

Vance-Granville Community College

2017-
2018
FALL

Revised
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Career and College Promise Pathway Guide



CAREER AND COLLEGE PROMISE PATHWAYS

The purpose of this guide is to identify structured Career and College Promise (CCP) Pathways for qualified high school students who wish to pursue college courses while still in high school. This guide will serve as a tool for school counselors, students, and parents to help select an approved pathway. Through Career and College Promise opportunities, students may enroll in college courses, tuition free, in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. In some cases, it is possible for students to meet all of the necessary requirements for certificate completion and award upon graduation from high school.

Described in this guide are the CCP College Transfer (CT) Pathways and the Career and Technical Education (CTE) Pathways offered through Vance-Granville Community College (VGCC). Students who wish to pursue a pathway in one of these areas should first contact their high school counselor. The school counselors are in the best position to determine a student's eligibility and should be able to assist and guide both students and parents with the application and registration process described in the steps below.

To enroll in the CCP at VGCC, a high school student must complete the following steps and submit a completed package as indicated in the steps below:

1. **Complete** a VGCC Application for Admission online. (Select "*Freshmen*" as your Enrollment Status and "*Career and College Promise*" as your program of study)
https://www1.cfnc.org/applications/nc_community_college/apply.html?application_id=1531
2. **Print and submit** the application confirmation page with your package
3. **Complete and submit** VGCC CCP Eligibility Form
http://www.vgcc.edu/sites/default/files/pdf/CCP_Eligibility_Form.pdf ;
4. **Submit** a signed and dated High School Transcript documenting GPA, grade and expected graduation date.
5. **Submit** a copy of an Approved Diagnostic Assessment Test Score Report indicating level of college readiness. (*See Attachment 1 for approved scores*).
6. **Submit Complete Package** (Confirmation Page, Eligibility Form, Signed Transcript, and Test Score Sheet(s)) to you respective county's representative identified below:
 - a) Franklin County Students: Evelyn Hall @ halle@vgcc.edu or 252-738-3611
 - b) Granville County Students: Reba Bullock @ bullockr@vgcc.edu or 252-738-3525
 - c) Vance County Students: Evangeline Mitchell @ mitchell@vgcc.edu or 252-738-3289
 - d) Warren County Students: Faye Goode @ goodef@vgcc.edu or 252-738-3594

Students outside of these four counties should select the representative from the county where you expect to attend classes or is closest to you.

NOTE: Incomplete or partial packages will not be considered for approval.

CAREER & COLLEGE PROMISE TRANSFER PATHWAY

The CCP Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward an Associate degree and a baccalaureate degree. The Transfer Pathways are a structured set of courses, in the Comprehensive Articulation Agreement (CAA) between the University of North Carolina and the North Carolina Community College System, leading to completion of the Associate in Arts or Associate in Science degree. The courses in each pathway are selected from the Universal General Education Transfer Component (UGETC) component of the CAA. All UGETC courses in which the student earns a grade of “C” or better will transfer for equivalency credit at any of the UNC universities. The pathways require the completion of at least 30 semester hours of transfer courses including English, mathematics, and ACA 122. Eligible Students can select one of the following pathways:

Associate in Arts (P1012C) (pages 4-5)

Associate in Science (P1042C) (pages 6-7)

College Transfer Enrollment Eligibility

1. Be a high school junior or senior;
2. Have a weighted GPA of 3.0 on high school courses; and
3. Demonstrate college readiness in English, reading, and mathematics on an assessment or placement test (See Attachment 1).

Provisional CT Enrollment Eligibility

A high school junior or senior who does not demonstrate college-readiness on an approved diagnostic assessment test may be provisionally enrolled in a CT Pathway provided they meet the following criteria:

1. Have a cumulative weighted GPA of 3.5 or higher;
2. Completed two years of high school English with a grade of ‘C’ or higher;
3. Completed high school Algebra II or Math III (or a higher level math class) with a grade of ‘C’ or higher;
4. Obtain the written approval of the high school principal; and
5. Obtain the written approval of the Chief Academic Officer.
(Student must meet minimum course prerequisites for the course in which they want to enroll)

To Maintain Eligibility for Continued Enrollment, a student must:

1. Continue to make progress toward high school graduation, and
2. Maintain a 2.0 GPA in college coursework after completing two college courses.
3. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

To Concurrently Enroll in two CCP Pathways, a student must:

- Receive the approval of the High School Principal; and
- Receive the approval of the college's Chief Academic Officer.

To Change a Program of Study (Pathway):

Selecting a pathway should be thoroughly considered by the student and discussed with the High School Counselor before submitting the CCP Eligibility Form for review. If a student desires to change the initial approved pathway, verification must be provided by the student that the program change allows the student to meet their newly chosen career path and approval from his/her High School Principal and the college's Chief Academic Officer must be received. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C)

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement. *(All Universal General Education Transfer Component courses in which the student earns a grade of "C" or better will transfer for equivalency credit up to the distribution limits detailed in the CAA).*

English Composition (6 SHC)

The following two English composition courses are **required**.

| | | |
|---------|-------------------------------------|---------|
| ENG 111 | Writing & Inquiry | (3 SHC) |
| ENG 112 | Writing/Research in the Disciplines | (3 SHC) |

Select **three courses** from the following from at least **two different disciplines**: (9 SHC)

Communication

| | | |
|---------|-----------------|---------|
| COM 231 | Public Speaking | (3 SHC) |
|---------|-----------------|---------|

Humanities/Fine Arts

| | | |
|---------|------------------------|---------|
| ART 111 | Art Appreciation | (3 SHC) |
| ART 114 | Art History Survey I | (3 SHC) |
| ART 115 | Art History Survey II | (3 SHC) |
| ENG 231 | American Literature I | (3 SHC) |
| ENG 232 | American Literature II | (3 SHC) |
| ENG 241 | British Literature I | (3 SHC) |
| ENG 242 | British Literature II | (3 SHC) |
| MUS 110 | Music Appreciation | (3 SHC) |
| MUS 112 | Introduction to Jazz | (3 SHC) |
| PHI 215 | Philosophical Issues | (3 SHC) |
| PHI 240 | Introduction to Ethics | (3 SHC) |

Select **three courses** from the following from at least **two different disciplines**: (9 SHC)

Social/Behavioral Sciences

| | | |
|---------|------------------------------|---------|
| ECO 251 | Principles of Microeconomics | (3 SHC) |
| ECO 252 | Principles of Macroeconomics | (3 SHC) |
| HIS 111 | World Civilizations I | (3 SHC) |
| HIS 112 | World Civilizations II | (3 SHC) |
| HIS 131 | American History I | (3 SHC) |
| HIS 132 | American History II | (3 SHC) |
| POL 120 | American Government | (3 SHC) |
| PSY 150 | General Psychology | (3 SHC) |
| SOC 210 | Introduction to Sociology | (3 SHC) |

Select one course from the following: (3-4 SHC)

Mathematics

| | | |
|---------|-----------------------|---------|
| MAT 143 | Quantitative Literacy | (3 SHC) |
| MAT 152 | Statistical Methods I | (4 SHC) |
| MAT 171 | Precalculus Algebra | (4 SHC) |

Select one course from the following course(s): (4 SHC)

Natural Sciences

| | | |
|---------|--|--------------------------------|
| BIO 110 | Principles of Biology | (4 SHC) |
| BIO 111 | General Biology I | (4 SHC) |
| CHM 151 | General Chemistry I | (4 SHC) |
| GEL 111 | Introductory Geology | (4 SHC) |
| PHY 110 | Conceptual Physics (3 SHC) <i>and</i> PHY 110A | Conceptual Physics Lab (1 SHC) |

Total Required General Education Hours: 31-32 SHC

OTHER REQUIRED COURSE (1 SHC)

Academic Transition (1 SHC)

The following course is required:

| | | |
|---------|--------------------------|---------|
| ACA 122 | College Transfer Success | (1 SHC) |
|---------|--------------------------|---------|

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of “C” or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Program: 32 - 41*

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

**Career & College Promise College Transfer Pathway
Leading to the Associate in Science (P1042C)**

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

| | | |
|--|-------------------------------------|---------|
| <p>GENERAL EDUCATION (34 SHC) The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement. <i>(All Universal General Education Transfer Component courses in which the student earns a grade of “C” or better will transfer for equivalency credit up to the distribution limits detailed in the CAA.)</i></p> | | |
| <p>English Composition (6 SHC) <i>The following two English composition courses are required.</i></p> | | |
| ENG 111 | Writing & Inquiry | (3 SHC) |
| ENG 112 | Writing/Research in the Disciplines | (3 SHC) |
| <p><i>Select two courses from the following from at least two different disciplines (6 SHC)</i></p> | | |
| <p>Communications</p> | | |
| COM 231 | Public Speaking | (3 SHC) |
| <p>Humanities/Fine Arts</p> | | |
| ART 111 | Art Appreciation | (3 SHC) |
| ART 114 | Art History Survey I | (3 SHC) |
| ART 115 | Art History Survey II | (3 SHC) |
| ENG 231 | American Literature I | (3 SHC) |
| ENG 232 | American Literature II | (3 SHC) |
| ENG 241 | British Literature I | (3 SHC) |
| ENG 242 | British Literature II | (3 SHC) |
| MUS 110 | Music Appreciation | (3 SHC) |
| MUS 112 | Introduction to Jazz | (3 SHC) |
| PHI 215 | Philosophical Issues | (3 SHC) |
| PHI 240 | Introduction to Ethics | (3 SHC) |
| <p><i>Select two courses from the following from at least two different disciplines: (6 SHC)</i></p> | | |
| <p>Social/Behavioral Sciences</p> | | |
| ECO 251 | Principles of Microeconomics | (3 SHC) |
| ECO 252 | Principles of Macroeconomics | (3 SHC) |
| HIS 111 | World Civilizations I | (3 SHC) |
| HIS 112 | World Civilizations II | (3 SHC) |
| HIS 131 | American History I | (3 SHC) |
| HIS 132 | American History II | (3 SHC) |
| POL 120 | American Government | (3 SHC) |
| PSY 150 | General Psychology | (3 SHC) |
| SOC 210 | Introduction to Sociology | (3 SHC) |

| | | | | | | | | | | | | | |
|---|---------|----------------------------------|---------|--|---------|--|---------|------------------------------|---------|--|---------|--|---------|
| <p><i>Select two courses from the following: (8 SHC)</i></p> <p>Mathematics</p> <table> <tr> <td>MAT 171 Precalculus Algebra</td> <td>(4 SHC)</td> </tr> <tr> <td>MAT 172 Pre-calculus Trigonometry</td> <td>(4 SHC)</td> </tr> <tr> <td>MAT 263 Brief Calculus</td> <td>(4 SHC)</td> </tr> <tr> <td>MAT 271 Calculus I</td> <td>(4 SHC)</td> </tr> <tr> <td>MAT 272 Calculus II</td> <td>(4 SHC)</td> </tr> </table> | | MAT 171 Precalculus Algebra | (4 SHC) | MAT 172 Pre-calculus Trigonometry | (4 SHC) | MAT 263 Brief Calculus | (4 SHC) | MAT 271 Calculus I | (4 SHC) | MAT 272 Calculus II | (4 SHC) | | |
| MAT 171 Precalculus Algebra | (4 SHC) | | | | | | | | | | | | |
| MAT 172 Pre-calculus Trigonometry | (4 SHC) | | | | | | | | | | | | |
| MAT 263 Brief Calculus | (4 SHC) | | | | | | | | | | | | |
| MAT 271 Calculus I | (4 SHC) | | | | | | | | | | | | |
| MAT 272 Calculus II | (4 SHC) | | | | | | | | | | | | |
| <p><i>Select 8 SHC from the following course(s): (8 SHC)</i></p> <p>Natural Sciences</p> <table> <tr> <td>BIO 110 Principles of Biology</td> <td>(4 SHC)</td> </tr> <tr> <td>BIO 111 General Biology I (4 SHC) and BIO 112 General Biology II</td> <td>(4 SHC)</td> </tr> <tr> <td>CHM 151 General Chemistry I (4 SHC) and CHM 152 General Chemistry II</td> <td>(4 SHC)</td> </tr> <tr> <td>GEL 111 Introductory Geology</td> <td>(4 SHC)</td> </tr> <tr> <td>PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab</td> <td>(1 SHC)</td> </tr> <tr> <td>PHY 151 College Physics I (4 SHC) and PHY 152 College Physics II</td> <td>(4 SHC)</td> </tr> </table> | | BIO 110 Principles of Biology | (4 SHC) | BIO 111 General Biology I (4 SHC) and BIO 112 General Biology II | (4 SHC) | CHM 151 General Chemistry I (4 SHC) and CHM 152 General Chemistry II | (4 SHC) | GEL 111 Introductory Geology | (4 SHC) | PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab | (1 SHC) | PHY 151 College Physics I (4 SHC) and PHY 152 College Physics II | (4 SHC) |
| BIO 110 Principles of Biology | (4 SHC) | | | | | | | | | | | | |
| BIO 111 General Biology I (4 SHC) and BIO 112 General Biology II | (4 SHC) | | | | | | | | | | | | |
| CHM 151 General Chemistry I (4 SHC) and CHM 152 General Chemistry II | (4 SHC) | | | | | | | | | | | | |
| GEL 111 Introductory Geology | (4 SHC) | | | | | | | | | | | | |
| PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab | (1 SHC) | | | | | | | | | | | | |
| PHY 151 College Physics I (4 SHC) and PHY 152 College Physics II | (4 SHC) | | | | | | | | | | | | |
| <p>Total Required General Education Hours: 34</p> | | | | | | | | | | | | | |
| <p>OTHER REQUIRED COURSE (1 SHC)</p> <p>Academic Transition (1 SHC) <i>The following course is required:</i></p> <table> <tr> <td>ACA 122 College Transfer Success</td> <td>(1 SHC)</td> </tr> </table> | | ACA 122 College Transfer Success | (1 SHC) | | | | | | | | | | |
| ACA 122 College Transfer Success | (1 SHC) | | | | | | | | | | | | |
| <p>*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)</p> <p><i>A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.</i></p> | | | | | | | | | | | | | |
| <p>Total Semester Hours Credit (SHC) in Program: 35 - 43*</p> | | | | | | | | | | | | | |

High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree with the exception of mathematics courses beyond MAT 271.

See CC15-017 at <http://www.nccommunitycolleges.edu/search/content/numbered%20memos> for direct placement criteria for *MAT 271 Calculus I*.

CAREER AND TECHNICAL EDUCATION PATHWAY

The Career and Technical Education (CTE) Pathways lead to a certificate or diploma aligned with a high school Career Cluster. It is designed for high school students who wish to begin the pathway towards completion of a credential prior to graduating high school, tuition free. Upon completion, students will have a sound education and college credential that can increase employment opportunities.

CTE Pathway Enrollment (Juniors & Seniors)

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school junior or senior must meet the following criteria:

1. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee (assessment scores should be considered); and
2. Have received career pathway information outlining program requirements for completion of the certificate or diploma. An approved diagnostic assessment test may be required to complete.

CTE Pathway Enrollment (Freshmen & Sophomores)

The Appropriations Act of 2013 and Session Law 2015-241 allow qualified freshmen and sophomores to enroll into specific CTE pathways. Eligible students can enter academic transition pathways that lead to a certificate or diploma in **industrial, engineering, Agriculture and Natural Resources, or Transportation Systems** technologies programs. To be eligible to enroll in these specific pathways, a student must meet the following criteria:

Freshman:

A qualified freshman must:

1. Have passed Math I with a grade of “C” or better;
2. Scored a 3, 4, or 5 on the End of Course (EOC) Assessment for Math I;
3. Scored a 3, 4, or 5 on the 8th grade End of Grade (EOG) ELA Assessment
NOTE: Students (homeschool, private school, students moving from another state) without an ELA or Math I score, eligibility can be determined by meeting the scores for reading, English, and math on an approved college readiness assessment (See Attachment 1). Students attending public school in NC must meet requirements as outlined in numbers 1-3.
4. Receive career pathway information outlining program requirements for completion of the certificate or diploma; and
5. Have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

Sophomore:

A qualified sophomore must:

1. Meet all criteria for freshmen as listed above, and
2. Have a weighted GPA of 3.0 on high school courses.

To Maintain Eligibility for Continued Enrollment, a student must:

1. Continue to make progress toward high school graduation, and
2. Maintain a 2.0 GPA in college coursework after completing two college courses.
3. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

To Concurrently Enroll in two CCP Pathways, a student must:

- Receive the approval of the High School Principal; and
- Receive the approval of the college's Chief Academic Officer.

To Change a Program of Study (Pathway):

Selecting a pathway should be thoroughly considered by the student and discussed with the High School Counselor before submitting the CCP Eligibility Form for review. If a student desires to change the initial approved pathway, verification must be provided by the student that the program change allows the student to meet their newly chosen career path and approval from his/her High School Principal and the college's Chief Academic Officer must be received. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

VGCC Career and Technical Education Pathways

The following CTE Pathways are offered at VGCC. Underlined pathways are open to Freshmen and Sophomores:

Administrative Assistant Certificate (C25370C)

Basic Heating and Air Certificate (C35100C)

Bioprocess Technology Certificate (C50440C)

Business Management Certificate (C25120C)

Carpentry Diploma (D35180D)

Carpentry- Residential Foundations and Framing Certificate (C35180R)

Cosmetology Certificate (C55140C)

Criminal Justice and Special Population Certificate (C55180C)

Culinary Arts Basic Baking Certificate (C55150C)

Early Childhood General Education Certificate (C55220C)

Electrical System Technology Diploma (D35130D)

Electronics Engineering Technology Certificate (C40200C)

Infant/Toddler Care Certificate (C55290C)

IT Software Specialist Certificate (C25590C))

IT Networking Certificate (C25590CN)

IT Simulation and Game Development Design Fundamentals Certificate (C25590SG)

Information Technology Diploma (D25590D)

Medical Office Administrative Assistant I Certificate (C25310A)

Paralegal Technology Certificate (C25380C)

Paralegal Technology Diploma (D25380D)

Robotics and Machine Design Certificate (C40350C)

Welding Technology Diploma (D50420D)

Administrative Assistant Certificate (C25370C)

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Completers should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|---------------------------|----------------|---------------------|
| CIS 110 | Introduction to Computers | 3 | None |
| OST 131 | Keyboarding | 2 | None |
| OST 136 | Word Processing | 3 | None |
| OST 159 | Office Ethics | 3 | None |
| OST 164 | Office Editing | 3 | None |
| OST 181 | Office Procedures | 3 | None |
| Total Credit Hrs. | | 17 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Administrative assistant career opportunities are available in every sector of the economy (e.g. Administrator, Government, Financial, Retail, and Manufacturing offices. Related jobs are office assistant, secretary, office clerk, and receptionist.

Basic Heating and Air Certificate (C35100C)

The Air Conditioning, Heating, and Refrigeration curriculum is designed to provide the basic knowledge to develop skills necessary to work with residential and light commercial systems. Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. This certificate covers air conditioning, furnaces, heat pumps, tools and instruments. Completers should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Required Courses:

| Course Prefix | Course Title | Credits | Prerequisites |
|--------------------------|-------------------------------|----------------|----------------------|
| AHR 110 | Introduction to Refrigeration | 5 | None |
| AHR 111 | HVACR | 3 | None |
| AHR 112 | Heating Technology | 4 | None |
| Total Credit Hrs. | | 12 | |

To be eligible to enroll, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway. Counselors should consider College Readiness scores in making recommendations.

Potential Career Options: HVAC Service Tech, HVAC Mechanic, Refrigeration Mechanic and Refrigeration Technician career opportunities are available in every sector of the economy.

Bioprocess Technology Certificate (C50440C)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Bioprocess Technology curriculum is designed to prepare individuals to work as Process operators in biological products manufacturing facilities. Students will combine basic science and communication skills, manufacturing technologies, and good manufacturing practices in the course of study. Students will be expected to develop a strong basic science foundation with a sound understanding of the major technologies employed by the industry. The certificate begins the process towards completion of a degree program that will qualify completers for employment in a variety of Bioprocessing industries.

Required Courses:

| Course Prefix | Course Title | Credits | Prerequisites |
|--------------------------|-------------------------|----------------|----------------------|
| BIO 110 | Principles of Biology | 4 | DRE 098 |
| BPM 110 | Bioprocess Practices | 5 | None |
| BPM 111 | Bioprocess Measurements | 4 | BIO 110 & BPM 110 |
| PTC 110 | Industrial Environment | 3 | None |
| Total Credit Hrs. | | 16 | |

To be eligible to enroll, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway. Counselors should consider College Readiness scores in making recommendations.

Business Administration – Business Management Certificate (C25120C)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|---------------------------|----------------|----------------------|
| BUS 110 | Introduction to Business | 3 | None |
| BUS 115 | Business Law I | 3 | DRE 098 |
| BUS 137 | Principles of Management | 3 | None |
| CIS 110 | Introduction to Computers | 3 | None |
| MKT 120 | Principles of Marketing | 3 | None |
| Total Credit Hrs. | | 15 | |

To be eligible to enroll, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Business Management & Administration career opportunities are available in every sector of the economy (e.g. General Management, Business Information Mgt, Human Resources Mgt, Operations Mgt, and Administrative Support).

Carpentry - Diploma (D35180D)

To “complete” this pathway, students must demonstrate college readiness in English, reading and math. However, demonstration of readiness is not required to enter.

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught. Completers of this program should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job fields.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|---------------------------------|----------------|----------------------|
| BPR 130 | Blueprint Reading/Construction | 3 | None |
| CAR 111 | Carpentry I | 8 | None |
| CAR 112 | Carpentry II | 8 | CAR 111 |
| CAR 113 | Carpentry III | 6 | CAR 111 |
| CAR 114 | Residential Building Codes | 3 | None |
| CAR 115 | Residential Planning Estimating | 3 | BPR 130 |
| ENG 102 | Applied Communications II | 3 | DRE 097 |
| or | | | |
| ENG 110 | Freshmen Composition | 3 | DRE 097 |
| MAT 110 | Math Measurement & Literacy | 3 | DMA 010,020,030 |
| Total Credit Hrs. | | 37 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Careers in designing, planning, managing, building, and maintaining the built environment (e.g. Carpenters, Construction Laborers & Managers, Maintenance & Repair Workers).

Carpentry- Residential Foundations and Framing Certificate (C35180R)

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught. Completers of this program should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job fields.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|---------------------------------|----------------|----------------------|
| BPR 130 | Blueprint Reading/Construction | 3 | None |
| CAR 111 | Carpentry I | 8 | None |
| CAR 115 | Residential Planning Estimating | 3 | BPR 130 |
| Total Credit Hrs. | | 14 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Cosmetology - Certificate (C55140C)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. It provides a simulated salon environment, which enables students to develop manipulative skills. Completers of this certificate should be prepared to continue their education towards completion of the cosmetology diploma. Graduates of the diploma program should qualify to sit for the North Carolina Board of Cosmetic Art Examiners and upon successfully passing the State exam, receive a license.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|--------------------------|----------------|----------------------|
| COS 111/112A | Cosmetology Concepts I | 6 | None |
| COS 111/112B | Cosmetology Concepts I | 6 | None |
| COS 113/114A | Cosmetology Concepts II | 6 | COS 111 & COS 112 |
| COS 113/114B | Cosmetology Concepts II | 6 | COS 111 & COS 112 |
| COS 115 | Cosmetology Concepts III | 4 | COS 111 & COS 112 |
| COS 116 | Salon III | 4 | COS 111 & COS 112 |
| COS 223 | Contemp Hair Coloring | 2 | COS 111 & COS 112 |
| Total Credit Hrs. | | 34 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Preparing individuals for employment in career pathways that relate to families and human needs (e.g. Hairdressers, Hairstylists, and Cosmetologists).

Criminal Justice & Special Populations - Certificate (C55180C)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections and security services. Emphasis is on criminal justice systems, criminology, juvenile justice and investigative principals as it relates to special populations. The criminal justice system’s role within society will be explored.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|---------------------------|----------------|----------------------|
| CJC 111 | Intro to Criminal Justice | 3 | None |
| CJC 112 | Criminology | 3 | None |
| CJC 113 | Juvenile Justice | 3 | None |
| CJC 221 | Investigative Principles | 4 | DRE 098 |
| Total Credit Hrs. | | 13 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, probation/parole surveillance officer, correctional officer, and more.

Culinary Arts Basic Baking - Certificate (C55150C)

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice, and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|---------------------------|----------------|----------------------|
| CUL 110 | Sanitation & Safety | 2 | None |
| CUL 112 | Nutrition for Foodservice | 3 | None |
| CUL 135 | Food & Beverage Service | 2 | None |
| CUL 140 | Culinary Skills I | 5 | CUL 110 (co-req) |
| CUL 160 | Baking I | 3 | CUL 110 (co-req) |
| Total Credit Hrs. | | 15 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Trained culinary professionals can seek positions in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice, and health care facilities.

Early Childhood General Education- Certificate (C55220C)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight, in diverse learning environments. Course work includes an introduction to early childhood education with courses in child development, child guidance, and creative activities. Completers will have earned 16 credit hours that will apply toward the Early Childhood Associate in Applied Science Degree. They will also have increased their knowledge that can increase employment opportunities in the field of childcare.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|------------------------------------|----------------|----------------------|
| EDU 119 | Intro to Early Childhood Education | 4 | None |
| EDU 144 | Child Development I | 3 | DRE 097 |
| EDU 145 | Childhood Development II | 3 | DRE 097 |
| EDU 146 | Child Guidance | 3 | DRE 097 |
| EDU 151 | Creative Activities | 3 | DRE 097 |
| Total Credit Hrs. | | 16 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Planning, managing, and providing education and training services, and related learning support services. (E.g. Kindergarten Teacher, Education Administrator, Educational Counselor).

Electrical Systems Technology Diploma (D35130D)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice, assisting in the layout, installation and maintenance of electrical systems.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|-----------------------------|----------------|---------------------|
| ALT 120 | Renewable Energy Tech | 3 | None |
| CIS 110 | Intro to Computers | 3 | None |
| ELC 112 | DC/AC Electricity | 5 | None |
| ELC 113 | Residential Wiring | 4 | None |
| ELC 115 | Industrial Wiring | 4 | None |
| ELC 117 | Motors and Controls | 4 | None |
| ELC 118 | National Electrical Code | 2 | None |
| ELC 125 | Diagrams and Schematics | 2 | None |
| ELC 215 | Electrical Maintenance | 3 | None |
| ELC 220 | Photovoltaic Sys Tech | 3 | None |
| ELN 229 | Industrial Electronics | 4 | None |
| ENG 102 | Applied Communications II | 3 | DRE 097 |
| ISC 110 | Workplace Safety | 1 | None |
| MAT 110 | Math Measurement & Literacy | 3 | DMA 010, 020, 030 |
| Total Credit Hrs. | | 44 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Electronics Engineering Technology – Certificate (C40200C)

(Open to Freshmen/Sophomores)

To “complete” this pathway, students must demonstrate college readiness in math. However, demonstration of readiness is not required to enter.

The Electronics Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. This course of study prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|--------------------------|----------------|---------------------|
| ELC 131 | Circuit Analysis I | 4 | DMA 010, 020, 030 |
| ELN 131 | Analog Electronics I | 4 | ELC 131 |
| ELN 133 | Digital Electronics | 4 | None |
| ELN 232 | Intro to Microprocessors | 4 | ELN 133 |
| Total Credit Hrs. | | 16 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school junior or senior must meet the following criteria:

1. Be a junior or senior and meet the eligibility criteria, or satisfy all eligibility criteria as a freshman or sophomore; and
2. Have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Completers should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Infant/Toddler Care - Certificate (C55290C)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Infant/Toddler Care curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers. Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics. Completers will be prepared to implement developmentally appropriate infant/toddler programs in early childhood settings. Completers will have earned 16 credit hours that can apply toward the Early Childhood Associate in Applied Science Degree. They will also have increased their knowledge that can increase employment opportunities in the field of childcare.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|------------------------------------|----------------|----------------------------|
| EDU 119 | Intro to Early Childhood Education | 4 | None |
| EDU 131 | Child, Family, & Community | 3 | DRE 097 |
| EDU 144 | Child Development I | 3 | DRE 097 |
| EDU 153 | Health, Safety & Nutrition | 3 | DRE 097 |
| EDU 234 | Infants, Toddlers, & Two’s | 3 | EDU 119 & DRE 098(Co-req.) |
| Total Credit Hrs. | | 16 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Preparing individuals for employment in career pathways that relate to families and human needs. (E.g. Child Care Assistants, Preschool Teachers).

IT Software Specialist - Certificate (C25590C)

To “complete” this pathway, students must demonstrate college readiness in Mathematics. However, demonstration of readiness is not required to enter.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum. Course work includes development of a student’s ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security, and other emerging technologies based on the selected area of study.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|----------------------------|----------------|---------------------------|
| CIS 110 | Introduction to Computers | 3 | None |
| CIS 162 | MM Presentation Software | 3 | CIS 110 |
| CTI 110 | Web, Programming & DB Foun | 3 | None |
| CTI 120 | Network & Sec Foundation | 3 | None |
| CTS 130 | Spreadsheet | 3 | CIS110; DMA 010, 020, 030 |
| DBA 110 | Database Concepts | 3 | CTI 110 |
| Total Credit Hrs. | | 18 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway. High school counselors should consider PLAN scores in making recommendations.

Potential Career Options: Preparing individuals for employment in career pathways that relate to help desk technician, computer technician in both public and private business settings.

IT CISCO Networking - Certificate (C25590CN)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum. Course work includes development of a student’s ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security, and other emerging technologies based on the selected area of study.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|--------------------------|----------------|----------------------|
| NET 125 | Introduction to Networks | 3 | None |
| NET 126 | Routing Basics | 3 | NET 125 |
| NET 225 | Routing & Switching I | 3 | NET 126 |
| NET 226 | Routing & Switching II | 3 | NET 225 |
| Total Credit Hrs. | | 12 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway. High school counselors should consider PLAN scores in making recommendations.

Potential Career Options: Preparing individuals for employment in career pathways that relate to help desk technician, computer technician in both public and private business settings.

IT Simulation & Game Development Design Fundamentals - Certificate (C25590SG)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum. Course work includes development of a student’s ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security, and other emerging technologies based on the selected area of study.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|----------------------|----------------|----------------------|
| SGD 111 | Introduction to SGD | 3 | None |
| SGD 112 | SGD Design | 3 | None |
| SGD 113 | SGD Programming | 3 | None |
| SGD 114 | 3D Modeling | 3 | None |
| SGD 116 | Graphic Design Tools | 3 | None |
| Total Credit Hrs. | | 15 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway. High school counselors should consider PLAN scores in making recommendations.

Potential Career Options: Preparing individuals for employment in career pathways that relate to help desk technician, computer technician in both public and private business settings.

Information Technology – Diploma (D25590D)

To “complete” this pathway, students must demonstrate college readiness in English, reading and mathematics. However, demonstration of readiness is not required to enter.

The Computer Technology Integration curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum. Course work includes development of a student’s ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|----------------------------------|----------------|---------------------------|
| CIS 110 | Introduction to Computers | 3 | None |
| CTI 110 | Web, Programming & DB Foundation | 3 | None |
| CTI 120 | Network & Sec Foundation | 3 | None |
| CTI 141 | Cloud & Storage Concepts | 3 | None |
| CTI 150 | Mobile Computing Devices | 3 | None |
| CTS 115 | Info Sys Business Concepts | 3 | None |
| DBA 110 | Database Concepts | 3 | CTI 110 |
| ENG 110 | Freshman Composition | 3 | DRE 097 |
| NOS 110 | Operating Systems Concepts | 3 | None |
| PSY 118 | Interpersonal Psychology | 3 | DRE 097 |
| CTS 120 | Hardware/Software Support | 3 | None |
| CTS 130 | Spreadsheet | 3 | CIS110; DMA 010, 020, 030 |
| Total Credit Hrs. | | 36 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway. High school counselors should consider PLAN scores in making recommendations.

Potential Career Options: Preparing individuals for employment in career pathways that relate to help desk technician, network security, and programmer in both public and private business settings.

Medical Office Administrative Assistant I Certificate (C25310C)

The Medical Office Administration curriculum is designed to prepare individuals for employment in medical and other health-care related offices. Course work will include medical terminology and office transcription, word processing, and text editing applications. Completers of this certificate will develop skills that could lead to increased employment opportunities in various medical environments. Completers will have also earned 18 credit hours that can apply toward the Medical Office Administration Associate in Applied Science Degree.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|-----------------------------------|----------------|---------------------|
| CIS 110 | Introduction to Computers | 3 | None |
| OST 131 | Keyboarding | 2 | None |
| OST 141 | Medical Terms I – Medical Office | 3 | None |
| OST 142 | Medical Terms II – Medical Office | 3 | OST 141 |
| OST 148 | Medical Ins. & Billing | 3 | None |
| OST 181 | Office Procedures | 3 | None |
| Total Credit Hrs. | | 17 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Career opportunities are available in Medical and Dental Offices, Insurance Companies, and other Health Care related Organizations.

Paralegal Technology Certificate (C25380C)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law. Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisites</u> |
|--------------------------|--------------------------|----------------|----------------------|
| LEX 110 | Intro to Paralegal Study | 2 | None |
| LEX 140 | Civil Litigation I | 3 | None |
| LEX 150 | Commercial Law I | 3 | None |
| LEX 210 | Real Property I | 3 | None |
| LEX 240 | Family Law | 3 | None |
| Total Credit Hrs. | | 14 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior; and
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway. See Attachment 1 for approved tests and scores.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway. High school counselors should consider PLAN scores in making recommendations.

Paralegal Technology Diploma (D25380D)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law. Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|----------------------------|----------------|---------------------|
| ENG 110 | Freshman Composition | 3 | DRE 097 |
| ENG 116 | Technical Report Writing | 3 | ENG 110 or 111 |
| LEX 110 | Intro to Paralegal Study | 2 | None |
| LEX 120 | Legal Research/Writing I | 3 | None |
| LEX 130 | Civil Injuries | 3 | None |
| LEX 140 | Civil Litigation I | 3 | None |
| LEX 150 | Commercial Law I | 3 | None |
| LEX 160 | Criminal Law & Procedure | 3 | None |
| LEX 210 | Real Property I | 3 | None |
| LEX 240 | Family Law | 3 | None |
| LEX 260 | Bankruptcy and Collections | 3 | None |
| LEX 280 | Ethics & Professionalism | 2 | None |
| LEX 287 | CLA Review Seminar | 2 | LEX 210 |
| Total Credit Hrs. | | 36 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a junior or senior and meet the eligibility criteria, or satisfy all eligibility criteria as a freshman or sophomore; and
2. Have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Robotics and Machine Design Certificate (C40350C)

(Open to Freshmen/Sophomores)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Mechatronics curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes. Course work will prepare students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. .

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|-------------------------|----------------|---------------------|
| ATR 280 | Robotic Fundamentals | 4 | None |
| DFT 154 | Intro to Solid Modeling | 3 | None |
| ELC 131 | Circuit Analysis I | 4 | DMA 010, 020, 030 |
| HYD 110 | Hydraulics/Pneumatics I | 3 | None |
| MEC 130 | Mechanisms | 3 | None |
| Total Credit Hrs. | | 17 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a high school student must meet the following criteria:

1. Be a junior or senior and meet the eligibility criteria, or satisfy all eligibility criteria as a freshman or sophomore; and
2. Have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

Potential Career Options: Employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems.

Welding Technology Diploma (D50420D)

(Open to Freshmen/Sophomores)

To “complete” this pathway, students must demonstrate college readiness in English and reading. However, demonstration of readiness is not required to enter.

The Welding Technology curriculum provides students a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industries. Course work in this program covers consumable and non-consumable electrode welding and cutting processes. Courses in blueprint reading, welding inspection, and more prepare students for continuing their education towards a welding diploma. Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries.

Required Courses:

| <u>Course Prefix</u> | <u>Course Title</u> | <u>Credits</u> | <u>Prerequisite</u> |
|--------------------------|-----------------------------|----------------|---------------------|
| BPR 111 | Blueprint Reading | 2 | None |
| ENG 102 | Applied Communications II | 3 | DRE 098 |
| MAT 110 | Math Measurement & Literacy | 3 | DMA 010, 020, 030 |
| WLD 110 | Cutting Processes | 2 | None |
| WLD 115 | SMAW (Stick) Plate | 5 | None |
| WLD 116 | SMAW (Stick) Plate/Pipe | 4 | WLD 115 |
| WLD 121 | GMAW (MIG) FCAW/Plate | 4 | None |
| WLD 131 | GTAW (TIG) Plate | 4 | None |
| WLD 141 | Symbols and Specifications | 3 | None |
| WLD 151 | Fabrication I | 4 | None |
| WLD 212 | Inert Gas Welding | 2 | None |
| WLD 261 | Certification Practices | 2 | WLD 115, 121 131 |
| Total Credit Hrs. | | 38 | |

To be eligible to enroll in the Career and Technical Education (CTE) Pathway, a student must meet the following criteria:

1. Be a junior or senior and meet the eligibility criteria, or satisfy all eligibility criteria as a freshman or sophomore; and
2. Have the recommendation of the high school principal.
3. An approved diagnostic assessment test may be required to complete the pathway.

Note: Students should first seek guidance from their High School Counselors before selecting a pathway.

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests

| Test | PLAN** | PSAT 2014 and earlier** | PSAT 10 and PSAT 2015 and Future** | Asset (NCCCS Cut Score) | COMPASS (NCCCS Cut Score) | Accuplacer (NCCCS Cut Score) | NC DAP (NCCCS Cut Score) |
|----------------|--------|-------------------------|--|---|-------------------------------|------------------------------------|---|
| English | 15 | 45 | 26 or a composite score of 460 for Evidenced-Based Reading and Writing | 41 Writing | 70 Writing | 86 Sentence Skills | 151 Composite score or higher *** |
| Reading | 18 | 47 | 26 or a composite score of 460 for Evidenced-Based Reading and Writing | 41 Reading | 81 Reading | 80 Reading | |
| Math | 19 | 47 | 24.5 or 510 | 41 Numerical Skills and 41 Int. Algebra | 47 Pre-Algebra and 66 Algebra | 55 Arithmetic and 75 Elem. Algebra | 7 on each assessment for DMA 010 thru 060 |

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness.*

| SAT (Pre-March 2016) | | SAT (March 2016 and Future) | | | | ACT | |
|----------------------|-----|------------------------------------|-----|--|--|-------------|----|
| English | 500 | Evidence-Based Reading and Writing | 480 | | | English | 18 |
| Critical Reading | 500 | | | | | Reading | 22 |
| Mathematics | 500 | Mathematics | 530 | | | Mathematics | 22 |

*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

**PLAN, Pre-ACT, and PSAT scores recommended by ACT and College Board as indicators of college readiness.

***The Reading and English part of the NC DAP is an integrated assessment of reading and English skills; meeting the composite cut score for placement into ENG 111 is one way to demonstrate college readiness in order to participate in the College Transfer Pathway.