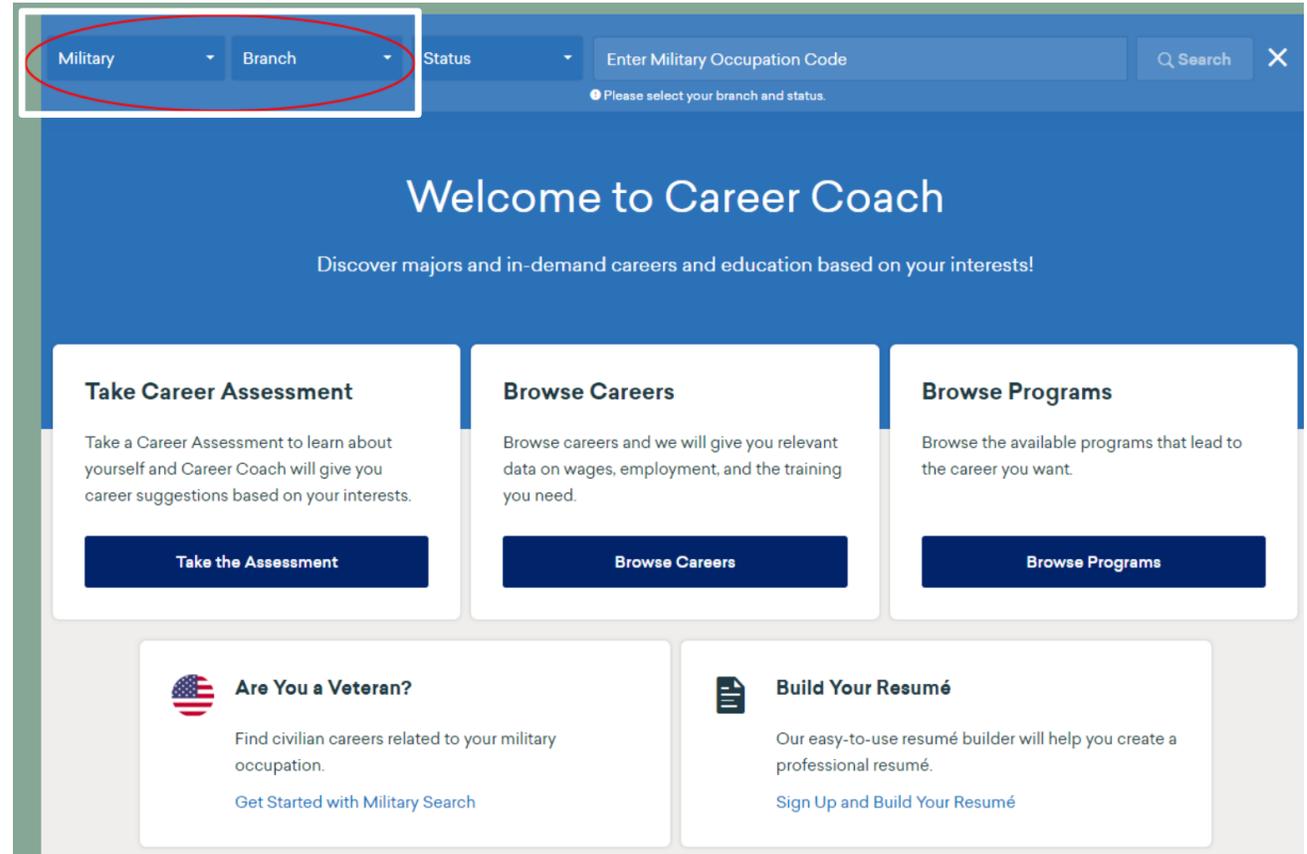
and

enter the

**Military**

**Occupation**

**Code**



The screenshot shows the top navigation bar of the Career Coach website. It features several dropdown menus: 'Military', 'Branch', and 'Status'. The 'Military' and 'Branch' dropdowns are highlighted with a red circle. To the right of these is a search bar labeled 'Enter Military Occupation Code' with a search icon and a close icon. Below the search bar, a small message reads 'Please select your branch and status.' The main content area has a blue header with the text 'Welcome to Career Coach' and 'Discover majors and in-demand careers and education based on your interests!'. Below this are three white cards: 'Take Career Assessment', 'Browse Careers', and 'Browse Programs'. Each card has a description and a blue button. At the bottom, there are two more white cards: 'Are You a Veteran?' and 'Build Your Resumé', each with an icon and a link.

# Using Career Coach

## 5. Resume Builder

- Requires creating an account

# Resume Builder

### My Résumés

**Résumé Builder**

Resumé 1 English

My Resumé

**Uploaded Résumés (Limit: 6)**

### Résumé Options

[Download My Résumé](#)

### Title

Resumé 1 [Edit](#)

### Contact Information

### Add Work Experience

Enter past work experience and tasks to show your previous training and experience.

[Add Education History >](#)

### Select Job

### Previously Added

- Dental Hygienists**  
Blue Star Dental | Moscow, ID
- Nursing Assistants**  
Gritman | Moscow, ID

### Select Work Tasks

We will suggest tasks here after you have selected your job.

### Saved Tasks

[Add Custom Task](#)

# Using Career Coach - Student Driven Self-Use

## 6. Signup – Create an account

- Student's name and email address
- Save Career Assessment – with % match
- Wages & Growth Rates for all Careers
- Careers Linked to college programs

# Transfer Advising Guides (TAG) & Pre-Majors

- Pre-Majors:  
English, History, Social Work
- Transfer Advising Guides:  
AA to BA



# Thank you!

## Contact Information:

Cassandra Segura

Director of District-wide Career Resources & Services

Office of the Vice Chancellor for Student Success

Office: 210-485-0889

Email: [csegura31@alamo.edu](mailto:csegura31@alamo.edu)



ALAMO  
COLLEGES  
DISTRICT