

Section 6: Program Resources

6.1 Description – Technology and Distance/Hybrid Learning

HAP Academy OIC utilizes a range of instructional technologies to improve student access, enhance instructional quality, and support improved learner outcomes across all program areas, including ABE, Career Readiness, and career-specific pathway programming.

Technology is fully integrated into both in-person and hybrid learning environments to ensure flexibility and access for adult learners with varying needs, schedules, and barriers. Instructional delivery incorporates a combination of face-to-face instruction, digital learning platforms, and industry-recognized online curriculum systems aligned to program areas such as healthcare, IT, and business.

All classrooms are equipped with Newline interactive boards and are distance-learning-enabled, with integrated camera and audio systems, allowing instruction to be delivered seamlessly to remote learners when needed. This infrastructure supports hybrid learning, guest instruction, make-up instruction, and continuity of learning during student absences or scheduling barriers.

Students engage with technology through:

- Online learning platforms and curriculum supplements supporting healthcare, IT certification preparation, business courses, and digital literacy
- Microsoft Office applications and tools to support academic and workforce skill development
- Learning management systems and digital assignments that allow for hybrid and independent learning opportunities
- Career and technical education software aligned to industry certifications (e.g., Northstar Digital Literacy, CompTIA, Microsoft Office Specialist, and healthcare training platforms)
- Virtual instructional supports, including videos, simulations, and guided practice resources delivered through both in-person and remote-capable instruction

To ensure equitable access to instruction, HAP Academy OIC provides laptops to students who need them to be successful in class, particularly in IT and Business-related courses where consistent access to technology is essential for skill development, certification preparation, and completion of digital coursework.

Hybrid and blended learning models are used to increase flexibility for students, balancing employment, family responsibilities, and transportation barriers. Students can extend their

learning beyond the classroom by reinforcing instruction through structured online components and digital practice activities.

Technology use also supports differentiated instruction, allowing instructors to tailor learning experiences based on student skill level, literacy proficiency, and career pathway goals. This approach strengthens engagement, supports skill mastery, and contributes to improved completion and credential attainment outcomes.

HAP Academy OIC utilizes industry-aligned, standards-based curricula across all career pathway programming to ensure instructional quality, consistency, and alignment with both workforce expectations and ABE learners' needs. In the CNA program, students use an online curriculum specifically designed for ABE and high school-age learners and developed by South Central Service Cooperative. This curriculum is integrated with classroom instruction, skills labs, and clinical experiences to support foundational knowledge, healthcare terminology development, and preparation for state CNA competency requirements. The blended design allows learners to reinforce classroom instruction through structured online modules that are accessible, developmentally appropriate, and aligned to healthcare industry standards.

In IT and Business programming, HAP Academy OIC uses nationally recognized digital curricula to support certification and career readiness outcomes. IT courses utilize CompTIA's CertMasterLearn platform, which provides interactive, self-paced instruction aligned directly with CompTIA certification objectives, including A+, Network+, Security+, and Tech+. This platform supports skill development through instructional content, practice questions, and applied scenario-based learning. CertMasterLearn is the industry leader with hundreds of lab activities. Business courses, including Microsoft Office Specialist preparation, QuickBooks, and entrepreneurship content, use Cengage MindTap curriculum resources to deliver structured, competency-based learning experiences. MindTap provides integrated assignments, simulations, and assessments that reinforce academic and workplace skills while supporting mastery of business and digital literacy competencies.

Multiple Business and IT courses at HAP Academy OIC are delivered through a blended instructional model that combines virtual learning with in-person instruction to increase flexibility and access for adult learners. These classes meet virtually two days per week, allowing students to engage with instruction, assignments, and skill-building activities remotely while maintaining consistent instructor support. In addition, students attend face-to-face sessions on Saturdays, which focus on hands-on practice, applied skill development, assessments, and individualized support. This hybrid structure is designed to accommodate working adults and learners with scheduling or transportation barriers while ensuring rigorous, competency-based instruction aligned to industry standards and certification outcomes in both Business and IT pathways.

6.2 Additional Resources Supporting ABE Programming

In addition to state and federal ABE funding, HAP Academy OIC leverages multiple supplemental funding sources and community partnerships to ensure comprehensive support for adult learners and strengthen program outcomes. These include DEED Adult Career Pathway Grants, which support the development and delivery of industry-aligned training programs that connect ABE instruction to high-demand career pathways. The program also receives support through the Minnesota Department of Human Services (DHS) New Americans Grant, which enhances services for immigrant and refugee learners by expanding access to culturally responsive instruction, career navigation, and supportive services. In addition, multiple foundation grants provide flexible funding that supports a holistic approach to student success.

These combined funding sources help provide essential wraparound supports designed to address barriers to participation and completion. Support services include assistance with childcare, rent, transportation, food security, and other basic needs, ensuring that students are able to remain engaged in instruction and progress toward their academic and career goals. This integrated support model reflects a commitment to serving the whole student and reducing barriers that impact persistence and achievement. Additionally, onsite childcare is available for all students at no cost.

To further support student success, HAP Academy OIC employs five student advisors who provide ongoing case management services. These advisors work closely with students to support retention, academic progress, barrier mitigation, and goal attainment throughout their participation in ABE and career pathway programming. Finally, a dedicated Job Developer assists students with employment placement, employer connections, and job search support aligned to their chosen career pathways, ensuring a strong transition from training to employment.

Documents

P: Technology and Distance/Hybrid Learning Plan (template available)