Business Support

Local Pathway Implementation Application

Northeast NC Career Pathways

2019

Northeastern NC Career Pathways

Local Business Support Services Career Pathway Application

December, 2019

Community College: College of The Albemarle

WDB: Northeastern Workforce Development Board

LEA School Districts

- Perquimans County Schools – Jill Cohen
- Edenton-Chowan School District – Casey Bass
- Camden County High School – Carol Overton
- Elizabeth City/Pasquotank County Schools – Sheila Moore
- Dare County Schools – Joshua Davenport
- Currituck County Schools – Donald Monroe

NCWorks

- David Whitmer, Director, NWDB
- Emily Nicholson, Assistant Director, NWDB
- Nannette Turner-Williams, NC Works, Career Center Manager, Elizabeth City
- Kenny Kee, NC Works, Career Center Manager, Dare County

Lead Contact

Evonne Carter, Vice President of Learning, College of The Albemarle

Evonne_carter@albemarle.edu   252 335 0821 ext 2241

THE FOLLOWING SECTION IS FOR EVALUATOR USE ONLY

Criteria	K-12 (CTE) Met/Not Met (for evaluator use only)	Community College/ University Met/Not Met (for evaluator use only)	Workforce Development Board Met/Not Met (for evaluator use only)	NCWorks Career Centers (for evaluator use only)
1. Local Partnership Team Members				
2. Modified Local Pathways (Sequence of offerings)			▮	▮
3. Collaboration				
4. Work-based Learning				
5. Career Awareness				
6. Adult Learner Focus	▮			
7. Evaluation				

Overall readiness
Final Determination:
Approved _____   Approved with revision _____   Not approved _____

Comments (for evaluator use only):
2. Modified Local Pathways (Sequence of Offerings)
K-12_____
CC/U_____
WD_____
NCW_____
3. Collaboration
K-12_____
CC/U_____
WD_____
NCW _____
4. Work-based learning
K-12_____
CC/U_____
WD_____
NCW _____
5. Career Awareness
K-12_____
CC/U_____
WD_____

NCW_____

6. Adult Learner Focus

CC/U_____

WD _____

NCW _____

7. Evaluation

K-12_____

CC/U_____

WD_____

NCW _____

LEAs and High Schools Applying for the Business Support Pathway 2019-2020

Partners	High School 1	Colors	High School 2	Colors	High School 3	Colors
Edenton Chowan	John A. Holmes High School	Blue #0000FF and Gold #FFD7000				
Perquimans	Perquimans County High School	Black 00000000 Gold #FFD700				
Elizabeth City –Pasquotank Public Schools	Northeastern HS	Dark Green #006400 and Gold #FFD700	Pasquotank County HS	Dark Blue: #00008B, White: #FFFFFF, Silver: #C0C0C0		
Camden	Camden County HS	Royal Blue and White				
Dare	Cape Hatteras Secondary	Red #FF00000 Black #000000	First Flight	Royal Blue #00000CD White #F8F8FF	Manteo High School	Black #000000 Gold #FFD700
Currituck	Currituck County HS	Red #FF00000 Black #000000 White #F8F8FF				
College of The Albemarle		Blue and orange				

Check off sheet for LEAs

Business Support Services Pathway – LEA Check off of completed items

District/ Contact	Phone/ email	Colors	Pathways	Career Awareness	Employers for WBL	Course Selection
Camden County Schools Carol Overton	252 335-0831 Ext 114 coverton@camden.k12.nc.us	X	X	X	X	X
Edenton Chowan Public Schools Casey Bass	252 482 4436 cbass@ecps.nc.us	X	X	X	X	X
Elizabeth City –Pasquotank School District Sheila Hughes	252 335 2981 ext 133 smoore@ecpps.k12.nc.us	X	X	X	X	X
Perquimans County Schools Jill Cohen	252 426 5741 ext 233 jcohen@pqschools.org	X	X	X	X	X
Dare County Schools Josh Davenport	252 480 8888 ext1937 davenportjo@daretolearn.org	X	X	X	X	X
Currituck County Schools Donald Monroe	252-453-0014 x 3068 dmonroe@currituck.k12.nc.us	X	X	X	X	X
College of The Albemarle Evonne Carter	252 335 0821 ext 2241 Evonne_carter@albemarle.edu	X	X	X	X	X

Local Partnership Team Members   Criteria 1

Team members that participated in the development of the Business Services Pathway Application

College of the Albemarle

- Evonne Carter, Vice President of Learning
- Michelle Waters, Dean of Business and Applied Technologies Division
- Sharon Brown, Department Chair
- Karen Alexander, Program Coordinator, Business Programs
- Jane Rossman, Program Coordinator, Information Technology Programs

School District LEAs and Representatives

- Jill Cohen, Perquimans County High School
- Casey Bass, Edenton-Chowan Schools
- Mary Jo Windley, Dare County Schools
- Jennifer Barclift, Camden County Schools
- Sheila Moore and Jessica Barclift, Elizabeth City/Pasquotank County Schools
- Donald Monroe, Currituck County Schools

Workforce Development Board

- Emily Nicholson, Assistant Directory NWDB

Business Support Employers

- Hornthal Riley Ellis & Maland, LLP
- Currituck County Department of Social Services
- Expert PC
- Radio Shack
- Sumitomo Machinery Corporation of America
- Albemarle Nephrology, PLLC

Additional Team Members

- Nannette Turner-Williams, NC Works Career Center Manager, Elizabeth City, NC
- Kenny Kee, NC Works Career Center Manager, Dare County
- Larry Donly, NC Works
- Heather Hoadly, Firm Administrator, Hornthal Riley Ellis & Maland, LLP
- Cristal Berry, Currituck County Department of Social Services
- Steve Baker, Expert PC and Radio Shack
- Ashley Wiggins, Sumitomo Machinery Corporation of America
- Tracy Williams, Albemarle Nephrology, PLLC

Modified Local Pathways   **Criteria 2**

This section provides examples and artifacts showing

_____Sequence of Courses from High School through Post-secondary

_____Work Based Learning experiences

_____Career Counseling experiences

_____Career and College Promise courses

_____Stackable credentials

_____Graphics or narratives explaining pathway options for adults

Documents follow this order:

- Perquimans County High School
- Edenton-Chowan Schools
- Dare County Schools
- Camden County Schools
- Elizabeth City/Pasquotank County Schools
- Currituck County Schools

- College of the Albemarle

Pathway information High Schools

Perquimans Schools

Pathway in Information Technology

Pathway in Business

Edenton-Chowan

Career and College Promise students who finished College Course:

2 students finished CIS 110

Camden County High Schools

Pathways in Business Management and Administration

BSS Business Administration

Dare County Schools

Pathways in Business Management and Finance

Elizabeth City/Pasquotank County Schools

Pathways in Business Management, Marketing and Finance

Currituck County High School
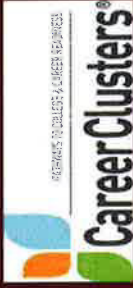
Pathway in Business Management and Administration

113 students received CRC Certificates

Students finished Microsoft Office Specialist in Word and PowerPoint

Perquimans County Schools
Career and Technical Education

PQ Schools

"Proud of the Past Focused on the Future"
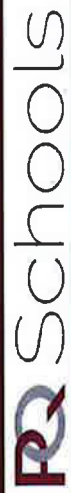
CareerClusters®
PREPARING TO COLLEGE & CAREER READINESS

Cluster: Information

Courses listed within this plan are recommendations only and should be individualized to meet each student's educational and career goals.

(28 credits needed for graduation)

Student Name: _____
Grade: _____
School Name: _____

Category	Grade	English	Math	Science	Social Studies	Other	Work-Based Learning Experiences
Academic	9	English I	Math I	Earth Science	World History	Health/PE	
	10	English II	Math II	Biology	American History I&II**		STEM Career Opportunities through College of Albemarle
	11	English III	Math III	Chemistry	Civics and Economics		Job Shadowing / CTE Internships
	12	English IV	4th Math				Field Trips / Service Learning
							Classroom Speakers / Virtual Interview

University admissions require two world language credits--one being 2nd level

Electives--Students choose from CTE Foundation & Enhancement options below

Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course

Foundation Courses - 3 required

Category	Foundation	
CTE Preparation	BF10 Principles of Business & Finance	II33 Adobe Video Design *
	BD10 Multimedia & Webpage Design	CS 97 CTE Internship
	II31 Adobe Visual Design	BP10 Computer Science Principles 1
	II32 Adobe Digital Design*	2A02 AP Computer Science Principles
	BM20 Microsoft Excel	CS95 Advanced Studies
	BM20 Microsoft Excel (H)	

Enhancement	
BF05 Personal Finance	CS 97 CTE Internship
ME11 Entrepreneurship 1	

Credentials	
Adobe Photoshop, In Design, Illustrator	Adobe Dreamweaver
Adobe Premier	PrintED
Career Readiness Credential (WorkKeys)	MIcrosoft Certifications

Career Exploration

8th Grade
Technology Systems- STEM
Career Counseling

9-12th Grade
Pre-ACT--10th grade
ACT College Readiness Assessment

Community College Articulated Courses

High School Courses	Community College Courses
Microsoft Word & PPT	CIS 111 OR OST 136
Personal Finance	BUS 125
Principles of Business & Fin.	BUS 125
Microsoft Excel	CTS 130

Career Diploma EndorsementRequirements

CTE Concentrator Status

2.6 Uunweighted GPA

Minimum of one industry credential

For more information See:
http://www.nccommunitycolleges.edu/academic-programs/education-catalog
cfnc.org
Local High School Student Services

Perquimans County Schools
Career and Technical Education
"Proud of the Past Focused on the Future"

P5 Schools

CareerClusters® — PATHWAYS TO COLLEGE & CAREER READINESS

Cluster: Business

Courses listed within this plan are recommendations only and should be individualized to meet each student's educational and career goals.
(28 credits needed for graduation)

Student Name: _____
Grade: _____
School Name: _____

Academic

Grade	English	Math	Science	Social Studies	Other
9	English I	Math I	Earth Science	World History	Health/PE
10	English II	Math II	Biology	American History I&II**	
11	English III	Math III	Chemistry	Civics and Economics	
12	English IV	4th Math			

University admissions require two world language credits--one being 2nd level

Electives--Students choose from CTE Foundation & Enhancement options below

Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course

CTE Preparation

Foundation Courses - 3 required

Foundation:
- BF10 Principles of Business & Finance
- BD10 Multimedia & Webpage Design
- ME11 Entrepreneurship 1
- ME12 Entrepreneurship II
- BM20 Microsoft Excel
- BM20 Microsoft Excel (H)

- CS95 Advanced Studies
- CS 97 CTE Internship

Enhancement:
- BF05 Personal Finance
- CC45 Career Management

- CS 97 CTE Internship

Credentials:
- CFNC Financial Literacy
- Everfi
- Career Readiness Credential (WorkKeys)

- Conover - Softskills
- Mkcrosoft Certifications

Career Exploration

8th Grade
- Technology Systems- STEM
- Career Counseling

9-12th Grade
- Pre-ACT--10th grade
- ACT College Readiness Assessment

Work-Based Learning Experiences

Farmer's Market

STEM Career Opportunities through College of Albemarle

Job Shadowing	CTE Internships
Field Trips	Service Learning
Classroom Speakers	Virtual Interview
Hamilton Challenge	

Community College Articulated Courses

High School Courses	Community College Courses
Microsoft Word & PPT	CIS 111 OR OST 136
Personal Finance	BUS 125
Principles of Business & Fin.	BUS 125
Microsoft Excel	CTS 130

Career Diploma Endorsement Requirements

- CTE Concentrator Status
- 2.6 Uunweighted GPA
- Minimum of one industry credential

For More Information See:
http://www.nccommunitycolleges.edu/academic-programs/education-catalog
cfnc.org
Local High School Student Services

SECONDARY EDUCATION ENROLLMENT CHECKLIST

COLLEGE OF THE ALBEMARLE

Student Name: _____

High School: _____

NEW STUDENT REGISTRATION PROCESS

☐ **Meet with high school guidance counselor**
Verify CCP requirements and select courses

☐ **Take placement tests, if not waived**

☐ **Complete COA Admissions Application**
Fill out the application at **www.albemarle.edu/admissions**

Student COA ID Number: _____

COA CCP Pathway: _____

☐ **Attend a Connect Session**

☐ **Complete COA-101**

☐ **Meet with your COA Liaison to submit approval form, test scores and COA-101 certificate**

Perquimans County High School's Collaborative Planning and Scheduling (CAPS)

Student:_____ Grade Level:_____ Date:_____

English	Social Studies
4 credits – 1 per year ____ English I ____ English II ____ English III* ____ English IV* *AP English Language & Composition fulfills OR ENG 111/ENG 112 & ENG 231 or 232 **AP English Literature & Composition fulfills OR ENG 111/ENG 112 & ENG 241 or 242	**4 credits for students** ____ American History/The Founding Principles Civics/Econ ____ American History I* ____ American History II* ____ World History** *Combined CCP HIs 131/132 ** Combined CCP HIS 111/112
Mathematics **4 credits** ____ NC Math I *4th math credit to be aligned ____ NC Math II with student's post high ____ NC Math III school plan. May include ____ 4th Math * Pre-Cal, Essentials of College Math, AP Calculus CCP MAT-143, MAT-152, MAT-171 Specify:_____	**Science** **3 credits** ____ Earth/Environmental ____ Biology *CCP BIO111/112 ____ Physical Science OR ____ Chemistry *CCP CHEM 151/152 * These combined CCP classes can be substituted

Health & Physical Education   1 credit   _____ Health and Physical Education

Electives: A total of 12 or more elective credits (Students may earn more than 28 credits)

4 credits in a Career Cluster Pathway   **6 Additional Credits (may include college courses)**

Career Pathway: _____ (Please Use a PW to indicate a Career Pathway)

____ 1. _____   ____ 7. _____

____ 2. _____   ____ 8. _____

____ 3. _____   ____ 9. _____

____ 4. _____   ____ 10. _____

____ 5. _____   ____ 11. _____

____ 6. _____   ____ 12. _____

College Bound Students Only Are Required to take   **Total Credits 9th Grade:_____ 10th Grade:_____**
TWO Consecutive Section of Foreign Language (i.e. Spanish 1 and 2)   **11th Grade: _____ 12th Grade: _____**

Credits required for 10th grade promotion: 6 (Includes English I, Math I)
Credits required for 11th grade promotion: 12 (Includes English I & II, Math I, Biology)
Credits required for 12th grade promotion: 20 (Includes English I, II, III)

SAT Score(s)_____R_____M   ACT Composite _____   **Total Elective Credits Earned_____**

State Requirements   **Total Credits Earned _____**
End of course (EOC) Exams will be determined by the NC   (Local Requirement of 28 Credits)
Department of Public Instruction.   JLM 3/19

Career and Technical Education (CTE) Pathways

Career Pathway One: _____

_____ 1. _____

_____ 2. _____

_____ 3. _____

_____ 4. _____

Career Pathway Two: _____

_____ 1. _____

_____ 2. _____

_____ 3. _____

_____ 4. _____

Career Pathway Three: _____

_____ 1. _____

_____ 2. _____

_____ 3. _____

_____ 4. _____

Activating your accounts is easy!

STEP 1: Go to *www.albemarle.edu*

STEP 2: Click on the "Student Resources", which is on the main information bar on the top of the webpage.

STEP 3: Click on the *COA's password manager* link

STEP 4: The **Password Manager** page will open up.

STEP 5: Enter the required information.

Username: first name_last name and the last 2 digits of student ID#
(*Example: john_smith00*)
Date of Birth: MMDDYY
Student ID#: 7-digit COA ID (*Example: 0123456*)

STEP 6: Click on **Begin Process.**

STEP 7: Enter your username and create a password. Then click on **login.**

STEP 8: A new screen will open where you can make changes and/or additions to your information if necessary. Enter the changes and/or additions and click on **update information** to complete the activation process.

Congratulations!! You have activated your accounts

Hello, Welcome to Colleague Self-Service!	*my*Courses	M *my*Gmail
• Register for classes • Drop and add classes • Check your Financial Aid status • See your unofficial transcript	A software application that allows students to access online classes and/or online material for classes they are registered for. Classes do not show on myCourses until 12:15 AM the day the class starts	Your email address is "<username>@my.albemarle.edu" Check your school email regularly to receive important information from your instructors and the College.

SECONDARY EDUCATION APPROVAL FORM

COLLEGE of ALBEMARLE

Traditional High School Students: Please Circle Pathway(s)			Early College Only:
College Transfer Pathway	**Career/Technical Education Pathway**		Degree_____
Associate in Arts	A/C, Heating & Refrig. Tech	Health/Fitness Science	
Associate in Engineering	Aviation	Human Services	
Associate in Fine Arts-Visual Arts	Business	Healthcare IT	
Associate in Pre-Nursing	CAD	IT: Computer Programming	
Associate in Science	Criminal Justice	IT: Workplace Professional	
	Computer Int. Machining	Medical Assisting	
	Culinary Arts	Medical Office Administration	
	Early Childhood Education	Nurse Aide	
	Electrical Systems Tech.	Phlebotomy	
	Emergency Medical Science	Welding	
	Global Business		

CRITERIA FOR STUDENT SELECTION:
The high school student:
1. Is a junior or senior or if an Early College student is in grades 9-12.
2. Is making appropriate progress toward high school graduation.
3. Has an unweighted GPA of 2.8 on high school courses OR demonstrate college readiness on an approved assessment.
4. Meets all existing COA admissions criteria and all course prerequisite requirements.
5. Maintains a 2.0 GPA in college coursework after completing two courses.
Note: Please be aware, if you do NOT successfully complete your college classes with a C or higher at COA, it could potentially disqualify you from receiving future financial aid.

I. DESIRED COURSES:

Fall 2019	Spring 2020	Summer 2020

II. APPROVAL PROCESS, by signing below:
- The student and parent/guardian consent to allow the student to enroll in classes at COA for the 2019-20 academic year and the college to forward interim or final grades to necessary high school personnel.
- Students enrolled in college classes should not have an expectation of privacy in classrooms or public spaces/labs.
- Permission is granted to COA to record classes for educational purposes, including verifying identity for course requirements.
- Permission is given to college staff to provide student information to secondary school personnel.
- This authorization is valid while the student is enrolled in the Career and College Promise Program and until the student notifies COA in writing that the authorization has been withdrawn.
- Parents should address concerns to the high school.
- **Student information CANNOT be released to the parent unless a FERPA release form is on file.**

_____/_____   _____/_____
Print Student's Name   Student's Signature   Birth Date

_____   _____   _____ _____
Parent/Guardian Signature   Date   High School GPA   2019-2020 Grade Level

_____/_____   _____
Name of High School   Principal or High School Advisor Signature

FOR COLLEGE USE ONLY	
COA Liaison	

COA'S CAREER AND COLLEGE PROMISE PROGRAMS

No matter your interest, College of The Albemarle has a program that is just right for you. Current Career and College Promise programs include:

TRANSFER PROGRAMS

Designed to get you started on your 4-year degree.
Associate in Arts
Associate in Science
Associate Degree Nursing
Associate in Engineering
Associate in Fine Arts in Visual Arts

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

You'll graduate ready to start an in-demand career.
Aviation Technology
Computer Programming
Computer Aided Drafting
Computer Integrated Machining
Criminal Justice
Culinary Arts
Early Childhood Education
Electrical Systems Technology
Emergency Medical Science
General Business Administration
Global Business
Health & Fitness Science
Healthcare IT Foundations
Human Services
HVAC Technology
Information Technology: Computer Programing
Information Technology: Workplace IT Professional
Medical Assisting
Medical Office Administration: Patient Representative
Nurse Aide
Phlebotomy
Welding Technology

NOT SURE WHAT CAREER YOU WANT?

Check Out Career Coach!

- Explore all kinds of careers
- Figure out the best fit for you
- Get information on real jobs
- See which COA programs can get you started

www.albemarle.edu/coach

College of The Albemarle Dual Enrollment Information and Tips

CCP Enrollment Meeting
Students interested in dual enrollment through the Career and College Promise (CCP) program should attend the CCP meeting on 10/22 during empower time at FFHS.

Placement Testing
Students who do not meet the GPA requirement of 2.8 unweighted GPA must demonstrate college readiness by earning the required score on an approved assessment. Approved assessments include the Pre-ACT, ACT, PSAT, SAT and the college placement test (NC Dap). Students can take the placement test at the Dare campus of COA. The placement test is offered on *Wednesdays from 9am-3pm* and *Thursdays from 1pm-7pm*. Students must start the exams at least 3 hours before testing center closing time. Students will be required to take the Reading/Writing and Math sections of the placement test and place into the college level to have access to dual enrollment classes. Students are only able to take the placement test 2 times in a 10-year period. No appointment or registration is necessary for testing.

COA Admissions Application
The COA admissions application can be found on the COA webpage: www.albemarle.edu under Apply and Register.
- Students will be prompted to create a CFNC account. In creating that account the role should be listed as High School Student. Students should write down their log in information in case they must revisit their application.
- Once logged in students must complete the fields with an * asterisk. However, we do recommend that students complete all the questions on the application. For each page, once all the information that is required is entered, a ⊘ will appear on the left hand tool bar.
- The *Name and Address* page will require students to submit the following information: name, permanent address, telephone number, email address, country and permanent mailing address.
- The *Personal Information* Page will ask students to enter: date of birth, gender, ethnicity, SS#, citizenship, driver's license information and military service information.
  - If a student answers YES to having a driver's license they are required to provide the issuing state, driver's license number and the original date issued.
- On the *Enrollment Information* page students should select SPRING 2020 as their start term and select Career and College Promise as their Entrance status. Under Career and College Promise Pathways students will select either CTP or CTE:
  - College Transfer Pathway (CTP)
  - Career and Technical Education Pathway (CTE)
    - Students who chose CTE should answer YES that they plan to be a CTE concentrator.
  - CTP and CTE Program of Study is Dual Enrollment- High School
  - In most cases students plan to enroll part time (less than 12 credit hours)
  - Students should select their campus location (Dare) and the other general enrollment questions.
- *Educational Information* page will require students to enter their high school information and Education History. The last date attended is your expected graduation. Students should select that they are current high school students.
- Student should enter their name on the Student Statement Page and SAVE and **SUBMIT THE APPICATION.**
- Students will receive an email 24-48hrs after submission with their ID number and User name.

Activate Account

Once your application has been processed you will receive an email from COA with your username and student ID number. You will also be sent directions on how to activate your account. You will need to activate your account to complete the following steps. Students should write down their username, password and student ID number.

Connect Session

Students will be required to watch and complete the online Connect Session. Once you have activated your account, sign into mycourses and select the Connect Session. Students must log in to their mycourses and watch the connect session for the system to recognize the competition of this requirement.

Complete COA -101

Prior to being enrolled in courses students must access and complete COA 101. COA 101 is a set of six modules and quizzes offered through the mycourses system. Once a student has created their account, students can access COA 101 by logging into mycourses. Students will have to complete the six modules and earn at least a 90% on each of the module quizzes to earn their certificate. Upon completion of all the modules and quizzes, students must print the COA 101 certificate to submit as part of their enrollment packet. Here are a few things to remember:

M1: As a general rule students should study 2-3 hours on homework for every credit hour of classes. Students should also seek to problem solve on their own before seeking assistance! COA's learning management system is Moodle and remember classes are available in Mycourses the 1st day of class!

M2: Pay attention to the course structure and how to calculate your grades. Also remember you are permitted customize your mycourses dashboard (including a picture).

M3: Pay attention to the different sections of mycourses and the different communication methods used in mycourses.

M4: Be sure to understand the various discussion forum and assignment types.

M5: Webex session are only set up by instructors and students must log into webex during the semester if in a webex class. This is a short section be sure to read about webex!

M6: Complete the mycourses course evaluation and **print the certificate!**

Submission of Forms and Enrollment

Once students complete the above steps and have the Secondary Education Approval form completed and signed, their enrollment packet will be submitted to the COA HS Liaison who will enroll students into COA classes. Students can request a meeting with the COA liaison if they have questions about classes or class options.

College Transfer Pathways

Associate in Arts

Associate in Science

Associate in Engineering

Associate in Fine Art- Visual Arts

Associate Degree Pre-Nursing

Career and Technical Education

Aviation	Criminal Justice	HVAC
Early Childhood Education	Emergency Medical Science	Nurse Aide
General Business Administration	Global Business	Culinary
Health and Fitness Science	Healthcare IT Foundations	Welding
IT: Computer Programming	IT: Workplace IT Professional	
Medical Assisting	MOA: Patient Representative Certificate	
Computer Aided Drafting	Electrical Systems Tech	
Human Services Technology	Phlebotomy	

CAREER AND COLLEGE PROMISE
2019 - 2020 Dual Enrollment Guidelines
Student and Parent Acknowledgement

Please review the following information regarding Career and College Promise carefully, sign and return it to the Counseling Center by August 15, 2019. This form must be turned in before you can pick up your COA books. If you have any questions or concerns, please see your counselor as soon as possible.

1. COA courses are taught in 8, 12, or 16 week sessions. Please be sure you know the beginning and ending dates for your specific classes. **The dates do not coincide with our DCS schedule.** Please check your COA email frequently. It is your responsibility to keep up with COA assignments which may fall during DCS breaks. You are not identified to the COA teaching faculty as a high school student and must adhere to ALL assignment schedules and due dates. No exceptions.

2. The Department of Public Instruction and the North Carolina Community College System have made this opportunity available to you free of charge. Dare County Schools covers the cost of textbooks. You will be issued the books required for each course. The books may be new, used or in an electronic form. It is your responsibility to take care of the book(s) **which must be returned promptly at the end of the semester**. Some textbooks delivered in electronic form will be accessed through a "key code" which can only be used by one person. You must access the text as soon as it is issued. Failure to do so may result in being "locked out" of the text. DCS will not provide an additional copy. You will be notified when to pick up textbooks at a later date. This will occur in August PRIOR to the beginning of the new school year. Please provide current contact information so that you receive pick-up information in a timely manner.

3. Students need to remember that because these are college courses, there are typically NO opportunities for you to turn in late or incomplete assignments. You must be able to keep up with deadlines and manage time independently in order to be successful. Completion of the required online Orientation Course indicated you were able to negotiate the online courses through the COA Student Portal. If you would like additional help, please contact Katie Cross or your school counselor. If we don't hear from you, we will assume you are comfortable with their system and know how to access information to be successful in the fall.

4. The COA faculty does not notify the high school when students are missing work, not turning in assignments or are in danger of failing. It is the student's responsibility to monitor individual progress. You are able to see your grades as the teacher posts them. Check frequently. If you have a question, **ASK** the instructor. No one is going to remind, call, email, prod, etc. if you are missing assignments. Parents are encouraged to view the course site with their child so that expectations are clear, assignments are up-to-date and progress is accurately understood.

5. All juniors will be assigned a classroom for their COA course/s and must be present. Juniors with excessive absences may lose their privilege to take COA courses in the future. Seniors must be in the building for at least two courses. If you are approved for a modified schedule, you are **still required to report weekly with Ms. Ann Forbes**. Modified schedule forms can be picked up in the main office.

6. Students needing assistance should contact the instructor directly **as soon as there is a problem** or question about an assignment, course content or grade. Your school counselor is more than happy to help you make contacts or try to answer questions as well. We cannot stress the importance of not waiting until deadlines have passed to make these contacts. **It may be too late.**

7. The course grade will be reflected on each student's report card as well as a College of the Albemarle Transcript. Students failing to begin or choosing to drop courses after the stated add/drop time risk having a failing grade or "W" reflected on their FFHS and college transcripts. You **MUST** notify your FFHS counselor before requesting to drop a course. **Students may also be responsible for textbook cost reimbursement. This could also affect your athletic or driver's eligibility.**

8. Withdrawing from a class after the semester begins, as well as any course withdrawals or failures recorded on your permanent record, may affect your eligibility to meet <u>**Federal Satisfactory Academic Progress Requirements**</u> and could result in a loss of future federal financial aid.

9. Most instructors have a "first day" assignment which involves logging on and completing a few simple steps. Students not completing the "first day" assignment by the due date are often removed from the course by the instructor. FFHS has no control over this. Sadly, this has been a lesson learned by several FFHS students. You will then be placed into an available FFHS alternative.

10. Many courses have a required "discussion board". This is a means of replacing face-to-face class discussions. Failing to complete can impact your grade and potentially prevent you from being enrolled in future courses.

11. Students must maintain a "C" average in their COA courses in order to be eligible to enroll in additional courses and earn college credit.

We have read and understand the above information regarding Career and College Promise courses taught through College of the Albemarle.

Sign below and return by August 15, 2019.

_____   _____
Student Signature   Date

_____   _____
Parent Signature   Date

Preferred contact information for textbook pickup notification and CCP reminders:

Name: _____

Telephone: _____

Alternate Telephone: _____

High School Courses in Middle School

Students in grades 6-8 who pass English I and/or mathematics, science, social studies, or world language courses that are described in and aligned to the North Carolina Standard Course of Study for Study for grades 9-12 may use the course(s) to meet high school graduation requirements. Such course(s) shall count toward meeting graduation requirements and the number of credits required to graduate, and shall appear on the high school transcript. These courses shall not be included in the calculation of the student's' high school Grade Point Average (GPA). Student GPA shall be computed only with courses taken during high school.

Middle school students who elect to take high school courses in middle school may have the opportunity to earn dual-enrollment credits, Associate of Arts College Transfer Pathway, Associate of Science College Transfer Pathway, Associate of Arts Degree or Associate of Science Degree by the end of their fourth year in high school.

Career and College Promise: Tuition-Free Courses for High School and College Credit

Career and College Promise provides *qualified* students who have met the prerequisites with the opportunity to earn college credits while still in high school. Tuition is free, but students may be responsible for providing their own textbooks. Students will receive one additional quality point on their transcripts for college transfer courses since these are weighted courses. Technical courses are not weighted.

Face-to-face, online or blended learning courses may be available from the local community college or other community colleges. A listing of possible classes is posted in the counseling office and updated as new courses are available.

To be eligible:

- Students must be juniors or seniors, have at least a 3.0 GPA on a 4.0 scale, and demonstrate college readiness on an approved assessment or placement test such as PreACT, PSAT, ACT, SAT or take the placement test at College of the Albemarle.
- Students interested in Career Technical courses may qualify with their principal's recommendation even if their GPA is less than 3.0.
- While these courses generally may not be used to meet specific course requirements for high school graduation, they can provide high school elective credit requirements.
- Students must register through the school counselor and complete a college application.
- If a student starts the class and then drops it, the student will receive an F on his/her transcript.
- Courses are subject to availability at the college, and there may be additional course prerequisites.

Students should note differences in expectations when taking college courses and plan accordingly as follows:
- College level classes require college level work and a college level attitude. Students may have to choose between extra-curricular activities, for example, and attending their college class. There are more stringent attendance guidelines for college courses. The more content the student misses, the more likely that he/she will not succeed in the course. Excessive absences can result in a failing grade.
- There will be no exemptions from final exams. In order to earn the college credit, the student must complete all work, attend the classes, take the final exam, and earn a 'C' or better in the class.
- Maturity is extremely important because other college students will be attending class as well.
  It is hoped that each student will enjoy the collegiate experience. The college campus is not an extension of the high school. When a student is attending a college course, he/she is, in effect, a college student.

- Each student will receive two grades for college courses taken. One is a letter grade on a college transcript at the end of the college semester. This may differ from the high school grade as some instructors use a different grading system. The letter grade will be based on the college syllabus. The other grade appears on the high school transcript. Grades earned in community college classes that have been approved for the Comprehensive Articulation Agreement with UNC System will receive one additional quality point on a 4.0 scale on the high school transcript. Students taking required high school core classes through Dual Enrollment and have an EOC, must take the EOC.
- Every student who takes an internet course or a course which utilizes the internet as part of the curriculum will be expected to have an e-mail account, daily access to a computer, and demonstrable skills in uploading and downloading files, appending attachments to e-mail and conducting online research.
- If the class is scheduled on the Dare County COA Campus, the student will be required to follow the attendance policy set by the instructor of the scheduled class. The instructor is encouraged to report any excessive absences or concerns to the Counseling Center Department at the student's high school. If the COA class is at the high school campus, the student will be required to follow the Dare County attendance policy. **(If an athlete registers for a COA class, it is recommended that he/she go to the first day of class to discuss attendance concerns related to the individual student's practice/game schedule. If the instructor is unwilling to grant the flexibility needed regarding this type of approved absence at the high school, then the student will be allowed to drop the college class and add a new class.**

Students must maintain a 2.0 GPA to remain eligible for CCP courses. If a student fails a course or withdraws from a course after the drop/add period this may affect their future enrollment with COA. The student's financial aid can also be impacted if the student fails or withdraws from a class after the drop/add period.

*Please see your counselor for a list of courses that can replace high school and college requirements. Most colleges will accept transfer grades, but it is important to check with each individual colleges articulation agreement.

Articulation of Credit with North Carolina Community Colleges

The North Carolina High School to Community College Articulation Agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education (CTE) programs of study. The articulation agreement ensures that if a student is proficient in their high school course, the student can receive college credit for that course at any North Carolina community college where it is taught. This streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes. Students from Dare County who complete CTE courses that match the knowledge and skills taught in similar community college courses with a final grade of B or higher and a score of 93 or higher on the standardized CTE post-assessment are eligible to receive articulated college credit. To receive articulated credit, students must enroll at the community college within two years of their high school graduation. Please see your school counselor for a list of articulated courses.

College of the Albemarle - Career and College Promise Course Offerings

Career & College Promise ("CCP") is North Carolina's dual enrollment program for high school students. This program allows eligible NC high school students to enroll in college classes at North Carolina community colleges. Students who successfully complete college courses earn college credit they can take with them after graduation.

In many cases, students can also earn dual credit - meeting high school graduation requirements with college courses. Students are able to choose from the College Transfer or Career & Technical Education pathways:

- College Transfer – College transfer pathways provide tuition-free course credits toward the Associate in Arts or Associate in Science that will transfer seamlessly to any public or participating private college or university.
- Career and Technical Education – Earn tuition-free course credits at a NC Community College toward a job credential, certificate or diploma in a technical career, you may receive elective or program credit for these courses

Career & College Promise pathways offer students rigorous and relevant course work designed to engage their interests and help them achieve educational and career goals. Career & College Promise students, regardless of which pathway they choose, use both high school and college courses to fill their schedules.

Eligibility Requirements:

- be a high school junior or senior
- have a weighted GPA of 3.0 or higher on high school courses
- demonstrate college readiness on an assessment or placement test in English, reading, and mathematics (See chart below)
- meet all course prerequisites

College Readiness Benchmarks on Approved Diagnostic Assessment Tests

Test	PreACT	PSAT	Asset	COMPASS	Accuplacer	SAT	ACT
English	18	26	41 Writing	70 Writing	86 Sentence Skills	NA	18
Reading	22	26	41 Reading	81 Reading	80 Reading	480	22
Mathematics	22	24.5	41 Numerical Skills &41 Int. Algebra	47 Pre-Algebra & 66 Algebra	55 Arithmetic &75 Elem. Algebra	530	22

COA offers five transfer pathways for high school students. Students will be required to choose a pathway. A list of the pathways is below with a link to classes required for each pathway. Students must take classes for a specific pathway.

https://www.albemarle.edu/apply-register/degree-seeking-credit-students/high-school-students/

- Associate of Arts
- Associate of Science
- Associate Degree Nursing
- Associate in Engineering
- Associate in Fine Arts in Visual Arts
- *Can be taken completely online.

College of The Albemarle
Career and College Promise
2018-2019

Career Technical Education Pathway

Courses included in CTE CCP programs of study pathways are offered in the college's traditional, local certificates as listed in the college catalog.

To be eligible for enrollment in a Career Technical Education Pathway, a high school student must meet the following criteria:

1. Be a high school junior or senior;
2. Have a weighted GPA of 3.0 on high school courses OR the recommendation of the high school principal or his/her designee;
3. Pursue one of the 16 high school Career and Technical Education clusters; and
4. Meet all course prerequisites and admission requirements.

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 courses.
3. 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.

AC, Heating & Refrig. Tech. — D35100H

General Education Requirements:	Credit Hours:
COM-101	3
ENG-102	3

Major Requirements:	Credit Hours:
AHR-110	5
AHR-111	3
AHR-112	4
AHR-113	4
AHR-114*	4

Other Major Requirements:	Credit Hours:
AHR-130	3
AHR-160	1
AHR-213*	2
AHR-255*	2
CIS-111	2
WBL-110	1

Total Credits	37

Computer Aided Drafting — D50150H

General Education Requirements:	Credit Hours:
ENG-111	3
PHI-240*	3

Major Requirements:	Credit Hours:
DFT-151	3
DFT-152	3
DFT-153	3
DFT-154	3
DFT-254*	3
DFT-189	2
DFT-259	3

Other Major Requirements:	Credit Hours:
ARC-111	3
ISC-110	1
ISC-130	3
SST-110	3

Total Credits	36

Culinary Arts — D55150H

General Education Requirements:	Credit Hours:
COM-101	3
ENG-102	3

Major Requirements:	Credit Hours:
CUL-110	2
CUL-112	3
CUL-120	2
CUL-140*	5
CUL-135	2
CUL-160*	3
CUL-170*	3
CUL-240*	5
HRM-245	3

Other Major Requirements:	Credit Hours:
CUL-230*	5
CUL-273	1
WBL-111	1
WBL-121	1

Total Credits	42

Electrical Systems Tech. — D35130H

General Education Requirements:	Credit Hours:
COM-101	3
ENG-102	3

Major Requirements:	Credit Hours:
ELC-112	5
ELC-113	4
ELC-117*	4
ELC-128*	3

Other Major Requirements:	Credit Hours:
ELC-114*	4
ELC-220*	3
ELC-125	2
ELC-118	2
ELC-230	3

Other Requirements:	Credit Hours:
CIS-111	2
WBL-110	1

Total Credits	39

Human Services Technology — D45380H

General Education Requirements:	Credit Hours:
ENG-111	3
ENG-112*	3
PHI-240*	3

Major Requirements:	Credit Hours:
HSE 110	3
HSE 112	2
HSE 210	2
PSY 150	3
PSY 241	3
SOC 210	3

Other Major Requirements:	Credit Hours:
BIO 163**	5
CIS 111	2
HEA 110	3
MED 121	3
MED 122	3

Other Requirements:	Credit Hours:
ACA-111	1

Total Credits	42

Nurse Aide — D45970H

General Education Requirements:	Credit Hours:
ENG-111	3
ENG-112*	3
PHI-240*	3

Major Requirements:	Credit Hours:
MED-121	3
MED-122*	3
NAS-101	6
NAS-102*	6

Other Major Requirements:	Credit Hours:
MED-118	2
BIO-168***	4
BIO-169*	4
CIS-111	2
PSY-150	3
HEA-112	2

Other Requirements:	Credit Hours:
ACA-122	1

Total Credits	45

Phlebotomy — D45950H

General Education Requirements:	Credit Hours:
ENG-111	3
COM-231*	3
PHI-240*	3

Major Requirements:	Credit Hours:
MED-121	3
MED-122*	3
HEA-112	2
PBT-100	6
PBT-101*	3

Other Major Requirements:	Credit Hours:
BIO-163**	4
MED-118	2
CIS-110	3
PSY-150	3

Other Requirements:	Credit Hours:
ACA-111	1

Total Credits	40

Term	IT: Computer Programming C25590HC		IT: Workplace IT Professional: C25590HP		Medical Assisting C45400H		MOA: Patient Representative Certificate C25310H	
	Course	Cr. Hr.	Course	Cr. Hr.	Course	Cr. Hr.	Course	Cr. Hr.
Fall	CIS 110	3	CIS 110	3	MED 110	1	CIS 110	3
	CIS 115	3	CTS 115	3	MED 121	3	MED 121	3
	CSC 139	3	CTI 110	3			OST 286	3
	CTI 110	3						
Spring	CTI 120*	3	CTI 120*	3	MED 122*	3	MED 122*	3
	CSC 239*	3	CTS 240*	3	BIO 163**	5	OST 149	3
			NOS 110*	3	MED 118	2	OST 164	3
Total Cr. Hr.		18		18		14		18

Career Technical Education Options

Term	Aviation C60200H Course	Cr. Hr.	Criminal Justice C55180H Course	Cr. Hr.	Early Childhood Education C55220H Course	Cr. Hr.	Emergency Medical Science C45340H Course	Cr. Hr.
Fall	AVI 110	15	CIC 111	3	EDU 119	4	EMS 110	6
			CIC 112	3	EDU 146	3	MED 121	3
			CIC 113	3	EDU 153	3		
			CIC 212	3				
Spring					EDU 131	3	MED 122*	3
					EDU 145	3		
Total Cr. Hr.		15		12		16		12

Career Technical Education Options

Term	General Business Administration C25120HB Course	Cr. Hr.	Global Business C25120HG Course	Cr. Hr.	Health and Fitness Science C45630H Course	Cr. Hr.	Healthcare IT Foundations C25510H Course	Cr. Hr.
Fall	ACC 120	4	BUS 115	3	HFS 110	4	CTS 115	3
	BUS 110	3	MKT 120	3	HFS 111	4	MED 121	3
	CIS 110	3	INT 110	3	HEA 112	2	HBI 110	3
Spring	ACC 121*	4	BUS 110	3	HFS 120	3	CTI 120	3
	BUS 115	3	INT 210	3	HFS 210	3	MED 122*	3
			INT 230*	3	PED 110	2	HBI 113	3
Total Cr. Hr.		17		18		18		18

Welding Technology
D50420H

General Education Requirements:	Credit Hours:
COM-101	3
MAT-110	3

Major Requirements:	Credit Hours:
WLD-110	2
WLD-115	5
WLD-121	4
WLD-131	4
WLD-141	3

Other Major Requirements:	Credit Hours:
BPR-111	2
WLD-112	2
WLD-116	4
WLD-122	3
WLD-132	3
WBL-110	1

Total Credits	39

*Pre- or Co-requisites

**Needs 1 unit of high school biology

***Needs 1 unit of high school biology and chemistry

DCC – Dare County Campus

ECC – Elizabeth City Campus

6/4/18

Edenton-Chowan Schools
Career & Technical Education Pathway Plan
Business Support Services
Pathway: Business Support Services

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. Twenty-eight credits are needed for graduation from high school.

	English Language Arts	Math	Science	Social Studies	Others	Career Counseling:
9	English I	Math I or II	Earth Science	World History	Health/PE	**8th Grade:** CFNC account created; Career counseling plans
10	English II	Math II or III	Biology	Civics and Economics	Students planning to attend 4-year university should take two foreign languages, one being a 2nd level course.	**9th - 12th Grade:** PreACT; ACT College Readiness Assessment; Career counseling plans
11	English III	Math III or above	a Physical Science	American History I and American History II		**Articulated College Credit Opportunities:** Microsoft Word/PPT/Publisher — CIS 111 Basic PC Literacy OR OST 136 Word Processing; Personal Finance — BUS 125 Personal Finance
12	English IV	4th Math				

Electives: Students choose from CTE Foundation & Enhancement options below. Must complete a minimum of 4 courses to earn CTE Concentrator Status ~ one must be a starred * course.

Foundation	*Principles of Business and Finance* *Microsoft Word/Excel/SharePoint* *CTE Advanced Studies*			*Entrepreneurship I*, II* *Project Management I*		
Enhancement	**Students can opt to replace one Foundation Course above with an Enhancement Course:** *Marketing* *CTE Internship*			*Personal Finance*		**Credentials Available:** Career Readiness Credentials (WorkKeys); EverFi and Wi$e Financial; Microsoft Word; MOS Specialist Word & PowerPoint; MOS Specialist Excel & Access; Conover Credential Workplace Readiness/Job Readiness

Career Diploma Endorsement Requirements:
CTE Concentrator Status
2.6 Unweighted GPA
Minimum of one industry credential

Dare County Schools

CareerClusters — PATHWAYS TO COLLEGE and CAREER

Business Management and Administration

Courses listed within this plan are recommendations only and should be individualized to meet each student's educational and career goals.
(24 credits needed for graduation)

Student Name _____

Grade _____ School Name _____

ACADEMIC

English	Math	Science	Social Studies	Other	Work Based
English I	Math I	Earth Science	World History	Health/PE	CTE Internships
English II	Math II	Biology	American History I&II **		Job Shadowing
English III	Math III	Chemistry, Physics or	Civics and Economics		Field Trips
English IV	4th Math	Physical Science	** or AP US + 1 SS		Classroom Speakers
					Career Day
					Service Learning
					Virtual Opportunities
					CTSO

University admissions require two world language credits – *one being 2nd level*

Electives – Students choose from CTE Foundation & Enhancement options below

CTE PREPARATION

Complete a MINIMUM of 4 COURSES to earn a CTE Concentrator Status –ONE must be a STARRED * course.

FOUNDATION COURSES – 3 required including ONE * course

Accounting I	CTE Advanced Studies	Microsoft Excel & Access ^	Principles of Business & Finance
Approved CCP Courses *	Entrepreneurship I *^	Microsoft Word & PowerPoint ^	

ENHANCEMENT COURSES

Career Management
CTE Internship

Marketing ^
Multimedia & Webpage Design

Personal Finance
Strategic Marketing

CREDENTIALS

Career Readiness Credential *(WorkKeys)*	Everfi Entrepreneurial Expedition	Microsoft Office Specialist	WISE Financial Literacy
Everfi Digital Literacy	Everfi Financial Literacy	Microsoft Office Specialist Expert	

CAREER EXPLORATION

MIDDLE GRADES

Career Counseling
Computer Skills & Applications
Exploring Business Marketing & Entrepreneurship
Exploring Career Decisions

HIGH SCHOOL

ASVAB
Career Counseling
CFNC
Work-based Learning

Community Co[llege]

Marketing

Personal Finance

Principles of Business & Fir[...]

Microsoft Word & PowerPoi[...]

For More I[...]

- Your High School Care[...]
- www.nccommunitycolleg[...]
  academic-programs/e[...]
- CFNC.org

Dare County Schools
CareerClusters
Finance

PATHWAYS TO COLLEGE and CAREER R[EADINESS]

Student Name _____

Grade _____ School Name _____

Courses listed within this plan are recommendations only and should be individualized to meet each student's educational and career goals.
(24 credits needed for graduation)

ACADEMIC

English	Math	Science	Social Studies	Other
English I	Math I	Earth Science	World History	Health/PE
English II	Math II	Biology	American History I&II**	
English III	Math III	Chemistry, Physics or	Civics and Economics	
English IV	4th Math	Physical Science	**or AP US + 1 SS	

University admissions require two world language credits - *one being 2nd level*

Electives - Students choose from CTE Foundation & Enhancement options below

CTE PREPARATION

Complete a MINIMUM of 4 COURSES to earn a CTE Concentrator Status - ONE must be a STARRED * course.

FOUNDATION COURSES - 3 required including ONE * course

Accounting I	CTE Advanced Studies	Microsoft Excel & Access ^	Principles of Business & Finance
Approved CCP Courses *	Entrepreneurship I ^	Personal Finance	

ENHANCEMENT COURSES

Career Management	Marketing ^	Strategic Marketing
CTE Internship	Microsoft Word and PowerPoint ^	

CREDENTIALS

Career Readiness Credential (*WorkKeys*)	Everfi Entrepreneurial Expedition	Microsoft Excel	*Microsoft Office Specialist Expert*
Everfi Digital Literacy	Everfi Financial Literacy	Microsoft Office Specialist	WISE Financial Literacy

CAREER EXPLORATION

MIDDLE GRADES

- Career Counseling
- Exploring Business Marketing & Entrepreneurship
- Exploring Career Decisions

HIGH SCHOOL

- ASVAB
- Career Counseling
- CFNC
- Work-based Learning

Work Based

- CTE Internships
- Job Shadowing
- Field Trips
- Classroom Speakers
- Career Day
- Service Learning
- Virtual Opportunities
- CTSO

Community Col[lege]

- Marketing
- Personal Finance
- Principles of Business & Fina[nce]
- Microsoft Word & PowerPoin[t]

For More In[formation]

- Your High School Career
- www.nccommunitycolleg[e] academic-programs/ed[u]
- CFNC.org

Dare County

Pathways offered:

Arts, A/V Tech & Communications: Courses include Adobe Digital, Adobe Video, Adobe Visual, Digital Design and Animation I and II, Marketing, Entrepreneurship, Career Management, Internship, POB, and Personal Finance.

Credentials: Adobe Photoshop, InDesign, Illustrator, Adobe Premier.

Information Technology: Courses include: Adobe Digital, Adobe Video, Adobe Visual, Approved CCP Courses, AP Computer Science Principles, Computer Programming I, Computer Science Principles, CTE Advanced Studies, e-Commerce I, POB, Carer Management, Internship, Personal Finance, Python, Entrepreneurship I.

Environmental & Natural Resources II

ENHANCEMENT COURSES

Career Management
CTE Internship
Entrepreneurship I
Marketing

Microsoft Excel/Access
MS Word and Powerpoint
Principles of Business & Finance

CREDENTIALS

ServSafe Food Protection
Managers Certification

Career Readiness
Credential *(WorkKeys)*

**Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.**

CTE Advanced Studies

ENHANCEMENT COURSES

Career Management
CTE Internship
Entrepreneurship I
Fashion Merchandising

Marketing
Microsoft Excel/Access
MS Word and Powerpoint
Multimedia Webpage Design

CREDENTIALS

NCCER Certification
OSHA General Industry
  Safety and Health

Career Readiness
Credential *(WorkKeys)*

**Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.**

Arts, A/V Tech & Communications

FOUNDATION COURSES - *3 Required*

Adobe Digital Design *
Adobe Video Design *
Adobe Visual Design
Advanced Game Art Design
Approved CCP Courses *
CTE Advanced Studies
Digital Design & Animation I

Digital Design & Animation II
  (Scientific Visualization)
Entrepreneuship I
Fashion Merchandising
Game Art Design *
Marketing
Microsoft Word & PowerPoint
Multimedia & Webpage Design

ENHANCEMENT COURSES

Career Management
CTE Internship
Microsoft Excel/Access

Principles of Business & Finance
Personal Finance

CREDENTIALS

Adobe Photoshop, InDesign, Illustrator
Adobe Premier

Career Readiness Credential
(WorkKeys)

**Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.**

Business Management & Administration

FOUNDATION COURSES - *3 Required*

Accounting I
Approved CCP Courses *
CTE Advanced Studies
Entrepreneurship I *
Microsoft Excel/Access

Microsoft Word & PowerPoint
Principles of Business & Finance

ENHANCEMENT COURSES

Career Management
CTE Internship
Marketing

Multimedia & Webpage Design
Personal Finance
Strategic Marketing

CREDENTIALS

Career Readiness Credential (WorkKeys)
Everfi Entrepreneurial Expedition
Microsoft Office Specialist
WISE Financial Literacy

Everfi Digital Literacy
Everfi Financial Literacy
Microsoft Office Specialist Expert

**Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.**

Finance

FOUNDATION COURSES - *3 Required*

Accounting I
Approved CCP Courses *
CTE Advanced Studies
Entrepreneurship I

Microsoft Excel/Access
Personal Finance
Principles of Business & Finance

ENHANCEMENT COURSES

Career Management
CTE Internship
Marketing

Strategic Marketing
Microsoft Word and PowerPoint

CREDENTIALS

Career Readiness Credential (WorkKeys)
Everfi Entrepreneurial Expedition
Microsoft Excel
Microsoft Office Specialist Expert

Everfi Digital Literacy
Everfi Financial Literacy
Microsoft Office Specialist
WISE Financial Literacy

**Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.**

Health Science

FOUNDATION COURSES - *3 Required*

Approved CCP Courses *
CTE Advanced Studies
Health Science I

Health Science II *
Health Team Relations
Nursing Fundamentals

ENHANCEMENT COURSES

Career Management
Foods I
Microsoft Word and PowerPoint
Personal Finance
Public Safety I

CTE Internship
Marketing

Entrepreneurship I
Microsoft Excel/Access
Parenting and Child Development
Principles of BusinessFinance
Public Safety II

CREDENTIALS

Career Readiness Credential *(WorkKeys)*
AHA Healthcare Provider CPR   NIMS *(Public Safety)*

**Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.**

Career Readiness Credential (WorkKeys)
Everfi Entrepreneureal Expedition
ServSafe Food Protection Managers Certification

Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.

Information Technology

FOUNDATION COURSES - 3 Required

Adobe Digital Design *
Adobe Video Design *
Adobe Visual Design
Approved CCP Courses *
AP Computer Science Principles
Computer Programming I
Computer Science Principles

CTE Advanced Studies
e-Commerce I *
Microsoft Excel/Access
Microsoft Word & PowerPoint
Multimedia & Webpage Design *
Principles of Business & Finance

ENHANCEMENT COURSES

Career Management
CTE Internship
Entrepreneurship I
Personal Finance

Creative Coding Through Games and Apps
(Intro to Computer Science Principles)

CREDENTIALS

Adobe Credentials
Microsoft Credentials

Career Readiness Credential (WorkKeys)

Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.

Law, Public Safety Corrections & Security

FOUNDATION COURSES - 3 Required

Approved CCP Courses *

CTE Advanced Studies

Public Safety I

Public Safety II *

ENHANCEMENT COURSES

Career Management
CTE Internship
Hospitality & Tourism
Microsoft Excel/Access

Microsoft Word and PowerPoint
Personal Finance
Principles of Business & Finance

CREDENTIALS

Career Readiness Credential (WorkKeys)

CERT (Community Emergency Response Team)

NIMS (Public Safety)

Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.

Manufacturing

FOUNDATION COURSES - 3 Required

Approved CCP Courses *

Entrepreneurship I

Fashion Merchandising

Principles of Business
& Finance

Marketing

ENHANCEMENT COURSES

Career Management

Microsoft Excel/Access

Multimedia & Webpage Design

CTE Internship

Microsoft Word and PowerPoint

Personal Finance

CREDENTIALS

Career Readiness Credential (WorkKeys)   Welding Credentials

Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.

Marketing

FOUNDATION COURSES - 3 Required

Approved CCP Courses *
CTE Advanced Studies
Entrepreneurship I *
Fashion Merchandising

Marketing
Marketing Management *
Principles of Business & Finance
Strategic Marketing

ENHANCEMENT COURSES

Career Management
CTE Internship
Hospitality & Tourism
Microsoft Excel/Access

Microsoft Word and PowerPoint
Personal Finance
Multimedia & Webpage Design

CREDENTIALS

Career Readiness Credential (WorkKeys)
Everfi Entrepreneurial Expedition
Microsoft Excel
Microsoft Office Specialist Expert

Everfi Digital Literacy
Everfi Financial Literacy
Microsoft Office Specialist
WISE Financial Literacy

Complete a MINIMUM of 4 COURSES to earn a
CTE Concentrator Status
- ONE must be a STARRED * course.

DARE COUNTY
SCHOOLS

DARE COUNTY SCHOOLS
CAREER SHADOWING INFORMATION AND CONSENT FORM

Career shadowing is a voluntary work-based learning opportunity in which students spend one full day or one half day with a person who serves as a career model in an area of career interest for the student.

STUDENT RESPONSIBILITIES:
1. Make a Google copy of and complete the Career Shadowing Application. Print the application and acquire the necessary signatures. The application must be submitted as soon as possible to Mr. Davenport.
2. The application and consent form must be signed by the student and parent/guardian.
3. Applicants will be screened with reference to attendance and behavior records. Students with excessive absences or significant behavior problems will not be allowed to shadow.
4. After being notified of assignment to a shadow site, the student must telephone/email the site to introduce themselves, confirm the date and obtain details regarding time, location, appropriate dress and lunch plans.
5. Students must provide their own transportation to and from the shadow site.
6. Arrive at shadow site on time, ensure you are dressed appropriately and exhibit mature and responsible conduct throughout the shadowing experience.
7. Remain at the shadow site until the end of the school day or as arranged with the shadow site contact.
8. Send a personal thank-you note to the person serving as a career model. The note must be submitted for review and approval by Mr. Davenport and mailed within three school days after the shadowing date.
9. All responsibilities listed above must be met in order to be counted present at school.

I understand my responsibilities as listed above. I agree to abide by all requirements for participation in the Career Shadowing Program and I release Dare County Schools and its employees from any liability or claims arising out of the career shadowing experience.

Student Signature_____ Date_____

I understand the requirements of the Career Shadowing Program as listed above, and give permission for the above-named student to participate (check one):

_____**In Dare County Only**   _____**in Dare County or outside of Dare County**

I also grant permission for the responsible adult to obtain medical assistance for the student listed above in the event of an emergency and I release Dare County Schools and its employees from any liability or claims arising out of the career shadowing experience.

Parent/Guardian Signature:_____Date:_____

Career and Technical Education (CTE) is an integral part of Dare County Schools. In compliance with federal law, Dare County Schools does not discriminate on the basis of race, creed, color, national, origin, gender, age, or disability in any of its Career Technical Education (CTE) programs or activities. To ensure all students have access to CTE and are successful, support services are provided by the CTE Career Development Coordinator/Special Populations Coordinator as well as the Dare County Schools Director of Student Services.

DARE COUNTY SCHOOLS
CAREER SHADOWING APPLICATION

CONTACT INFORMATION

Student Name:_____ Date of Birth:_____

School:_____ Grade:_____

Address: _____

Home Phone:_____ Cell Phone:_____

CAREER CHOICE OR AREA OF
INTEREST:_____

I would like to meet with the Career Development Coordinator (Mr. Davenport) to discuss possible career and and education options.

_____Yes _____No

List the jobs or occupations you would like to shadow. Be as specific as possible. Whenever possible, students are placed in a business or occupation that is closely connected to the student's first choice. However, it may be necessary to place a student with a shadowing opportunity that is not the student's first choice. Please feel free to list a specific person or business if you have already identified a particular placement that matches your career interests.

<u>First Choice:</u>
<u>Second Choice:</u>
<u>Third Choice:</u>

Explain why you would like to shadow at one of these sites:

Explain what you hope to learn from this shadowing experience:

When I graduate from high school I plan to (Place X to mark):
_____Attend a two-year technical or community college   _____Enter the workforce
_____Attend a four-year college or university   _____Enter the military
_____Other

Student Signature_____ Date _____

Camden Business Pathway

CareerClusters — PATHWAYS TO COLLEGE & CAREER READINESS

Business Management & Administration

Cluster Foundation Courses

Pathways	Cluster Enhancement Courses

General Management

- BF10 Principles of Business & Finance (BFIT & MEE)
- BM10 Microsoft Word and PowerPoint ^
- BM20 Microsoft Excel ^
- BA10 Accounting I
- CS11 Project Management I
- BB40 Business Management * ^
- BB30 Business Law *
- ME11 Entrepreneurship I * ^ (BFIT & MEE)
- BB50 IB Business Management ^
- BF20 Business Financial Planning * ^
- CS12 Project Management II *
- ME12 Entrepreneurship II ^ (BFIT & MEE)
- CS95 CTE Advanced Studies
- CS95 CTE Advanced Studies

Cluster Enhancement Courses
- CC45 Career Management
- BD10 Multimedia and Webpage Design
- MM51 Marketing ^
- MU92 Strategic Marketing
- BF05 Personal Finance (BFIT, FCS, & MEE)
- CS96 CTE Apprenticeship
- CS97 CTE Internship
- OI00 IB Personal and Professional Skills ^

Career & College Promise

Approved Career & College Promise Career Technical Education Pathway

Additional Pathways

- Administrative Support
- Human Resources Management
- Business Information Management
- Operations Management

Middle School Courses

- CC58 Exploring Career Decisions
- BU10 Computer Skills and Applications
- BU20 Exploring Business, Marketing, and Entrepreneurship

Student Name _____
Student ID Number _____

Entrepreneurship Career Pathway Plan - Elizabeth City-Pasquotank Public Schools Career & Technical Education

Career Pathway Plan of Study for ▶ Students ▶ Parents ▶ Counselors ▶ Teachers/Faculty

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. **Students are strongly encouraged to participate in honors, advanced placement, or Career & College Promise courses.**

		8	9	10	11	12
ACADEMIC	ENGLISH/ LANGUAGE ARTS	English	English I	English II	English III	English IV
	MATH	Math	Math I	Math II	Math III	Math IV or above
	SCIENCE	Science	Earth Science	Biology	Chemistry	
	SOCIAL STUDIES	World History	World History	Civics	American History I/II	
	HEALTH/PE	Health/PE	Health/PE			
TECHNICAL	CAREER & TECHNICAL EDUCATION OPTIONS	Exploring Career Decisions	Principles of Business and Finance	Business Management I	Business Management II	CTE Advanced Study OR Microsoft Office Specialist (2016 or above) PowerPoint
COLLEGE	CAREER & COLLEGE PROMISE			BUS 110	BUS1 115	CIS 110
CAREER DEVELOPMENT	COUNSELING AND ADVISING		NC Career Cluster Guide Activities	ACT PLAN	ACT College Readiness Assessment ASVAB	ACT Workplace Readiness Assessment (WorkKeys) ASVAB
WORK-BASED	WORK-BASED LEARNING OPPORTUNITIES	Groundhog Job Shadow	Classroom Speaker Field Trip	Classroom Speaker Field Trip	Career Day Field Trip	Work-Based Learning Opportunity
	CTSOs (Career Technical Student Org.)					
CREDENTIALS	STACKABLE CREDENTIALS					Career Readiness Credentials (CRCs) [WorkKeys] Microsoft Word and PowerPoint

Career Counseling Plans: 8 – 14+

OFFICE ADMINISTRATION – A.A.S.

Year 1	Year 2
BUS 110	OST 184
ACC 120	DBA 110
OST 286	ACC 150
CIS 110 OR CIS 111	BUS 125
BUS 139	DBA 115
BUS 240	CTI 110
CTS 130	

CONCENTRATION OVERVIEW:
The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in areas of office management, office finance, legal office, virtual c... customer service, and office software. Course work includes computer applications, oral and written communication, analys... coordination of office tasks and procedures, records manageme... and other topics depending on the subject area selected within curriculum.

COA Monthly HSWP Admission Info Sessions
COA Resume Writing Assistance
College Transfer Advisement
NC Works Career Center Services - www.ncworks.gov

Employment Opportunities:

Graduates should qualify for employment opportunities in a ... of office positions in business, government, and industry. ... graduation, students may be eligible to sit for industry reco... certification exams.

Quick Facts: Lodging Manager
2016 Median Pay: $53,390 per year $25.67 per hour
Typical Entry-Level Education: High school diploma or equivale...
On-the-Job Training: None
Number of Jobs, 2014: 52,600
Job Outlook, 2014-24: 1% (As fast as average)

Student Name _____

Student ID Number _____

General Management Career Pathway Plan – Elizabeth City-Pasquotank Public Schools Career & Technical Education

Career Pathway Plan of Study for ▶ Students ▶ Parents ▶ Counselors ▶ Teachers/Faculty

*This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. **Students are strongly encouraged to participate in honors, advanced placement, or Career & College Promise courses.***

		8	9	10	11	12
ACADEMIC	ENGLISH/ LANGUAGE ARTS	English	English I	English II	English III	English IV
	MATH	Math	Math I	Math II	Math III	Math IV or above
	SCIENCE	Science	Earth Science	Biology	Chemistry	
	SOCIAL STUDIES	World History	World History	Civics	American History I/II	
	HEALTH/PE	Health/PE	Health/PE			
TECHNICAL	CAREER & TECHNICAL EDUCATION OPTIONS	Exploring Career Decisions	Principles of Business and Finance	Business Management I	Business Management II	CTE Advanced Study OR Microsoft Office Specialist (2016 or above) PowerPoint
COLLEGE	CAREER & COLLEGE PROMISE			BUS 110	BUS1 115	CIS 110
CAREER DEVELOPMENT	COUNSELING AND ADVISING		NC Career Cluster Guide Activities	ACT PLAN	ACT College Readiness Assessment ASVAB	ACT Workplace Readiness Assessment (WorkKeys) ASVAB
WORK-BASED	WORK-BASED LEARNING OPPORTUNITIES	Groundhog Job Shadow	Classroom Speaker Field Trip	Classroom Speaker Field Trip	Career Day Field Trip	Work-Based Learning Opportunity
	CTSOs (Career Technical Student Org.)					
CREDENTIALS	STACKABLE CREDENTIALS					Career Readiness Credentials (CRCs) [WorkKeys] Microsoft Word and

Career Counseling Plans: 8 – 14+

General Business Administration Certificate

Semester 1	Semester 2
BUS 110	BUS 115
CIS 110	ACC 121
ACC 120	

General Business Administration – A

Year 1	Year 2
BUS 110	ACC 150
ACC 120	MKT 120
OST 286	INT 110
BUS 240	ECO 251 OR 252
CIS 110 OR CIS 111	BUS 115
BUS 139	BUS 285
ACC 121 OR BUS 280	BUS 125

CONCENTRATION OVERVIEW: The General Business Administration curriculum is designed to introduce students to various aspects free enterprise system. Students will be provided with a fundam knowledge of business functions, processes, and an understand 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 computer applications, communication, team building, and deci making.

COA Monthly HSWP Admission Info Sessions
COA Resume Writing Assistance
College Transfer Advisement
NC Works Career Center Services - www.ncworks.gov

Employment Opportunities:

Graduates are prepared for employment opportuniti government agencies, financial institutions, and large to business or industry.

Quick Facts: Lodging Manager
2016 Median Pay: $53,390 per year $25.67 per hour
Typical Entry-Level Education: High school diploma or equivale
On-the-Job Training: None

Student Name _____

Student ID Number _____

Entrepreneurship Career Pathway Plan - Elizabeth City-Pasquotank Public Schools Career & Technical Education

Career Pathway Plan of Study for ▸ Students ▸ Parents ▸ Counselors ▸ Teachers/Faculty

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. **Students are strongly encouraged to participate in honors, advanced placement, or Career & College Promise courses.**

		8	9	10	11	12	OFFICE ADMINISTRATION – A.A.S.	
							Year 1	**Year 2**
ACADEMIC	**ENGLISH/ LANGUAGE ARTS**	English	English I	English II	English III	English IV	BUS 110 ACC 120 OST 286 CIS 110 OR CIS 111 BUS 139 BUS 240 CTS 130	OST 184 DBA 110 ACC 150 BUS 125 DBA 115 CTI 110
	MATH	Math	Math I	Math II	Math III	Math IV or above		
	SCIENCE	Science	Earth Science	Biology	Chemistry			
	SOCIAL STUDIES	World History	World History	Civics	American History I/II			
	HEALTH/PE	Health/PE	Health/PE					
TECHNICAL	**CAREER & TECHNICAL EDUCATION OPTIONS**	Exploring Career Decisions	Principles of Business and Finance	Business Management I	Business Management II	CTE Advanced Study OR Microsoft Office Specialist (2016 or above) PowerPoint	CONCENTRATION OVERVIEW: The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software. Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.	
COLLEGE	**CAREER & COLLEGE PROMISE**			BUS 110	BUS1 115	CIS 110		
CAREER DEVELOPMENT	**COUNSELING AND ADVISING**		NC Career Cluster Guide Activities	ACT PLAN	ACT College Readiness Assessment ASVAB	ACT Workplace Readiness Assessment (WorkKeys) ASVAB	COA Monthly HSWP Admission Info Sessions COA Resume Writing Assistance College Transfer Advisement NC Works Career Center Services - www.ncworks.gov	
WORK-BASED	**WORK-BASED LEARNING OPPORTUNITIES** **CTSOs (Career Technical Student Org.)**	Groundhog Job Shadow	Classroom Speaker Field Trip	Classroom Speaker Field Trip	Career Day Field Trip	Work-Based Learning Opportunity	Employment Opportunities: Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.	
CREDENTIALS	**STACKABLE CREDENTIALS**					Career Readiness Credentials (CRCs) [WorkKeys] Microsoft Word and PowerPoint	**Quick Facts: Lodging Manager** **2016 Median Pay:** $53,390 per year $25.67 per hour **Typical Entry-Level Education:** High school diploma or equivalent **On-the-job Training:** None **Number of Jobs, 2014:** 52,600 **Job Outlook, 2014-24:** 1% (As fast as average)	

Career Counseling Plans 8 – 14+

Student Name _____
Student ID Number _____

General Management Career Pathway Plan - Elizabeth City-Pasquotank Public Schools Career & Technical Education

Career Pathway Plan of Study for ▸ Students ▸ Parents ▸ Counselors ▸ Teachers/Faculty

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. **Students are strongly encouraged to participate in honors, advanced placement, or Career & College Promise courses.**

Category		8	9	10	11	12
ACADEMIC	ENGLISH/LANGUAGE ARTS	English	English I	English II	English III	English IV
	MATH	Math	Math I	Math II	Math III	Math IV or above
	SCIENCE	Science	Earth Science	Biology	Chemistry	
	SOCIAL STUDIES	World History	World History	Civics	American History I/II	
	HEALTH/PE	Health/PE	Health/PE			
TECHNICAL	CAREER & TECHNICAL EDUCATION OPTIONS	Exploring Career Decisions	Principles of Business and Finance	Business Management I	Business Management II	CTE Advanced Study OR Microsoft Office Specialist (2016 or above) PowerPoint
COLLEGE	CAREER & COLLEGE PROMISE			BUS 110	BUS1 115	CIS 110
CAREER DEVELOPMENT	COUNSELING AND ADVISING	*Career Counseling Plans 8 – 14+*	NC Career Cluster Guide Activities	ACT PLAN	ACT College Readiness Assessment ASVAB	ACT Workplace Readiness Assessment (WorkKeys) ASVAB
WORK-BASED	WORK-BASED LEARNING OPPORTUNITIES / CTSOs (Career Technical Student Org.)	Groundhog Job Shadow	Classroom Speaker / Field Trip	Classroom Speaker / Field Trip	Career Day / Field Trip	Work-Based Learning Opportunity
CREDENTIALS	STACKABLE CREDENTIALS					Career Readiness Credentials (CRCs) [WorkKeys] / Microsoft Word and PowerPoint

General Business Administration – A.A.S.

General Business Administration Certificate		General Business Administration – A.A.S.	
Semester 1	Semester 2	Year 1	Year 2
BUS 110	BUS 115	BUS 110	ACC 150
CIS 110	ACC 121	ACC 120	MKT 120
ACC 120		OST 286	INT 110
		BUS 240	ECO 251 OR ECO 252
		CIS 110 OR CIS 111	BUS 115
		BUS 139	BUS 285
		ACC 121 OR BUS 280	BUS 125

CONCENTRATION OVERVIEW: The General Business Administration curriculum is designed to introduce students to 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.

COA Monthly HSWP Admission Info Sessions
COA Resume Writing Assistance
College Transfer Advisement
NC Works Career Center Services - www.ncworks.gov

Employment Opportunities:

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Quick Facts: Lodging Manager
2016 Median Pay: $53,390 per year $25.67 per hour
Typical Entry-Level Education: High school diploma or equivalent
On-the-Job Training: None
Number of Jobs, 2014: 52,600
Job Outlook, 2014-24: 1% (As fast as average)

What is a Concentrator? *A concentrator is a student who has earned four or more technical credits in a Career Cluster, at least one of which is a completer course (starred *) A student may earn all four credits from foundational courses or three from foundational and one from enhancement courses for the Career Cluster. (+) Indicates a Credential or Certification is available for the course*

Career Clusters	**Foundational Courses** Select 3 Foundational courses and 1 Enhancement course or 4 Foundational courses. 1 course must have an asterisk * indicating that it is a Completer Course	**Enhancement Courses** Only 1 Enhancement course can be counted for a Concentrator. Other courses taken in this list will count as elective credits.
Agriculture, Food & Natural Resources **Credential(s)** NC Certified Plant Professional Certified Veterinary Assistant Certified Young Plant Professional	Agriscience Applications Animal Science I (+) *Animal Science II* (+)* *Animal Science II Small Animal** Environmental Nat Resources I (+) *Environmental Nat Resources II*(+)(NHS)* Horticulture I (+) *Horticulture II* (+)* Personal Finance (+) Principles of Family & Human Services (NHS) Vet Assisting (+) (NHS)	Career Management CTE Apprenticeship CTE Internship Entrepreneurship I Marketing Applications (PCHS) Microsoft Word & PowerPoint (+) Principles of Business & Finance
Architecture & Construction **Credential(s)** OSHA NCCER Autodesk Certified User AutoCAD Autodesk Certified User Revit	Core & Sustainable Construction(+) (PCHS) Carpentry I (+)(PCHS) *Carpentry II* (+) (PCHS)* Electrical I (PCHS) Drafting I (+) (NHS) Personal Finance (+) Principles of Family & Human Services (NHS)	Career Management CTE Apprenticeship CTE Internship Entrepreneurship I (+) Fashion Merchandising (PCHS) Marketing Applications (PCHS) Microsoft Word & PowerPoint (+)
Business Management & Administration **Credential(s)** Microsoft Office Specialist-Word and PowerPoint	Accounting I (+) *Business Law** *Business Management* (NHS)* *Entrepreneurship I* (+)* Entrepreneurship II (+) (NHS) Microsoft Word & PowerPoint (+) Principles of Business & Finance Virtual Enterprise I (PCHS)	Career Management CTE Apprenticeship CTE Internship Marketing Applications (PCHS) Personal Finance (+)
Finance **Credential(s)** Everfi & WISE	Principles of Business & Finance Personal Finance (+) Accounting I (+) *Accounting II* (PCHS)* Entrepreneurship I Business Law	Career Management Microsoft Word & PowerPoint (+) Marketing Applications (PCHS) CTE Apprenticeship CTE Internship
		Career Management

Credential(s)	(NHS)	CTE Apprenticeship
OSHA 10 Hours Industry Certification Auto Desk Certified Inventor Autodesk Certified Revit		CTE Internship Entrepreneurship I Horticulture I (+)
Transportation, Distribution & Logistics **Credential(s)** ASE Student Certification Maintenance and Light Repair ASE Auto Maintenance and Light Repair Certification Test (G1) (Written Component Only)	Intro to Automotive Service (+) (NHS) Automotive Services I (NHS) ***Automotive Services II* (NHS)*** Automotive Services III (NHS) Marketing Applications (PCHS) Entrepreneurship I (+)	Career Management CTE Apprenticeship CTE Internship Microsoft Word & PowerPoint (+) Personal Finance (+) Principles of Business & Finance

Why Should You Take Career and Technical Education (CTE) Courses?

CTE leads to:
- High skill, high wage, and high demand occupations
- A head start on a college degree by earning college credits while in high school
- Skills that provide an earning advantage both during and after high school through nationally recognized certifications
- Hands-on work based learning with the business community through activities such as apprenticeships, internships, and cooperative learning.
- Career and Technical Education (CTE) Program Descriptions

Agricultural Education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber, and natural resources systems. Agricultural Education prepares students for more than 300 careers in the agricultural industry including production, financing, processing, marketing, and distribution of agricultural products.

Business, Finance and Information Technology Education plays a major role in preparing a competent, business-literate, and skilled workforce. This program area is designed to integrate business and information technology skills into the middle and high school curriculum. Therefore, a Business, Finance and Information Technology Education course should be part of the curriculum for every student. Business, Finance and Information Technology Education has relevance and helps young adults manage their own financial affairs and make intelligent consumer and business-related choices.

Career Development curriculum is designed to prepare students for careers and education in the 21st century. It helps students understand the lifelong, sequential process of determining self and career identity.

Family and Consumer Sciences (FACS) Education empowers individuals to manage the challenges of living and working in a diverse global society. Students develop human literacy as they master a complex set of essential skills and knowledge needed to achieve quality of life. They gain career preparedness as they acquire readiness to participate in a rapidly changing

workforce and global economy. Family and Consumer Sciences students prepare for family life, work life, and careers in eight core areas:

- Consumer Education and Resource Management
- Early Childhood Education and Services
- Family and Interpersonal Relationships
- Food Production and Services
- Foods, Nutrition and Wellness
- Housing, Interiors and Design
- Parenting Education and Human Development
- Textiles, Apparel and Fashion

The comprehensive **Health Science Education** program seeks to meet present and predicted needs for health care workers within a health care delivery system that is characterized by diversity and changing technologies. It is a program that recruits qualified and motivated students and prepares them for pursuit of appropriate health careers.

Based on natural and social sciences, the humanities, and a researched body of knowledge, the curriculum is designed to offer a foundation of knowledge and skills necessary to health career preparation. Curriculum concepts incorporate technological advances related to the health care delivery system, including ethics, professionalism, prevention (wellness), diagnostics, therapeutics, and rehabilitation as a result of disease/disorders. Teaching/learning strategies integrate appropriate workplace basic skills that assist students to use resources and technologies, function as effective members within a complex system, and to access and use appropriate information/data.

Marketing and Entrepreneurship and Entrepreneurship Education prepares students for postsecondary education and careers in marketing communications, marketing management, marketing research, merchandising, and professional sales. Marketing and Entrepreneurship and Entrepreneurship consists of making socioeconomic decisions and producing goods and services to consumption. Instruction is as specific as procedures for merchandising and as general as the creativity needed to develop an effective promotion. The function of marketing occurs in all industries. Application of skills in reading, writing, mathematics, critical thinking, inquiry-based, problem-solving and psychology is found throughout the curriculum.

The **Technology Engineering and Design** program is designed to provide middle and high school student's essential and enduring 21st Century skills. It is a STEM (Science, Technology, Engineering, and Math) program that uses languages, technologies, sciences, engineering and the arts to understand, communicate, and design. The program has three principle curriculum strands.

- **Pre- Engineering**
  The Pre —engineering strand is comprised of six middle school and nine high schools courses developed by PLTW and two courses, Principle of Technology I and II developed by CORD. Taught in conjunction with a rigorous academic curriculum, the program is divided into six independent, nine-week units: Design and Modeling, Automation and Robotics, Energy and the Environment, Flight and Space, Science of Technology, and Magic of Electrons.

Trade and Industrial Education is a secondary program to prepare students for careers in 10 of the 16 U.S. Department of Education career clusters. While completing course sequences in these clusters, students participate in instructional units that educate them in standardized industry processes related to concepts, layout, design, materials, production, assembly, quality control, maintenance, troubleshooting, construction, repair and service of industrial, commercial and residential goods and products.

The 16 Career Clusters® & 79 Career Pathways	
Agriculture, Food & Natural Resources	Hospitality & Tourism

Career Cluster	Courses	Additional Courses
Health Science **Credential(s)** NC Nurse Aide I CPR OSHA 10 Hour Industry Certification (Healthcare)	Biomedical Technology I (NHS) Health Sciences I (+) (NHS) ***Health Sciences II* (NHS)*** Nursing Fundamentals (+) (NHS)	Principles of Business & Finance CTE Apprenticeship Personal Finance (+) CTE Internship Entrepreneurship I Microsoft Word & PowerPoint Marketing Applications (PCHS) Parenting & Child Development (NHS)
Hospitality & Tourism **Credential(s)** Customer Service and Sales Certification, Advanced Customer Service and Sales Certification, and Fundamentals Marketing	Entrepreneurship I (+) Entrepreneurship II (NHS) Sports & Entertainment I (PCHS) ***Sports & Entertainment II* (+)*** (PCHS) Marketing Applications (PCHS) Principles of Business & Finance	Career Management CTE Apprenticeship CTE Internship Equine Science I (PCHS) Microsoft Word & PowerPoint (+) Personal Finance (+)
Human Services **Credential(s)** CPR Lead Teacher Equivalency Certification	Early Childhood Education I (NHS) ***Early Childhood Education II**** (NHS) Parenting & Child Development (NHS) Personal Finance (+) Principles of Business & Finance Principles of Family & Human Services (NHS)	Career Management CTE Internship Entrepreneurship I (+) Microsoft Word & PowerPoint (+)
Law, Public Safety, Corrections & Security **Credential(s)** NC Firefighter Certification	Fire Fighter Technology I (PCHS) ***Fire Fighter Technology II* (PCHS)*** Fire Fighter Technology III (PCHS) Public Safety I (PCHS)	Career Management CTE Apprenticeship CTE Internship Microsoft Word & PowerPoint (+) Personal Finance (+) Principles of Business & Finance
Marketing **Credential(s)** Customer Service and Sales Certification, Advanced Customer Service and Sales Certification, and Fundamentals Marketing	***Entrepreneurship I* (+)*** Entrepreneurship II (NHS) Fashion Merchandising (PCHS) Marketing Applications (PCHS) Principles of Business & Finance Virtual Enterprise I	Business Law Career Management CTE Apprenticeship CTE Internship Microsoft Word & PowerPoint (+) Personal Finance (+)
	Drafting I (NHS) (+) ***Drafting II- Engineering* (+) (NHS)*** PLTW Intro to Engineering Design (+) (NHS) PLTW Principles of Engineering (NHS)	Career Management Principles of Business & Finance Microsoft Word & PowerPoint (+) Personal Finance (+)

- Agribusiness Systems
- Animal Systems
- Environmental Service Systems
- Food Products & Processing Systems
- Natural Resources Systems
- Plant Systems
- Power, Structural & Technical Systems

- Lodging
- Recreation, Amusements & Attractions
- Restaurants & Food/ Beverage Services
- Travel & Tourism

Architecture & Construction
- Construction
- Design/ Pre-Construction
- Maintenance/ Operations

Human Services
- Consumer Services
- Counseling & Mental Health Services
- Early Childhood Development & Services
- Family & Community Services
- Personal Care Services

Arts, A/V Technology, & Communications
- A/V Technology & Film
- Journalism & Broadcasting
- Performing Arts
- Printing Technology
- Telecommunications
- Visual Arts

Information Technology
- Information Support & Services
- Network Systems
- Programming & Software Development
- Web & Digital Communications

Business Management & Administration
- Administrative Support
- Business Information Management
- General Management
- Human Resources Management
- Operations Management

Law, Public Safety, Corrections & Security
- Correction Services
- Emergency & Fire Management Services
- Law Enforcement Services
- Legal Services
- Security & Protective Services

Education & Training
- Administration & Administrative Support
- Professional Support Services
- Teaching/ Training

Manufacturing
- Healthy, Safety & Environmental Assurance
- Logistics & Inventory Control
- Maintenance, Installation & Repair
- Manufacturing Production Process Development
- Production
- Quality Assurance

Finance
- Accounting
- Banking Services
- Business Finance
- Insurance
- Securities & Investments

Marketing
- Marketing Communications
- Marketing Management
- Marketing Research
- Merchandising
- Professional Sales

Government & Public Administration
- Foreign Service
- Governance
- National Security
- Planning
- Public Management & Administration
- Regulation
- Revenue & Taxation

Science, Technology, Engineering & Mathematics
- Engineering & Technology
- Science & Mathematics

Health Science
- Biotechnology Research & Development
- Diagnostic Services
- Healthy Information
- Support Services
- Therapeutic Services

Transportation, Distribution & Logistics
- Facility & Mobile Equipment Maintenance
- Health, Safety & Environmental Management
- Logistics Planning & Management Services
- Sales & Service
- Transportation Operations
- Transportation Systems/ Infrastructure Planning, Management

PASQUOTANK COUNTY HIGH SCHOOL
Course Selection Form 2018-2019 ACADEMIC SCHOOL YEAR

Name_____ Team_____

Parent/Legal Guardian_____ Phone Number_____

Rising 9th graders will be placed in English I, Earth Science, World History, Math I and Health and PE. Students only need to select their electives. Students interested in Honors courses should make their selection in the chart below.

Directions:
1. Review the Registration Process on page 24 of the ECPPS Course Catalog.
2. Review the list of 9th grade elective courses (on the back of this sheet).
3. **Choose three electives**; write the course names on the chart below.
4. Now **choose three "second choice" electives**; write the course names on the chart below. Your "second choices" are considered valid course selections and classes will not be changed after schedules have been issued unless there is a "compelling educational need".
5. **If this form is incomplete or has not been returned by the designated time, counselors will select your courses. Course selections are final.**

Elective Course Name	Alternate Course Name
1.	
2.	
3.	

Honors Courses:

Honors level courses are reading, writing and homework intensive and move at a faster pace and higher order thinking level than regular courses. Students who are typically successful in honors courses have achieved a high Level IV on their 8th grade EOGs. Please refer to the PCHS Course Catalog for more details.

Students who are interested in being considered for Honors Courses should make their selections below.

☐ Honors English I pg 52

☐ Honors Math II (for students who complete the Math 1 requirements in grade 8). pg 63

☐ Honors Earth Science pg 67

☐ Honors World History pg 69

All course selections are based on availability. Students are not guaranteed a seat in registered classes due to class size limits. Students should choose alternates carefully as they will be used if registered classes have exceeded the seat limit.

Parent Signature _____ Date _____

YOUR FIRST CHOICES IN HIGH SCHOOL ARE IMPORTANT!

SELECT YOUR ELECTIVES WITH A PLAN IN MIND!

CTE Electives for 9th Grade

- Agriscience Applications – pg. 36
- Animal Science I – pg. 36
- Career Management – pg. 43
- Core and Sustainable Construction – pg. 51
- Environmental & Natural Resources I – pg. 37
- Fashion Merchandising – pg. 47
- Horticulture I—pg. 38
- Marketing – pg. 48
- Microsoft Word and PowerPoint – pg. 43
- Personal Finance – pg. 43
- PLTW Intro. to Engineering Design (acceptance to program required) – pg. 49
- Principles of Business and Finance – pg. 43
- Public Safety I – pg. 53

Other Electives for 9th Grade

- AFJROTC I (must adhere to military grooming standards) – pg. 27
- AVID (acceptance to program required) – pg. 28
- Guitar—pg. 58
- Marching Band 1(8th grade band or audition and band camp required) – pg. 58
- Music Appreciation- pg. 57
- Music Specialization I (Piano) – pg. 60
- Percussion Ensemble (8th grade band or audition required) – pg. 59
- Spanish I – pg. 64
- Symphonic Band (8th grade band or audition) – pg. 58
- Theater Arts 1- pg. 63
- Ukulele-pg. 61
- Visual Art 1- pg. 56

Not Sure Where to Start?

Try CTE!

Career and Technical Education!

CTE prepares students to be college and career-ready by providing core academic skills, employability skills and job-related skills that allow you to explore many different careers.

CTE students are more likely to develop the skills today's employers demand- research, problem solving, communication, time management and critical thinking!

CTE COURSES LEAD TO PATHWAYS WHICH LEAD TO INDUSTRY CREDENTIALS!

2019 -2020 Elizabeth City-Pasquotank Public Schools Internship Training Agreement

Student: _____

School: _____

Job Title: _____

Training Site: _____

Apprenticeship Coordinator's Responsibilities

◆ To negotiate and expedite the placement of the high school internship student.

◆ To make at least one visit per grading period to the training station to observe the student, consult with employer, and if necessary supply assistance with student to assure a successful work experience.

◆ To assist in the evaluation of the student.

◆ To attempt to resolve complaints with all parties concerned, with the authority to withdraw a student when necessary.

◆ To accept students into the program, and inform students of job opportunities without regard to race, color, national origin, sex, religion, creed, disadvantaging or handicapping condition, or limited English proficiency.

Parent/Guardian Responsibilities

The parent or guardian, realizing the importance of the internship program in helping the student to achieve career objectives, agrees:

◆ To encourage the student to carry out effectively his/her duties and responsibilities as outlined in this agreement.

◆ To work cooperatively with the Apprenticeship Coordinator and the student in solving problems relating to school and work.

By signing below, I do hereby agree to abide by all rules and regulations as stated.

_____	_____
Signature of Student	Date
_____	_____
Signature of Parent/Guardian	Date
_____	_____
Signature of Teacher-Coordinator	Date
_____	_____
Signature of Employer	Date

Revised 01/18 XG

Student Responsibilities

◆ Students must work a minimum of 135 hours school term to receive an academic credit for Interns It is recommended that the student work between 10 hours per week, dependent on school performanc

◆ The student is expected to conform to empl rules and regulations, dress code, conduct, groom attendance, punctuality, and adherence to the w schedule.

◆ The student is expected to remain with the orig job placement throughout the school term. He/she not terminate employment without prior consent of Apprenticeship Coordinator.

◆ Students scheduled to work and unable to work any reason must notify their supervisor accordin company policy and Mrs. Greenwell no later than 9 a

◆ The student is responsible for providing his/her transportation to and from the job.

◆ The student must have transportation availabl them and must exit the building immediately a completing the last assigned class.

◆ The student must notify his/her Apprentice Coordinator of any changes in their work or sc schedule.

◆ The student is expected to maintain accurate up-to-date hour records and turn them in by establis deadlines.

◆ The student will be expected to make satisfac progress in all of his/her courses. If performance is satisfactory, he/she may be rescheduled and withdr from the Internship Program.

◆ The student who loses his/her job because dishonesty will be dismissed from the Intern Program and lose credit.

◆ The student who loses his/her job becaus inefficiency, lack of interest, poor behavior, neglec school or employer regulations, etc. may be withdr from the Internship Program and lose credit.

◆ Falsifying documents or signatures will resul dismissal from the Internship Program and los credit.

◆ Please use good judgment when selecting pictu

Currituck County Schools

Career & Technical Education Pathway Plan

Cluster: Business Management and Administration | **Pathway: General Management**

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. Twenty eight credits are needed for graduation.

Student Name: _____

Grade: _____

School Name: _____

(2 b)

	Grade	English Language Arts	Math	Science	Social Studies	Others	Total Credits	Workbased Learning Experiences
Academic	8	LA 8	Math 8	Science 8	SS 8	Electives	5	Participation in FBLA student organization.
	9	English 1-1cr	Math 1-1cr	an Earth Science-1cr	World History-1cr	Health/PE-1cr	5	Participation in FBLA student organization.
	10	English II-1cr	Math II-1cr	Biology-1cr	American History I/II-2cr		5	Career Academy (partner with Chamber and Extension office)
	11	English III-1cr	Math III-1cr	a Physical Science-1cr	Civics and Economics-1cr		4	Job Shadowing
	12	English IV-1cr	Math IV-1cr				2	Field Trips
		Students planning to attend 4 year university should take two foreign languages--one being a 2nd level.					2 opt.	Classroom Speakers
		Electives--Students choose from CTE Foundation & Enhancement options below.					10	Career Forum

Complete minimum of 4 Courses to Earn CTE Concentrator Status--one must be starred * course

Internship

CTE Preparation

Foundation

Required Courses

(BF10) Prin of Business and Finance   (BA10) Accounting 1

(BM10) Mic Word & PP

(ME11) Entrepreneurship I *

Enhancement

Students Can Opt to Replace One Foundation Course Above with an Enhancement Course

(CC45) Career Management

(BF05) Personal Finance (BFIT, FACS, & MEE)

(BD10) Multi media and Web Design

Credentials

Microsoft Word and PowerPoint

Microsoft Access and PowerPoint

Career Readiness Credential (WorkKeys)

EverFi

Optional Articulated College Credits

High School Course	COA Equivalent
Prin of Business & Finance	(BUS125) Personal Finance
Mic Word, PP, and Publisher	(CIS111) Intro to Computers
Multi Media & Webpage Design	(WEB 110) Web Fundamentals
Multi Media & Webpage Design	(WEB120) Intro Internet M-media

Career Counseling

8th Grade

High School 4-Year Plans

ACT Explore

Assessment

Career Counseling (8-12)   Career Exploration Coordinator(6-7)

Exploration Activities(6-8)

9-12th Grade

ACT PLAN--10th grade

ACT College Readiness

ACT WorkKeysCareer Counseling (Career

Career Diploma Endorsement Requirements

CTE Concentrator Status

College of the Albemarle

Business Administration

http://www.albemarle.edu/uploads/catalog/2013_15_Addendum/28.Business_Administration.pdf

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Community College Options

You can view the Educational Catalogue for NC Community Colleges at this link:

www.cfnc.org

Click on the Education Catalogue link.

Business Technologies

Business Technologies programs offer training in a variety of business-related areas, preparing graduates for positions in accounting, computer technologies, finance, hospitality and travel, insurance, management, marketing, and office support occupations. Technical training is integrated into all business programs, along with essential workplace skills such as communication, critical thinking, problem solving, team building, and decision making. Many programs include opportunities for practical work experiences through cooperative education arrangements with local employers. Business Administration and Management

Asheville-Buncombe Technical Community College	Guilford Technical Community College
Blue Ridge Community College	Isothermal Community College
Carteret Community College	Johnston Community College
Catawba Valley Community College	Lenoir Community College
Cleveland Community College	Mayland Community College
Coastal Carolina Community College	Montgomery Community College
College of the Albemarle	Sandhills Community College
Davidson County Community College	South Piedmont Community College
Durham Technical Community College	Southwestern Community College
Fayetteville Technical Community College	Tri-County Community College
Forsyth Technical Community College	Wake Technical Community College
Gaston College	Wilkes Community College

University Options

East Carolina University

Elizabeth City State University

Fayetteville State University

North Carolina State

Visit http://www.cfnc.org for more information

NC Average Annual Wage: $36,903

Employment Outlook

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 and 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. The program is approved to be offered at all of the 58 community colleges.

Credentials

List total number of students who earned a Career Readiness Certificate and any additional Industry Recognized Credential.

Currituck

18. **CRC/Workkeys Bronze ***
    Number of students who earned Bronze level.

    28

19. **CRC/Workkeys Silver ***
    Number of students who earned Silver level.

    37

20. **CRC/Workkeys Gold ***
    Number of students who earned Gold level.

    22

21. **CRC/Workkeys Platinum ***
    Number of students who earned Platinum level.

    16

22. **Career Readiness Certificate (CRC/Workkeys) ***

    113

    Total number of students who earned a CRC during the 2018-19 school year.

38. **Agriscience/Biotechnology Pathway -- Employer Engagement Opportunities**
    Check all opportunities offered by employers for students during the 2018-19 school year.
    Check all that apply.

    ☑ Career Fairs/Expos

    ☑ Guest Speakers

    ☑ Project/Contest Judges

    ☐ Other: _____

    Currituck

39. **Business Support Services -- WBL Opportunities**
    Check all opportunities offered by employers for students during the 2018-19 school year.
    Check all that apply.

    ☑ Industry Field Trips

    ☐ Job Shadowing

    ☐ Cooperative Education

    ☑ Internships

    ☐ Apprenticeship

    ☐ Entrepreneurial Experiences

    ☐ School-Based Enterprise

    ☐ Mentorship

    ☐ Service Learning

    ☑ Other: in house trainings - soft skills
    budgeting

40. **Business Support Services Pathway -- # of Employers providing Engagement Opportunities ***

    22

41. **Business Support Services Pathway -- # of Students who were provided WBL Opportunities in 2018-19 ***

    ~~80~~ 190

    (Career Forum, Cafe, guest speakers, private business owners)

42. **Business Support Services Pathway -- Employer Engagement Opportunities**
    Check all opportunities offered by employers for students during the 2018-19 school year.
    Check all that apply.

    ☑ Career Fairs/Expos

    ☑ Guest Speakers

    ☑ Project/Contest Judges

    ☑ Other: _____

A CTE concentrator is a student that takes at least four technical credits from among courses listed in one of 9 Career Clusters which are part of our pathways; at least one of the courses must be a second-level sequenced class. Please note for each Career Cluster in which your school/system offers the number of students who were concentrators.

48. **Agriculture, Food & Natural Resources ***
   Total Number of pathway concentrators during the 2018-19 school year.

   44

49. **Business Management and Administration ***
   Total Number of pathway concentrators during the 2018-19 school year.

   4

50. **Finance ***
   Total Number of pathway concentrators during the 2018-19 school year.

   0

51. **Health Science ***
   Total Number of pathway concentrators during the 2018-19 school year.

   14

52. **Information Technology ***
   Total Number of pathway concentrators during the 2018-19 school year.

   7

53. **Manufacturing ***
   Total Number of pathway concentrators during the 2018-19 school year.

   2

54. **Marketing ***
   Total Number of pathway concentrators during the 2018-19 school year.

   27

55. **Science, Technology, Engineering and Math ***
   Total Number of pathway concentrators during the 2018-19 school year.

   0

Currituck

61. Business Support Services Pathway - CCP Course Options
Check all CCP Courses that students completed (passed) during the 2018-19 school year.
Check all that apply.

- [ ] ACC 120 Principals of Financial Accounting
- [x] BUS 110 Intro to Business
- [x] BUS 115 Business Law
- [ ] BUS137 Principles of Management
- [ ] BUS 153 Human Resource Management
- [ ] CIS 110 Introduction to Computers
- [ ] COM 120 Intro Interpersonal Communication
- [x] COM 231 Public Speaking
- [x] CSC 134 C Programming
- [ ] CSC 139 Visual BASIC Programming
- [ ] CSC 143 Object-Oriented Programming
- [ ] CSC 151 JAVA Programming
- [ ] CSC 234 Advanced C Programming
- [ ] CSC 251 Advanced JAVA Programming
- [ ] CTI 110 Web, Program & DB Foundation
- [ ] CTI 120 Network and Security Foundation
- [x] CTS 115 Info System Business Concepts
- [ ] CTS 120 Hardware/Software Support
- [ ] CTS 285 Systems Analysis & Design
- [ ] CTS 289 Professional Practices in IT
- [ ] DBA 110 Database Concepts
- [x] ECO 251 Principles of Microeconomics
- [ ] ECO 252 Principles of Macroeconomics
- [ ] ETR 210 Intro to Entrepreneurship
- [ ] GRD 121 Drawing Fundamentals I
- [ ] GRD 151 Computer Design Basics
- [ ] GRD 156 Computer Design Apps I
- [ ] HUM 115 Critical Thinking
- [ ] LEX 110 Intro into Paralegal Study
- [x] MAT 152 Statistical Methods
- [ ] MKT 120 Principles of Marketing
- [ ] NET 110 Networking Concepts
- [ ] NET 125 Introduction to Networks
- [ ] OST 140 Internet Communications/Research
- [ ] SGD 111 Introduction to SGD
- [ ] SGD 114 3D Modeling

Currituck

27. **Business Support Services Pathway Industry Recognized Credentials**
Check all credentials earned by students during the 2018-19 school year.
Check all that apply.

- [ ] Intuit Quickbooks Certified User
- [ ] CISCO CCENT
- [ ] Microsoft MTA 98-366 (Networking Fundamentals)
- [ ] COMPTIA A+ 1001
- [ ] CompTIA IT Fundamentals
- [ ] CompTIA A+1002
- [ ] MTA-349 Operating System Fundamentals
- [x] Microsoft Office Specialist 2016 Word
- [ ] Microsoft Office Specialist 2016 Excel
- [x] Microsoft Office Specialist 2016 PowerPoint
- [ ] CompTIA Network+ N10-007
- [ ] Microsoft MTA 98-364 Database Administration Fundamentals Exam
- [ ] Oracle SQL Database Expert
- [ ] Exam #1ZO-144 Oracle Database 11g: Programming with PL/SQL
- [ ] Oracle Database PL/SQL Develo-per Certified Associate
- [ ] CFNC.org Certified Financial Basics for High School and Beyond
- [ ] EverFi
- [ ] WISE Financial
- [ ] SAS Advanced Programming for SAS 9
- [ ] Venture Entrepreneurial Expedition
- [ ] Concepts of Entrepreneurship and Management
- [ ] Entrepreneurship and Small business Certification Exam
- [ ] Advanced Customer Service and Sales Certification
- [ ] Certified Guest Service Professional (CGSP)
- [ ] Fundamental Marketing Concepts
- [ ] Customer Service and Sales Certification
- [ ] Other: _____

Currituck

28. **Business Support Services Pathway Industry Recognized Credentials ***
Total number of students who earned a credential in this pathway.

COLLEGE OF THE
ALBEMARLE

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

LOCAL CAREER AND TECHNICAL EDUCATION ARTICULATION AGREEMENT

BETWEEN

COLLEGE OF THE ALBEMARLE

AND

Camden County Schools
Edenton-Chowan Schools
Currituck County Schools
Dare County Schools
Gates County Schools
Elizabeth City-Pasquotank County Schools
Perquimans County Schools

2019

SECONDARY SCHOOL DISTRICTS- CTE DIRECTORS

Josh Davenport, Dare County Schools

11/14/2019
Date

Carol Overton, Camden County Schools

11/18/2019
Date

Donald Monroe, Currituck County Schools

11-15-19
Date

Casey Bass, Edenton-Chowan County Schools

11/15/19
Date

Jill Cohen, Perquimans County Schools

11/15/19
Date

Rhonda James-Davis, Elizabeth City-Pasquotank County Schools

11/19/2019
Date

Ann Harrell, Gates County Schools

11/19/2019
Date

COLLEGE OF THE ALBEMARLE - DEANS

Robin Harris
Dean of Health Sciences & Wellness

11/15/19
Date

Michelle Waters
Dean of Business, Industry and Applied Technologies

11/15/19
Date

Robin Zinsmeister,
Dean of Workforce Development and Public Service

11/15/2019
Date

November, 2019

November, 2019

COLLEGE OF THE ALBEMARLE

CAREER AND COLLEGE PROMISE

HIGH SCHOOL →
COLLEGE →

Currituck County Schools

COLLEGE OF THE ALBEMARLE

WHAT?

- Dual enrollment opportunities for qualifying high schools students to accelerate completion of college certificates, diplomas and degrees free of charge.

- Take college courses that are guaranteed to transfer to any UNC school or CTE courses that are needed for a Diploma or Certificate at COA.

Transform Your Tomorrow

COLLEGE TRANSFER COURSES

- Opportunity to complete a significant portion of courses required during the first two years of a four-year, Bachelor's Degree Program

- No maximum number of hours a student may enroll in each semester. This decision will be based upon the high school's recommendations.

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

COLLEGE OF THE ALBEMARLE

Pathway Selection

- COA offers the following transfer pathway's:
  - Associate in Arts
  - Associate in Science
  - Associate in Engineering

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

WHO?

- High School Junior or Senior

- Weighted GPA of 3.0 on high school courses

- Demonstrate college readiness on placement tests in each of the areas of English, reading, and mathematics, or earn an appropriate score on the PLAN, Pre-ACT, ACT, PSAT, or SAT

- Qualified students may apply to College of The Albemarle for admission and enroll in select, college-transferrable courses

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

WHO?

- To maintain eligibility, a student must:
  - Continue to make progress toward high school graduation
  - Maintain a 2.0 GPA (equal to an average grade of C) on college course work
  - Meet/exceed expectations of and demonstrate behaviors required of a college-level student as described in the COA Student Code of Conduct

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

WHEN & WHERE?

1ˢᵗ & 4ᵗʰ Blocks   -   Face-to-Face at COA

Anytime   -   Online

- You will have access to your school counselor and the Student Success and Enrollment Management Division at COA to design your *personal* College Transfer Pathway to success!

Transform Your Tomorrow

COLLEGE OF THE
ALBEMARLE

CAREER TECHNICAL EDUCATION

- Pathways lead to an entry-level job credential, certificate or diploma aligned with a high school career cluster

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

WHO?

- High School Junior or Senior

- Weighted GPA of 3.0 on high school courses or the recommendation of the principal or his/her designee

- Meet the prerequisites for the career pathway

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

CAREER TECHNICAL EDUCATION PATHWAYS

- Aviation
- Business
- CAD
- Culinary Arts
- Electrical Systems Tech.
- Human Services Tech.
- IT: Computer Programming
- Medical Assisting
- Welding

- When and Where:
  — Online and Face-to-Face
  — Vary by Campus

COLLEGE OF THE ALBEMARLE

WHY?

- **Get a JUMPSTART at Home**

- Take classes with the support of your family, friends, and community.

- Tuition is waived.

- Introduces students to a college campus and to academic rigor with familiar friends, taking the hesitation out of pursuing life-long goals in an unfamiliar environment.

- For the College Transfer Pathway students can potentially complete 30 of the needed 60 credits for completing a college transfer Associate Degree Program (Associate in Arts / Associate in Science)

- Small class sizes with individual attention

- Introductory classes taught by highly qualified faculty who *meet the same qualifications as four-year, university faculty*

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

YOU TAKE THESE CLASSES... THEN WHAT?

COA Courses while in high school

Continue at COA for additional courses or complete Associate Degree and transfer as a COLLEGE TRANSFER STUDENT

Transfer completed coursework to four-year institution and enter as a TRADITIONAL FIRST-YEAR STUDENT WITH ADVANCED STATUS

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

EASY TRANSITION BEYOND HIGH SCHOOL

- GUARANTEED ADMISSION at COA after high school graduation

- Personal assistance with a Success Coach at COA

- Increased success at a four-year institution with the completion of college-transferable Associate Degree

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

INCREASED SUCCESS

- *NCCCS Standard*: **83%** of students completing 24 or more semester hours and then transferring to a UNC school will maintain a GPA of 2.0 or higher after two semesters at the university

- *COA Associate Degree recipients meet or exceed the performance of students who begin at the four-year school (directly from high school graduation)*: **88%**

- *COA students transferring to a four-year college / university who have a GPA of 2.0 or higher after two semesters at the university*: **91%**

- **Source:** *2012 Critical Success Factors*. NCCCS.
  http://www.nccommunitycolleges.edu/Publications/docs/Publications/csf2012.pd
  f

Transform Your Tomorrow

COSTS & SAVINGS

College of The Albemarle

Transform Your Tomorrow

ESTIMATED COST OF ATTENDANCE FOR 2013-2014 ACADEMIC YEAR
(Comparison of costs of enrolling in 48 hours)

COLLEGE OF THE ALBEMARLE

■ COA
■ UNC-Chapel Hill
■ N.C. State University
■ East Carolina University
■ UNC-Wilmington
■ Elizabeth City State University
■ Regent University

Transform Your Tomorrow
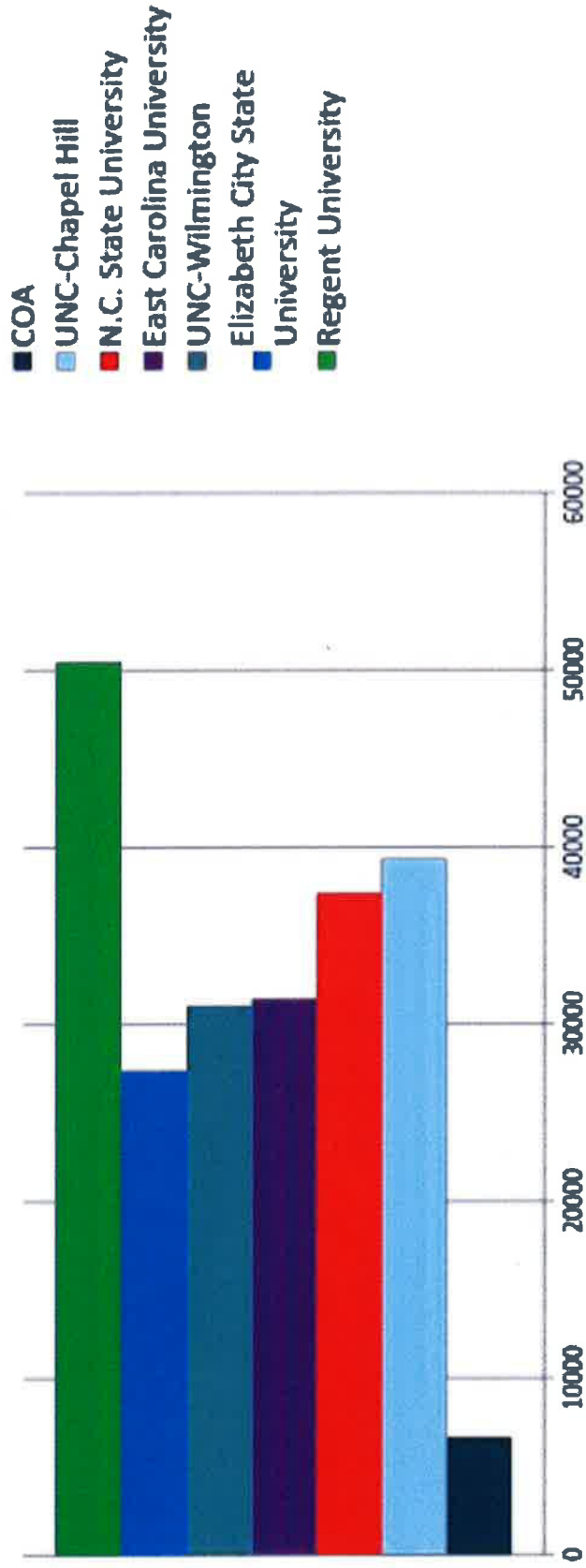
Satisfactory Academic Progress

- If a student fails to maintain a 2.0 GPA and complete at least 67% of the classes they start they could be ineligible for future financial aid.

- Could affect you from getting accepted to college/university you desire to attend.

WHERE DO YOU YOU GO FROM HERE?

COLLEGE OF THE ALBEMARLE

- Meet with High School's Counseling Team for more information and to register for classes.

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

Questions??

For more information visit:

www.albemarle.edu then select

"Get College Credit While in High School."

Transform Your Tomorrow

OVERVIEW

This local Articulation Agreement details the options and requirements designed to provide students with a seamless process joining secondary and postsecondary Career and Technical Education (CTE) programs of study.

This agreement is comprised of high school CTE courses that match the knowledge and skills taught in similar College of The Albemarle (COA) courses. The Articulation Agreement ensures that if a student is proficient in the high school course, the student can receive college credit for that course at COA. This agreement streamlines the student's' educational pathway by eliminating the need to take multiple courses with the same learning outcomes.

Credit is also awarded to students who have scored satisfactorily on subject standardized tests. The general conditions and procedures for granting credit by articulation or subject advanced placement tests shall be as follows.

- To receive articulated credit, students should apply to COA while in high school. If that is not done, student may apply to COA within two years of high school graduation.
- Students must meet the following criteria:
  - Final grade of "B" or higher in the high school course
  - A score of 93 or higher on the standardized CTE post assessment
- Students who receive articulated credit or subject standardized test credit will not be required to register and pay tuition for courses for which they receive such credit.

High school students who enroll in a Career and College Promise (CCP) pathway may earn articulated college credit as described in this agreement while enrolled in high school if the CTE articulated college credit is part of their CCP Pathway and if the following criteria are met:

- Student must be a junior or senior
- Student must have a 2.8 unweighted GPA OR demonstrate college readiness on an approved assessment OR the recommendation of the high school principal
- Student must be making progress toward high school graduation
- Student must meet course prerequisites and admission requirements

To maintain eligibility students must:
- Continue to make progress toward high school graduation
- Meet the college's academic progress policy for all students

The options for students are listed in the Tables on the following pages. Updates to the information will be shared with all partners.

November, 2019

COLLEGE OF THE ALBEMARLE
ARTICULATED CREDIT

HIGH SCHOOL COURSES DESIGNATED FOR ADVANCED CREDIT		COA COURSE EQUIVALENT		
Course Number	Title	Course Number	Title	Course Hours
AGRICULTURAL EDUCATION				
AS32	Agricultural Mechanics II	WLD 112	Basic Welding Processes	2
BUSINESS AND INFORMATION TECHNOLOGY EDUCATION				
BM20	Microsoft Excel and Access	CTS 130	Spreadsheet	3
BA10 and/or BA20	Accounting I and/or Accounting II	ACC 115	College Accounting	4
BM10	Microsoft Word and Power Point	CIS 111 or OST 136	Basic PC Literacy or Word Processing	2 3
BN20	Network Administration I	CTI 120 or NET 110 or NOS 110	Network and Security Foundation or Networking Concepts or Operating Systems Concepts	3 3 3
BN22	Network Administration II	NET 110 and NOS 230	Networking Concepts and Windows Admin I	3 3
BF05	Personal Finance	BUS 125	Personal Finance	3
FAMILY AND CONSUMER SCIENCE EDUCATION				
FE11 and FE12	Early Childhood Education I and Early Childhood Education II	EDU 119	Introduction to Early Childhood Education	4
FN41 and FN42	Foods I and Foods II Enterprise	CUL 112	Nutrition for Foodservice	3
HEALTH SCIENCE EDUCATION				
HU40	Health Sciences I	MED 121 and MED 122	Medical Terminology I and Medical Terminology II	3 3
HN43	Nursing Fundamentals	NAS 101	Nursing Assistant I	6

ARTICULATED CREDIT, continued

TECHNOLOGY ENGINEERING AND DESIGN EDUCATION				
TP11 and TP12 and TP23	PLTW Introduction to Engineering Design and PLTW Principles of Engineering and PLTW Civil Engineering and Architecture	ARC 111	Introduction to Arch Technology	3

TRADE AND INDUSTRIAL EDUCATION				
II21	Computer Engineering Tech I	CTS 120	Hardware/Software Support	3
II22	Computer Engineering Tech II	CTS 220	Adv. Hard/Software Support	3
II61 and IV22	Drafting I and Drafting II - Engineering	DFT 151	CAD I	3
IC00 and IC41 and IC42	Core and Sustainable Construction and Electrical Trades I and Electrical Trades II	ELC 113	Residential Wiring I	4
IM31 and IM32	Electronics I and Electronics II	ELC 112 and EGR 131	DC/AC Electricity and Intro to Electronics Technology	5 2
IM41 and IM42	Metals Manufacturing Tech I and Metals Manufacturing Tech II	BPR 111 and MAC 111 and MAC 151	Blueprint Reading and Machining Technology I and Machining Calculations	2 6 2
II11	Network Engineering Tech I	NET 110	Networking Concepts	3
II12	Network Engineering Tech II	NET 126	Routing Basics	3
IM61	Welding Technology I	WLD 110	Cutting Processes	2
IM61 and IM62	Welding Technology I and Welding Technology II	WLD 110 and WLD 115	Cutting Processes and SMAW (Stick) Plate	2 5

Conditions for Credit: Students must earn a grade of B or higher in each course and a score of 93 or better on the standardized CTE post-assessment for each course.

Career and Technical Education (CTE) Pathways

CTE Pathway Options				
Pathway, Certificates and Diplomas NUMBER	**Program NAME**	**Course Number(s)**	**Title**	**Course Hours**
P1032C	**CCP Associate of General Education – Nursing Pathway**	ACA 122	College Transfer Success	1
		ENG 111	Writing and Inquiry	3
		ENG 112	Writing/Research in the Disciplines	3
		PSY 150	General Psychology	3
		PSY 241	Developmental Psychology	3
		HUM	Optional - PHI 240 recommended	3
		BIO 168	Anatomy and Physiology I	4
		BIO 169	Anatomy and Physiology II	4
			TOTAL Credits	**24**
A1030NEC	**Associate in General Education – Nursing for Early College Students**	ACA 122	College Transfer Success	1
		ENG 111	Writing and Inquiry	3
		ENG 112	Writing/Research in the Disciplines	3
		ENG	231 American Lit I or 232 Amer. Lit II	3
		HUM	Options PHI 240 Recommended	9
		SOC 210	Intro to Sociology	3
		SOC	Options (213,220, or 225)	3
		HIS	Options (HIS 111,112,131, or 132)	3
		BIO 168	Anatomy and Physiology I	4
		BIO 169	Anatomy and Physiology II	4
		BIO 275	Microbiology	4
		CHM	Options (151 or 130 and 130A)	4
		MAT 152	Statistical Methods I	4
		MAT	Options (143 or 171)	3-4
		SOC/ Behv	Options (Econ 251 or 252; Pol 120	3
		Electives	Options (ANT 210; CIS 110; COM 231; SPA 111)	3-4
			TOTAL Credits	**60-61**

COA **Associate Degree Nursing** (A..D.N.) is a partner with East Carolina University (ECU) for the Regionally Increasing Baccalaureate Nurses (RIBN) program. RIBN is specifically designated FOR HIGH SCHOOL SENIORS who meet high school graduation requirements, pre-admission test scores (SAT or ACT), and 3.0 GPA minimum. Students earn an Associate Degree in Nursing from COA and a Bachelor of Science in Nursing (BSN) degree from ECU. Applications for RIBN are through ECU.

C15100H	**Agribusiness Technology**	AGR 139	Intro to Sustainable Agriculture	3
		ANS 110	Animal Science	3
		AGR 160	Plant Science	2
		HOR 160	Plant Material	3
		AGR 121	Biological Pest Management	3
		AGR 214	Agricultural Marketing	3
			TOTAL Credits	**18**
C60200H	**Aviation Systems Technology**	AVI 110	Aviation Maintenance - General	15
			TOTAL Credits	**15**
C55180H	**Criminal Justice Technology**	CJC 111	Introduction to Criminal Justice	3
		CJC 112	Criminology	3
		CJC 113	Juvenile Justice	3
		CJC 212	Ethics and Community Relations	3
			TOTAL Credits	**12**
C55220H	**Early Childhood Education**	EDU 119	Introduction to ECE	4
		EDU 146	Child Guidance	3
		EDU 153	Health, Safety and Nutrition	3
		EDU 131	Child, Family, and Community	3
		EDU 145	Child Development II	3
			TOTAL Credits	**16**
C45340H	**Emergency Medical Science**	EMS 110	Emergency Medical Technician	9
		BIO 168	Anatomy and Physiology I	4
		BIO 169	Anatomy and Physiology II	4
			TOTAL Credits	**17**
C25120HB	**General Business Administration**	ACC 120	Principles of Financial Accounting	4
		BUS 110	Introduction to Business	3
		CIS 110	Introduction to Computers	3
		ACC 121	Principles of Managerial Accounting	4
		BUS 115	Business Law	3
			TOTAL Credits	**17**
C25120HG	**Global Business**	BUS 115	Business Law	4
		MKT 120	Principles of Marketing	4
		INT 110	International Business	2
		BUS 110	Introduction to Business	3
		INT 210	International Trade	3
		INT 230	International Law	2
			TOTAL Credits	**18**

C45630H	Health and Fitness Science	HFS 110	Exercise Science	4
		HFS 111	Fitness & Exercise Testing I	4
		HEA 112	First Aid & CPR	2
		HFS 120	Group Exercise Instruction	3
		HFS 210	Personal Training	3
		PED 110	Fit & Well for Life	2
			TOTAL Credits	**18**

C25510H	Healthcare IT Foundations	CTS 115	Information Syst Business Concepts	3
		MED 121	Medical Terminology I	3
		HBI 110	Issues and Trends in HBI	3
		CTI 120	Network and Security Foundations	3
		MED 122	Medical Terminology II	3
		HBI 113	Survey of Medical Insurance	3
			TOTAL Credits	**18**

C25590HC	IT Computer Programming	CIS 110	Introduction to Computers	3
		CIS 115	Introduction to Programming &Logic	3
		CSC 139	Information Syst Business Concepts	3
		CTI 110	Web Programming Database	3
		CTI 120	Network and Security Foundations	3
		CSC 239	Advanced Visual Basic Programming	3
			TOTAL Credits	**18**

C25590HP	IT Workplace IT Professional	CIS 110	Introduction to Computers	3
		CIS 115	Introduction to Programming & Logic	3
		CTI 110	Web Programming Database	3
		CTI 120	Network and Security Foundations	3
		CTS 240	Project Management	3
		NOS 110	Operating Systems Concepts	3
			TOTAL Credits	**18**

C45400H	Medical Assisting	MED 110	Orientation to Medical Assisting	1
		MED 121	Medical Terminology I	3
		MED 122	Medical Terminology II	3
		BIO 163	Basic Anat. & Physiology	5
		MED 118	Medical Law & Ethics	2
			TOTAL Credits	**14**

C25310H	Medical Office Administration: Patient Representative Certificate	CIS 110	Introduction to Computers	3
		MED 121	Medical Terminology I	3
		OST 286	Professional Development	3
		MED 122	Medical Terminology II	3
		OST 149	Medical Legal Issues	3
		OST 164	Office Editing	3
			TOTAL Credits	**18**

C45380H	Human Services Technology	HSE 110	Intro to Human Services	3
		HSE 112	Intro to Human Services	2
		HSE 210	Human Services Issues	2
		PSY 150	General Psychology	3
		PSY 241	Developmental Psychology	3
		SOC 210	Introduction to Sociology	3
		CIS 111	Basic PC Literacy	3
			TOTAL Credits	**19**

D35100H	HVAC Technology	COM 101	Workplace Communication	3
		ENG 102	Applied Communications II	3
		AHR 110	Intro to Refrigeration	5
		AHR 111	HVACR Electricity	3
		AHR 112	Heating Technology	4
		AHR 113	Comfort Cooling	4
		AHR 114	Heat Pump Technology	4
		AHR 130	HVAC Controls	3
		AHR 160	Refrigerant Controls	1
		AHR 213	HVACR Building Code	2
		AHR 255	Indoor Air Quality	2
		CIS 111	Basic PC Literacy	2
		WBL 110	World of Work	1
			TOTAL Credits	**37**

D50150H	Computer Aided Drafting	ENG 111	Writing and Inquiry	3
		PHI 240	Introduction to Ethics	3
		DFT 151	Computer-aided Drafting I	3
		DFT 152	Computer-aided Drafting II	3
		DFT 153	CAD III	3
		DFT 154	Introduction to Solid Modeling	3
		DFT 254	Intermediate Solid Modeling	3
		DFT 189	Emerging Technology in CAD	2
		DFT 259	CAD Project	3
		ARC 111	Intro to Architectural Technology	3
		ISC 110	Workplace Safety	1
		ISC 130	Intro to Quality Control	3
		SST 110	Introduction to Sustainability	3
			TOTAL Credits	**36**

D50210H	Computer Integrated Machining (CNC)	COM 101	Workplace Communication	3
		MAT 110	Math Measurement & Literacy	3
		MAC 111	Machining Technology I	6
		MAC 112	Machining Technology II	6
		MAC 131	Blueprint Reading/Mach I	2
		MAC 121	Intro to CNC	2
		MAC 122	CNC Turning	2
		MAC 124	CNC Milling	2
		MAC 151	Machining Calculations	2
		MAC 171	Measure/Material & Safety	1
		MAC 172	Job Plan, Bench & Layout	1
		MAC 132	Blueprint Reading/Mach II	2
		MEC 110	Intro to CAD/CAM	2
		MAC 113	Machining Technology III	6
			TOTAL Credits	41

D55150H	Culinary Arts	COM 101	Workplace Communication	3
		ENG 102	Applied Communications II	3
		CUL 110	Sanitation and Safety	2
		CUL 112	Nutrition for Foodservice	3
		CUL 120	Purchasing	2
		CUL 140	140 Culinary Skills I	5
		CUL 135	Food and Beverage Service	2
		CUL 160	Baking I	3
		CUL 170	Garde Manger I	3
		CUL 240	Culinary Skills II	5
		HRM 245	Human Resource Management	3
		CUL 230	Global Cuisines	5
		CUL 273	Career Development	1
		WBL 111	Work-Based Learning I	1
		WBL 121	Work-Based Learning II	1
			TOTAL Credits	42

D5020H	Welding Technology	COM 101	Workplace Communication	3
		MAT 110	Math Measurement & Literacy	3
		WLD 110	Cutting Processes	2
		WLD 115	SMAW (Stick) Plate Welding	5
		WLD 121	GMAW (MIG) FCAW/Plate Welding	4
		WLD 131	GTAW (TIG) Plate	4
		WLD 141	Symbols & Specifications in Welding	3
		BPR 111	Blueprint reading	2
		WLD 112	Basic Welding Processes	2
		WLD 116	SMAW (Stick) Plate/Pipe Welding	4
		WLD 122	GMAW (MIG) Plate/Pipe	3
		WLD 132	GTAW (TIG) Plate/Pipe	3
		WBL 110	World of Work	1
			TOTAL Credits	39

November, 2019

D45380H	**Human Services Technology**	ENG 111	Writing and Inquiry	3
		ENG 112	Writing/Research in the Disciplines	3
		PHI 240	Introduction to Ethics	3
		HSE 110	Intro to Human Services	3
		HSE 112	Intro to Human Services	2
		HSE 210	Human Services Issues	2
		PSY 150	General Psychology	3
		PSY 241	Developmental Psychology	3
		SOC 210	Introduction to Sociology	3
		BIO 163	Basic Anatomy & Physiology	5
		CIS 111	Basic PC Literacy	3
		HEA 110	Personal Health & Wellness	3
		MED 121	Medical Terminology I	3
		MED 122	Medical Terminology II	3
			TOTAL Credits	**42**

D45970H	**Nurse Aide**	ENG 111	Writing and Inquiry	3
		ENG 112	Writing/Research in the Disciplines	3
		PHI 240	Introduction to Ethics	3
		MED 121	Medical Terminology I	3
		MED 122	Medical Terminology II	3
		NAS 101	Nurse Aide I	6
		NAS 102	Nurse Aide II	6
		MED 118	Medical Law & Ethics	2
		BIO 168	Anatomy and Physiology I	4
		BIO 169	Anatomy and Physiology II	4
		CIS 111	Basic PC Literacy	2
		PSY 150	General Psychology	3
		HEA 112	First Aid & CPR	2
			TOTAL Credits	**45**

Continuing Education Pathway with John A Holmes- Edenton-Chowan	**Course Number/ Name**	**Hours**
Career Essentials Pathway		
• Manufacturing Production Technician	MNT 3111	96
• Forklift Certification	OSH 3012	8
• OSHA 10	OSH 3013	10
	Total Hours	**114**

Continuing Education Pathways with Dare County High Schools	**Tracks for Credentials** (all tracks complete HRD 3001A; HRD 3005A; HRD 3004A; HOS 3070A)	**Hours**
Hospitality and Tourism Workforce Credentials		
	Maintenance – CAR 3112 A	**97**
	Housekeeping – HOS 3071 A	**97**
	Reservation Specialist – CIS 3100 A	**103**

November, 2019

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

Information Technology: Systems Administration and Support

A25590SA, C25590SA

Adult Career Pathway Plan of Study

The Information Technology: Systems Administration and Support curriculum prepares graduates for employment opportunities in electronics technology, computer service, computer networks, systems administration and server maintenance. Students will gain knowledge and skills to install, service and maintain computers, peripherals, networks and computer controlled equipment. Upon completion, students will be able to solve technical issues related to information support and services, interactive media, network systems, information security and other emerging technologies. The program will incorporate the competencies of industry-recognized certification exams.
Median Pay : $35,860 per year *NWDB - IT Support Specialist

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 CIS 110 or CIS 111 WBL 110 CTI 110 CTS 115 CIS 115 EGR 131 **Spring Semester** ENG 112 MAT 143 or MAT 152 or MAT 171 CTS 240 CTI 120 NOS 110	**Fall Semester** CTS 120 CTS 285 DBA 110 NET 110 NOS 130 Social/Behavioral Science Elective **Spring Semester** Hum/Fine Arts Elective CTS 220 CTS 289 NOS 230 NOS 120 or WBL NET 126 or NOS 231 or DBA 115
AHS				AHS Orientation Student Success Class Math/Reading	HSE Orientation Student Success Class Math/Reading		
COA CTE Courses				CIS 110 CTS 115 CTI 110 CTI 120 NOS 110 CTS 240	CIS 110 CTS 115 CTI 110 CTI 120 NOS 110 CTS 240		
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization		*IT Systems Administration and Support dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

Global Business Management
A25120GB, C25120HG

Adult Career Pathway Plan of Study

This curriculum prepares the students for positions in international business through studies in business, international marketing, international law, international economics and international trade practices. Upon completion of this concentration, graduates are prepared for employment opportunities in government agencies, financial institutions, large to small business or industry and other world organizations.

Median Pay : $29,572.00 *NWDB - Administrative Assistant

High School / College Pathway

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV
AHS				AHS Orientation Student Success Class Math/Reading	HSE Orientation Student Success Class Math/Reading
COA CTE Courses				BUS 115 MKT 120 CIS 110 BUS 110 ACC 120	BUS 115 MKT 120 CIS 110 BUS 110 ACC 120
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization

COA Pathway

COA Year 1	COA Year 2
Fall Semester ENG 111 WBL 110 BUS 110 CIS 110 or CIS 111 ACC 120 INT 110	**Fall Semester** ACC 270 BUS 137 MKT 120 OST 286 ECO 251 or 252 3 CR HRS Elective
Spring Semester ENG 112 INT 210 BUS 115 ACC 121 or BUS 280 MAT 143 or MAT 152 or MAT 171	**Spring Semester** BUS 285 INT 220 INT 230 ART 111 or MUS 110 or PHI 240 PSY 150 or SOC 210 3 CR HRS Elective
COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov CRC	

*Global Business Management dual enrollment students have the opportunity to complete coursework in the program while in high school.

+Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

Information Technology:
Computer Programming
A25590CP, C25590CP

Adult Career Pathway Plan of Study

The Information Technology: Computer Programming curriculum prepares graduates for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, operating systems, networking and data management. Students will gain the knowledge and skills to design, process, implement, and manage information systems in specialties in a variety of business settings. The program will incorporate the competencies of industry-recognized certification exams.

Median Pay : $46,498 per year *NWDB - Computer Programmers

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 CIS 110 or CIS 111 CTS 115 CIS 115 CSC 139 CTI 110 **Spring Semester** ENG 112 CTI 120 NOS 110 CSC 239 MAT 143 or MAT 152 or MAT 171 WBL 110	**Fall Semester** CTS 120 CTS 285 DBA 110 NET 110 CSC 151 NOS 130 or WBL **Spring Semester** CSC 289 CSC 251 WEB 151 DBA 120 PSY 150 or SOC 210 or ECO 251 Fine Arts/Humanities
AHS				AHS Orientation Student Success Class Math/Reading	HSE Orientation Student Success Class Math/Reading		
COA CTE Courses				CIS 110 CIS 115 CTI 110 CTI 120 CSC 151 CSC 251	CIS 110 CIS 115 CTI 110 CTI 120 CSC 151 CSC 251		
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	*IT Computer Programming dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.	

*COA program curriculum courses required can change over time – be sure to check the current college catalog for the most updated information.

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

General Business Administration
A25120BA, C25120HB
Adult Career Pathway Plan of Study

This curriculum provides students with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Median Pay : $29,572 a year *NWDB - Administrative Assistant

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV
AHS				AHS Orientation Student Success Class Math/Reading	HSE Orientation Student Success Class Math/Reading
COA CTE Courses				BUS 110 CIS 110 ACC 120 BUS 115 ACC 121	BUS 110 CIS 110 ACC 120 BUS 115 ACC 121
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization

COA Year 1

Fall Semester
ENG 111
WBL 110
BUS 110
CIS 110 or CIS 111
ACC 120
OST 286

Spring Semester
ENG 112
BUS 240
BUS 139
MAT 143 or MAT 152 or MAT 171
ACC 121 or BUS 280

COA Year 2

Fall Semester
ACC 150
BUS 137
MKT 120
INT 110
ECO 251 or ECO 252
3 CR HRS Elective

Spring Semester
BUS 115
BUS 285
BUS 125
ART 111 or MUS 110 or PHI 240
PSY 150 or SOC 210
3 CR HRS Elective

Career Counseling and Advisement (COA Year 1):
COA Work Based Learning
COA Resume Writing Assistance
NC Works Career Center Services - www.ncworks.gov
CRC

*General Business Administration dual enrollment students have the opportunity to complete coursework in the program while in high school.
+Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

General Business Administration
A25120BA, C25120HB

Adult Career Pathway Plan of Study

This curriculum provides students with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Median Pay : $25.52 per hour *NWDB - Economic Modeling Specialists, Inc.

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 WBL 110 BUS 110 CIS 110 or CIS 111 ACC 120 OST 286	**Fall Semester** ACC 150 BUS 137 MKT 120 INT 110 ECO 251 or ECO 252 3 CR HRS Elective
AHS				AHS Orientation Student Success Class Math/Reading	HSE Orientation Student Success Class Math/Reading		
COA CTE Courses				BUS 110 CIS 110 ACC 120 BUS 115 ACC 121	BUS 110 CIS 110 ACC 120 BUS 115 ACC 121	**Spring Semester** ENG 112 BUS 240 BUS 139 MAT 143 or MAT 152 or MAT 171 ACC 121 or BUS 280	**Spring Semester** BUS 115 BUS 285 BUS 125 ART 111 or MUS 110 or PHI 240 PSY 150 or SOC 210 3 CR HRS Elective
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	*General Business Administration dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.	

*COA program curriculum courses required can change over time – be sure to check the current college catalog for the most updated information.

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A25120GB, C25120HG

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Median Pay : $25.52 per hour *NWDB - Economic Modeling Specialists, Inc.

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English	English I	English II	English III	ENG IV	**Fall Semester** ENG 111 WBL 110 BUS 110 CIS 110 or CIS 111 ACC 120 INT 110	**Fall Semester** ACC 270 BUS 137 MKT 120 OST 286 ECO 251 or 252 3 CR HRS Elective
	Math	Math I	Math II	Math III	Math IV		
	Science	Earth Science	Biology	Chemistry			
	Social Studies	World History	Civics	Amer. History I & II			
	Hlth/PE	Hlth/PE					
AHS				**AHS** Orientation Student Success Class Math/Reading	**HSE** Orientation Student Success Class Math/Reading	**Spring Semester** ENG 112 INT 210 BUS 115 ACC 121 or BUS 280 MAT 143 or MAT 152 or MAT 171	**Spring Semester** BUS 285 INT 220 INT 230 ART 111 or MUS 110 or PHI 240 PSY 150 or SOC 210 3 CR HRS Elective
COA CTE Courses				BUS 115 MKT 120 CIS 110 BUS 110 ACC 120	BUS 115 MKT 120 CIS 110 BUS 110 ACC 120		
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	*Global Business Management dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.	

Information Technology: Project Management

A25590PM, C25590PM

Adult Career Pathway Plan of Study

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 CIS 110 or CIS 111 CTS 115 CIS 115 WBL 110 CTI 110 **Spring Semester** ENG 112 CTI 120 NOS 110 CTS 240 MAT 143 or MAT 152 or MAT 171	**Fall Semester** CTS 120 CTS 285 DBA 110 NET 110 CTS 130 OST 286 BUS 137 **Spring Semester** CTS 289 DBA 115 ACC 120 BUS 240 ECO 251 Fine Arts/Humanities
AHS				**AHS** Orientation Student Success Class Math/Reading	**HSE** Orientation Student Success Class Math/Reading		
COA CTE Courses				CIS 110 CIS 115 CTI 110 CTI 120 ACC 120 BUS 137	CIS 110 CIS 115 CTI 110 CTI 120 ACC 120 BUS 137		
Career Counselling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization		*IT Project Management dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.

*COA program curriculum courses required can change over time – be sure to check the current college catalog for the most updated information.

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

Global Business Management
A25120GB, C25120HG

Adult Career Pathway Plan of Study

This curriculum prepares the students for positions in international business through studies in business, international marketing, international law, international economics and international trade practices. Upon completion of this concentration, graduates are prepared for employment opportunities in government agencies, financial institutions, large to small business or industry and other world organizations.

Median Pay : $25.52 per hour *NWDB - Economic Modeling Specialists, Inc.

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 WBL 110 BUS 110 CIS 110 or CIS 111 ACC 120 INT 110 **Spring Semester** ENG 112 INT 210 BUS 115 ACC 121 or BUS 280 MAT 143 or MAT 152 or MAT 171	**Fall Semester** ACC 270 BUS 137 MKT 120 OST 286 ECO 251 or 252 3 CR HRS Elective **Spring Semester** BUS 285 INT 220 INT 230 ART 111 or MUS 110 or PHI 240 PSY 150 or SOC 210 3 CR HRS Elective
AHS				**AHS** Orientation Student Success Class Math/Reading	**HSE** Orientation Student Success Class Math/Reading		
COA CTE Courses				BUS 115 MKT 120 CIS 110 BUS 110 ACC 120	BUS 115 MKT 120 CIS 110 BUS 110 ACC 120		
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	*Global Business Management dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.	

Collaboration   Criteria 3

NC Works - Training Session to assist Staff members

September 13, 2019

Attendees

College of the Albemarle

- Evonne Carter, Vice President of Learning
- Michelle Waters, Dean of Business and Applied Technologies Division
- Jane Rossman, Program Coordinator, Information Technology Programs
- Megan Dross, Director of Admissions and Recruitment
- Eushekia Hewitt, Director of Advising and Enrollment Management
- City/Pasquotank County Schools

Workforce Development or NC Works Center

- Lucy Wallace, Dare County NC Works
- Paige Griffin, Dare County NWDB
- Liz Gottenmeyer, Dare County NC Works
- Phillip Holloway, NWDB
- Keisha Kallicharan, NWDB
- Erica Banks, NWDB – Next Generation
- Myqueita McPherson, NWDB/ NCWorks
- Edith Evans, NC Works
- Brandi Bragg, NENC Works

COLLEGE OF THE ALBEMARLE

IT/Business Pathways Advisory Meeting
Friday, November 15, 2019 at 12:00 noon
Foreman Center Building – FC 121A

Attendance Roster

Name	Business Name/Employer	Business Address	Business Telephone Number	Business E-Mail
Brandi Bray	NEK Career Pathway	1502 market St Washington		brandi.bray@NeXpathways
Mary Jo Windley	Dare Co. Schools	100 Veterans Dr. Kill Devil Hills NC 27948	252-441-7000 x-2499	windleym@daretolearn.on
Don Monroe	Currituck Co. Schools	9203 Barco NC Currituck Hwy	252-453-0019 x 3068	dmonroe@currituck.K12.nc.us
Kenneth Kee	Dare County NCWorks	25225 Cedatan Hwy NAGS HEAD 27959	252-480-3500	Kenny.KET@nCCommerce.Com
Larry Darley	NCWorks	3101 Bismark St Grenville NC	252.204.3359	larry.darley@nccommerce.com
MATTHEW Fairless	NC workS	922 McArthur Dr. EC NC	252-331-4778	Matthew.Fairless@NCcommerce.com
Jennifer Barcliff	Camden County Schools	103 US Hwy 158 W Camden NC 27921	252-336-0114	jbarcliff@camden.k12.nc.us
Christal Berry	Currituck Social Services	2793 Caratoke Hwy (physical) Currituck NC 27929	252-232-3083	christal.berry@currituckcountync.gov
Casey Bass	Edenton-Chowan	800 N Oakum St Edenton 27932	252.482.4436	cbass@ecps.K12.nc.us
Stee Baker	COA & Eyppefk	420 N Hughes Blvd EC 27909	252-312-2496	Stee@etplanetpeaer.com
Emily Nicholson	NWDD	5125 church St Hertford NC 27944	252-916-2078	enicholson@accog.org
Sharon Brown	CoA	1208 N Rd Street	ext 2303	sharon.brown@albemarle.edu

COLLEGE OF THE ALBEMARLE

IT/Business Pathways Advisory Meeting
Friday, November 15, 2019 at 12:00 noon
Foreman Center Building – FC 121A

Attendance Roster

Name	Business Name/Employer	Business Address	Business Telephone Number	Business E-Mail
Evonne Carter	COA		X 2241	
Annette Barnes	NWDB/NCWorks		252-331-3442	abarnes@accog.org
Ryan Roberts	COA			
Heather Hoackley	Hornthes, Riley Ellis+Maland		696-0205	hhoadley@hrem.com
Sheala Moore	ECPPS/NHS		335-2632 ext.254	Smoore@ecpps.142.nc.us
Jill Cohen	Perquimans		252 426 5741	jcohen @ pqschools.org
Ashley Wiggins	Sumitomo Mach Corp. of America	4200 Holland Blvd Chesapeake, VA 23323	757-485-3555 ext 8454	Ashleywiggins@shi-g.com
Jessica Barclift	ECPPS	PCHS	10104 Northside Rd EC	252-331-6880 x300	jbarcliff@ecpps.142.nc.us
Karen Alexander	COA		X2298	
Jane Robinson	COA		X 2353	

IT/Business Pathways Advisory Meeting
Friday, November 15, 2019 at 12:00 noon
Foreman Center Building – FC 121A

- Welcome and Introductions
- Pathway Partnerships
    - Goal of pathways is to ensure students (middle school through college) have the correct skills for the workforce
    - Help grow economic development
- Pathways provide a seamless path to business support services
- Pathways
    - Two Business Degrees
    - Three IT Degrees
    - College to Career Promise Dual Enrollment
    - Career Counseling
    - University Transfer
- Employment Data
    - Business:
        - 4,090 annual jobs (2018) in our service area, requiring Associates degree or less
        - 455 annual job openings
    - IT:
        - 188 annual jobs (2018) in our service area
        - 16 annual job openings
- Curriculum Programs
    - Credit
    - Noncredit
- Work Based Learning
    - Work while in school
    - Receive college credit
- High School Pathways
    - Academics
    - CTE Preparation
    - Career Exploration
    - Hamilton Challenge (Perquimans County Schools)
        - Entrepreneurship challenge for students, middle school through high school
- NCWorks connects employers to job candidate
- NCWorks Career Center
    - Lead agency for promoting and delivering:
        - Career awareness
        - Career guidance
        - Employability skills
    - Provide businesses with skilled workforce
    - Youth program – "Next Generation"

Business and IT Advisory (Business Support Services) Board Meeting Agenda
Friday, November 15, 2019
12:00 noon – 1:30pm

I. Local Pathways Overview
   a. Why
   b. Who
   c. What

II. Information and Support from Key Partners
   a. Surveys/Google Forms
   b. Due Date

III. College of The Albemarle's Business and IT Pathways
   a. Overview
   b. Work Based Learning

IV. Role of Local Schools in Pathways

V. Workforce Partners
   a. NCWorks
   b. Pathways

VI. Employers
   a. Career Awareness Activities
   b. Work Based Learning
   c. Other Suggestions

VII. Next Steps for Local Pathway Implementation

Questions and Discussion

CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

Dare County Campus
132 Russell Twiford Road
205 S Business Highway 64/264
Manteo, NC 27954
252-473-2264

Edenton-Chowan Campus
118 Blades Street
Edenton, NC 27932
252-482-7900

Elizabeth City Campus
1208 North Road Street
Elizabeth City, NC 27909
252-335-0821

Regional Aviation and Technical Training Center
107 College Way
Barco, NC 27917
252-453-3035

BUSINESS AND INFORMATION TECHNOLOGY PATHWAYS November 15, 2019

Learning that works for North Carolina

COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

NCWorks career center
powered by Northeastern

Why do we want a Local Pathway Certification?

High School CTE and Internships

Community College Programs & Courses

NC Works support and assistance

Technical Skills

Certifications

Soft Skills

Ensure that our region has a well-trained and prepared workforce that employers seek and appreciate to enhance economic development.

Who is incorporated into these pathways?

Northeastern North Carolina Career Pathways

Guiding Your Future...

Providing Business with A Skilled Workforce

NortheastNCWorksPTP.com

- Community College
- Local School Districts
- Career and College Readiness
- NWDB
- NCWorks Career Centers
- Employers

Students ➡ Employees
Employees ➡ Students

What is incorporated into these pathways?

- College of The Albemarle (Community College)
  Curriculum (CU) Options - 2 year AAS Degrees (4 semesters : Fall, Spring, Fall, Spring)
  Continuing Education (CE) Options
- High school pathway from 6/8th grade- 12
- Career and College Promise (CCP)
  Career Tech Education (CTE)
- Early Colleges
- Career Counseling and Advising
- Work Based Learning /Internships
- High School Career Tech Student Organizations
- Stackable Degree and Credentials
- University Transfer Options

Job Market Data - NENC

- **Business Related Jobs**
  - **4,090 Jobs / 455 Annual Openings**
    - Office and Administrative Support
    - Administrative Assistants
    - First-line Supervisors
    - Bookkeeping / Accounting

  - **Information Technology Related Jobs**
    - 188 Jobs / 16 Annual Opening
      - Computer User Support
      - Network Support

COA Business and Information Technology Pathways
All Programs in ORANGE are Available at COA!!
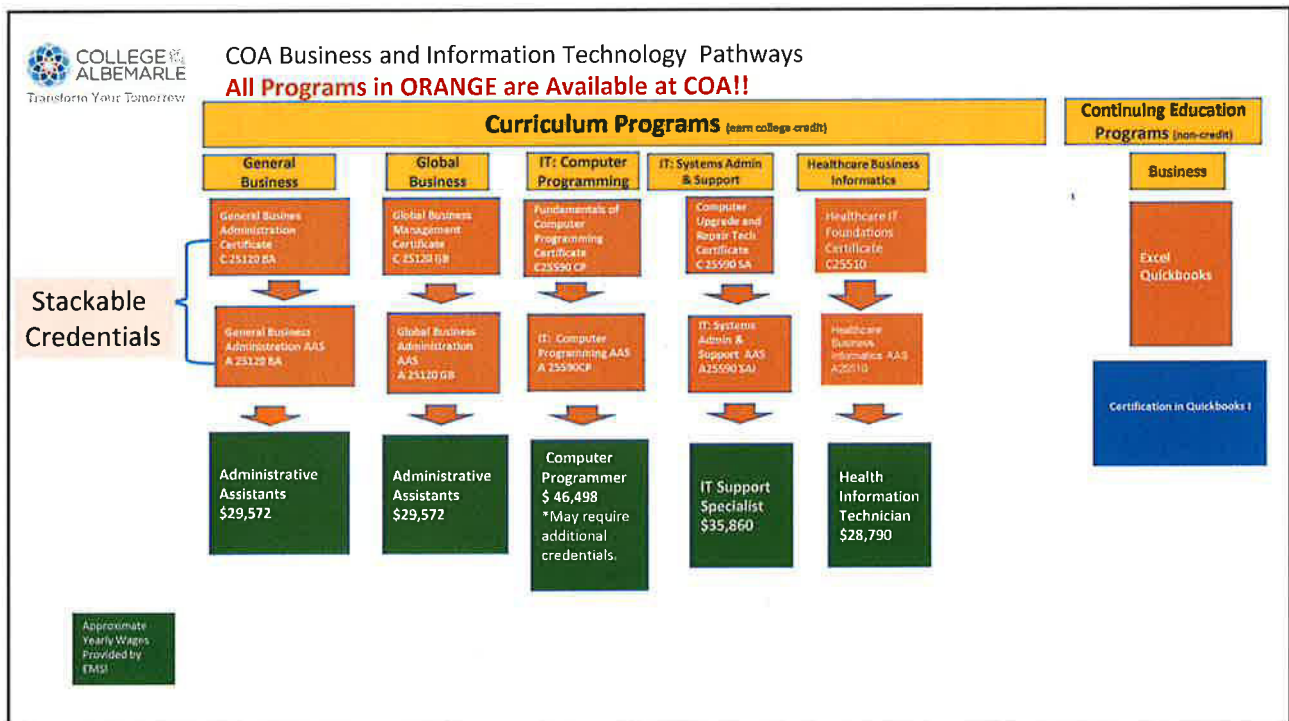
COLLEGE OF THE ALBEMARLE
Transform Your Tomorrow

College of The Albemarle Program Guides
http://www.albemarle.edu/programs-classes/

These programs are for degree-seeking students who want to transfer credits to a four-year school or acquire a two-year degree.

BROWSE CREDIT PROGRAMS

Noncredit classes are for anyone who wants to enhance or learn skills for a job, or to take classes for fun or personal interest.

BROWSE NONCREDIT CLASSES

Featured Credit Programs

Featured Noncredit Classes

General Business Administration
A25120BA, C25120HB
Adult Career Pathway Plan of Study

Global Business Management
A25120GB, C25120HG

COLLEGE OF ALBEMARLE

Adult Career Pathway Plan of Study

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 WBL 110 BUS 110 CIS 110 or CIS 111 ACC 120 INT 110	**Fall Semester** ACC 270 BUS 137 MKT 120 OST 286 ECO 251 or 252 3 CR HRS Elective
AHS				AHS Orientation Student Success Class Math/Reading	HSE Orientation Student Success Class Math/Reading	**Spring Semester** ENG 112 INT 210 BUS 115 ACC 121 or BUS 280 MAT 143 or MAT 152 or MAT 171	**Spring Semester** BUS 285 INT 220 INT 230 ART 111 or MUS 110 or PHI 240 PSY 150 or SOC 210 1 CR HRS Elective
COA CTE Courses				BUS 115 MKT 120 CIS 110 BUS 110 ACC 120	BUS 115 MKT 120 CIS 110 BUS 110 ACC 120		
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (Worksheet)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services – www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	*Global Business Management dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment.	

*COA program curriculum courses required can change over time – be sure to check the current college catalog for the most updated information.

Information Technology: Computer Programming
A25590CP, C25590CP

COLLEGE OF ALBEMARLE

Adult Career Pathway Plan of Study

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth-PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 CIS 110 or CIS 111 CTS 115 CIS 115 CSC 139 CTI 110	**Fall Semester** CTS 170 CTS 285 DBA 110 RET 110 CSC 151 NOS 130 or WBL
AHS				AHS Orientation Student Success Class Math/Reading CIS 110 CIS 115 CTI 110 CTI 120 CSC 151 CSC 251	HSE Orientation Student Success Class Math/Reading CIS 110 CIS 115 CTI 110 CTI 120 CSC 151 CSC 251	**Spring Semester** ENG 112 CTI 120 NOS 110 CSC 239 MAT 143 or MAT 152 or MAT 171 WBL 110	**Spring Semester** CSC 289 CSC 251 WEB 151 DBA 120 PSY 150 or SOC 210 or ECO 251 Fine Arts/Humanities
COA CTE Courses							
Career Counseling and Advisement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (Worksheet)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services – www.ncworks.gov CRC	
WBL Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	*IT Computer Programming dual enrollment students have the opportunity to complete coursework in the program while in high school. +Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment	

*COA program curriculum courses required can change over time – be sure to check the current college catalog for the most updated information.

Information Technology: Systems Administration and Support

A25590A, C25590A
Adult Career Pathway Plan of Study

COLLEGE ALBEMARLE

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 CIS 110 or CIS 111 WBL 110 CTI 110 CTS 115 CIS 115 EGR 131	**Fall Semester** CTS 120 CTS 285 DBA 110 NET 110 NOS 130 Social/Behavioral Science Elective
COA CTE Courses				AHS Orientation Student Success Class Math/Reading CIS 110 CTS 115 CTI 120 NOS 110 CTS 240	HSE Orientation Student Success Class Math/Reading CIS 110 CTS 115 CTI 120 NOS 110 CTS 240	**Spring Semester** ENG 112 MAT 143 or MAT 152 or MAT 171 CTS 240 CTI 120 NOS 110	**Spring Semester** Hum/Fine Arts Elective CTS 220 CTS 289 NOS 230 NOS 120 or WBL NET 126 or NOS 231 or DBA 115
Career Counseling and Achievement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov	
Info Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participants in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	• If Systems Administration and Support dual enrollment students have the opportunity to complete coursework in the program while in high school • Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment	

*COA program curriculum courses required can change over time – be sure to check the current college catalog for the most updated information.

Healthcare Business Informatics

A25510, C25510
Adult Career Pathway Plan of Study

COLLEGE ALBEMARLE

	6-8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	COA Year 1	COA Year 2
High School Academics	English Math Science Social Studies Hlth/PE	English I Math I Earth Science World History Hlth/PE	English II Math II Biology Civics	English III Math III Chemistry Amer. History I & II	ENG IV Math IV	**Fall Semester** ENG 111 CIS 110 or CIS 111 WBL 110 MAT 143 or MAT 171 MED 121 HBI 110	**Fall Semester** NET 110 CTS 120 HBI 113 OST 286 DBA 110 CTS 115 or BUS 110
COA CTE Courses				AHS Orientation Student Success Class Math/Reading CTI 120 CIS 110 MED 121 MED 122 HBI 110 HBI 113	HSE Orientation Student Success Class Math/Reading CTI 120 CIS 110 MED 121 MED 122 HBI 110 HBI 113	**Spring Semester** ENG 112 CTI 120 NOS 110 CTS 240 or CTS 130 or WBL OST 149 MED 122	**Spring Semester** Hum/Fine Arts Elective HBI 258 DBA 115 WBL or CTI 110 or OST 247 PSY 150 or SOC 210 or ECO 251
Career Counseling and Achievement	ACT Explore	NC Career Cluster Guide Activities	ACT Plan	ACT College Readiness Assessment	ACT Workplace Readiness Assessment (WorkKeys)	COA Work Based Learning COA Resume Writing Assistance NC Works Career Center Services - www.ncworks.gov	
Info Opportunities & Career and Technical Student Organizations		Classroom Speaker Field Trip Participate in Student Organization	Classroom Speaker Participate in Student Organization	Classroom Speaker Field Trip to Local Industry Participate in Student Organization	Internship or Senior Project Participate in Student Organization	• Healthcare Business Informatics dual enrollment students have the opportunity to complete coursework in the program while in high school • Articulation Credit may be awarded to students who took select high school courses and earned a B or better and scored a 93 or better on a standardized CTE post assessment	

*COA program curriculum courses required can change over time – be sure to check the current college catalog for the most updated information.

Work Based Learning (WBL)

COLLEGE OF THE ALBEMARLE

- WBL Liaison
- Jennings, Lynn
- Liaison, Worked Based Learning; Associate Professor/Program Coordinator, Medical Office Administration and Office Administration
- Elizabeth City Campus: FC 214
- 252-335-0821 ext. 2232
- lynn_jennings@albemarle.edu

http://www.albemarle.edu/student-resources/career-services/work-based-learning/

- Work-Based Learning (WBL) gives you the opportunity to apply class instruction in an actual workplace setting by working for an employer in a position directly related to your program of study.
- WBL helps develop the employment skills you need to succeed in the workplace.
- Communication: the ability to effectively exchange ideas and information with others through oral, written or visual means.
- Interpersonal skills and teamwork: the ability to work effectively with others, analyze situations, establish priorities and apply resources to solve problems and accomplish tasks.
- Problem solving: the ability to identify problems and their potential causes, then develop and implement practical solutions.

Pathway to College and Careers

The High School Pathway Document

Academics

CTE Preparation

Career Exploration

Business / Information Technology

Perquimans County Schools
Career and Technical Education
"Proud of the Past Focused on the Future"

PQ Schools — CareerClusters

Cluster: Business

Perquimans County Schools
Career and Technical Education
"Proud of the Past Focused on the Future"

PQ Schools — CareerClusters

Cluster: Information

Locations & Contact Information

- 🔴 Northeastern Workforce Development Board
- 🟣 NCWorks Career Center: Elizabeth City - Pasquotank
- 🔵 NCWorks Career Center: Dare County
- 🟡 NCWorks Career Center: Edenton-Chowan
- 🔴 Beaufort County Community College - Roper
- 🌸 College of the Albemarle - Elizabeth City
- 🟡 College of the Albemarle - Manteo
- 🟢 Currituck Department of Social Services
- ⚫ Gates Department of Social Services
- 🔵 Hyde County Department of Social Services
- ⬜ Hyde County Government Building
- 🟠 Tyrrell County Finance Building

NCWorks Career Center

Excellence in Serving Employers and Job Seekers

The NCWorks Career Center is the lead agency for promoting and delivering:

⇒ **Career Awareness**

⇒ **Career Guidance**

⇒ **Employability Skills**

to provide businesses with a skilled workforce.

Powered by:
the Northeast Workforce Development Board

Helping Our Workforce Gain Skills

- Tuition
- Transportation
- Childcare
- Books, Supplies

Diplomas & Short Term Certificates

- Business Administration
- Information Technology
- Medical Office Admin
- Computer Technology Integration
- Computer electronics Specialization

Additional programs eligible, call for a complete list!
To see if you qualify for assistance, call:
NCWorks Career Center/Chowan County: 252-482-2195
NCWorks Career Center/Dare County: 252-480-3500
NCWorks Career Center/Elizabeth City: 252-331-4798
For additional locations in the region visit:
www.nwdbworks.org

Helping our Employers Attract and Retain a Strong Workforce

- Training Funds for Prospective Hires and Existing Employees

"What's a competitive pay?"

"My employees need upskilling!"

"These candidates lack experience!"

"Where are soft skills in candidates these days?!"
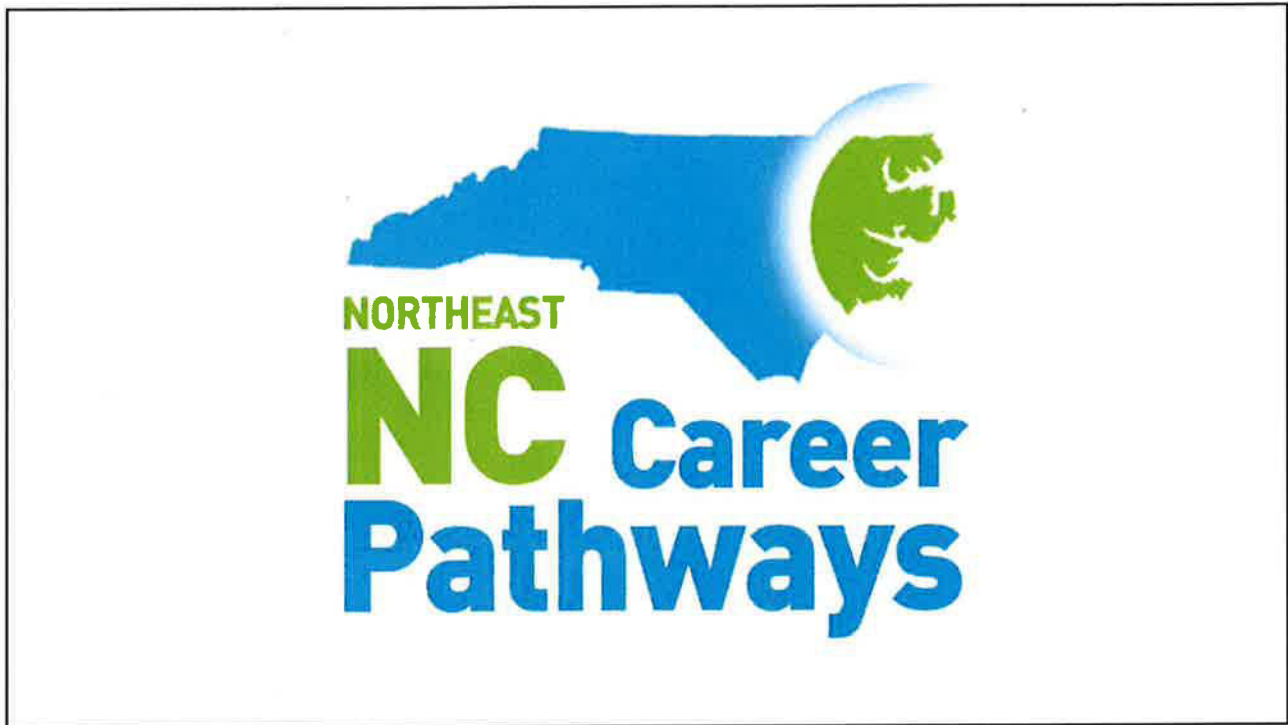
Information Needed
from Key Partners

Businesses and Schools

Surveys provided through Google Forms

*If you school district would like to be part of the local pathway filing, this form and supporting documents are required.

All Documents can be submitted after the meeting and are due by Tuesday, November 26, 2019 to be included in the filing.

Business Survey

- Link will be emailed again after the meeting

School Info

Link will be mailed again after the meeting

Copies of your pathways (like PQ's) – uploaded during the survey

Copy of form sent via email – see sample next page – uploaded during the survey or emailed to Michelle_waters@Albemarle.edu

Grade Levels →	Middle School	9th	10th	11th	12th - Adult
Focus →	Explore	Expose	Enhance	Experience	Empower & Employ
y Work-Based rning Components					
hadows		■	✗	✗	■
t Speakers	✗	✗	✗	✗	✗
aching	✗	✗	✗	✗	■
er Fairs/Expos	✗	✗	✗	✗	✗
er Focused Field	✗	✗	✗	✗	✗
ice Learning cts	■	✗	✗	✗	✗
i-Based Learning cts ol based enterprise	✗	✗	■	■	■
er based uation projects					
tone Class Projects					
ernships (unpaid paid)					✗
slcals					
irk-Study					
erenticeships					

		Self-Awareness
	Middle School	5th grade CFNC- Jobs In Pawsland 7th and 8th grade Traitify Role play employability skills during WIN time I-Innovate Events/CTE Fair – development of leadership skills
	High School	CFNC – with English career research units Career Coach Career Talk with alternative students for employability skills
		Career Awareness, Exploration, and Goal Setting
	Middle School	• Lunch and Learn – 16 pathways • Career Fairs • 8th grade – comprehensive academic planning with high school staff • Career Development Plans – with CDC/8th Grade • Field trips to colleges and industry of high need • Membership in CTSO's (FFA, Lego League and Future Cities • High School Tours • PQ Pathways to Success- night event where high school students highlight pathway offerings. • Virtual job shadow – Navigator

Employer Partners for College of The Albemarle

1. Company Name: Hornthal Riley Ellis & Maland, LLP

Location: 301 East Main Street, Elizabeth City, NC 27909

Contact: Heather Hoadley, Firm Administrator   **Phone**: 252-698-0205

Email: hhoadley@hrem.com

Current positions you hire related to Business Support Services or IT:

Scan Clerk, File Room Clerk, Receptionist, Accounting Clerk, Runner

Activities to help market any business or IT careers to local students:

- **Internships**
- **Scholarships**
- **Serve on Advisory Boards**

What skills do your employees need:

In the past we have used the COA Career Coach Job Board to post openings at our firm but we receive very few prospective applicants from this source. We have had much greater success with Indeed. Due to the confidential nature of our business, we do prefer candidates that are referred by teachers at the local high schools or COA professors. To make the job board a better source for potential applicants, maybe the teachers and professors could be alerted to new employment opportunities for their students and asked to forward the posting to qualified candidates that they would refer to the local business.

2. Company Name: Currituck County Department of Social Services

Location: 153 Courthouse Rd. Suite 400, Currituck, NC 27929

Contact: Cristal Berry   **Phone**: 252-232-3083

Email: christal.berry@currituckcountync.gov

Current positions you hire related to Business Support Services or IT:

Public Information Ass, Processing Ass, Income Maintenance Caseworkers

Activities to help market any business or IT careers to local students:

- **Serve on Advisory Board**

What skills do your employees need:

Back to basics as far as keyboarding, basic desktop / computer operation, writing, presentation, customer service, timelines, etc.

3. **Company Name:** Expert PC & RadioShack

Location: 420 N Hughes Blvd 420 N Hughes Blvd

Contact: Steve Baker   **Phone:** 2523385612

Email: steve@expertpcnc.com

Current positions you hire related to Business Support Services or IT:

IT Technician

Activities to help market any business or IT careers to local students:

- **Serve on Advisory Board**
- **Provide Internships**

What skills do your employees need:

Hard skills - Wide range of technical skills involving Computer Hardware & Software, Mobile Devices (hardware & software) and general electronic component knowledge. Soft skills - Customer service, sales, critical thinking

4. **Company Name:** Sumitomo Machinery Corp. of America

Location: 4200 Holland Blvd Chesapeake, VA 23323

Contact: Ashley Wiggin   **Phone:** 757-485-3355 ext 8454

Email: ashley.wiggins@shi-g.com

Current positions you hire related to Business Support Services or IT:

Programmer I, Accounts Payable, Customer Support, Procurement Manager

Activities to help market any business or IT careers to local students:

- **Internships**
- **Participate in Career Fairs**
- **Provide Company Tours**
- **Serve on Advisory Board**
- **Guest speaker**
- **Apprenticeship**

What skills do your employees need:

Knowledge of Microsoft Office Suite esp. Excel, Logical Process, Analytical processes, strong communication, programming, show stability

5. **Company Name:** Albemarle Nephrology, PLLC

Location: 206 Hastings Lane Elizabeth City, NC 27909

Contact: Tracy Williams   **Phone:** 252-335-1083

Email: albeneph@outlook.com

Current positions you hire related to Business Support Services or IT:

Insurance Billing and Coding

Activities to help market any business or IT careers to local students:

- **Internships**
- **Serve on Advisory Board**

6. Company Name: Performance Chevrolet

Location: 1005 W Ehringhaus St. Elizabeth City NC 27909

Contact: Kevin Winters   **Phone:** 252-338-9100

Email: kwinters@perryautogroup.com

Current positions you hire related to Business Support Services or IT:

General Office Support

Activities to help market any business or IT careers to local students:

- **Internships**

7. Company Name: Sonic

Location: 709 W Ehringhaus St., Elizabeth City NC 27909

Contact: Eddie Frey   **Phone:** 252-335-9836

Email: efrey@sonicpartner.net

Current positions you hire related to Business Support Services or IT:

General Support

Activities to help market any business or IT careers to local students:

- **Work-based Learning**

8. Company Name: The Pines / YMCA

Location: 1240 N Road St., Elizabeth City, NC 27909

Contact: Brad Turner   **Phone:** 252-334-9622

Email: bturner@ymcashr.org

Current positions you hire related to Business Support Services or IT:

General Business Support

Activities to help market any business or IT careers to local students:

- **Work-based Learning**

9. Company Name: Dairy Queen of Elizabeth City

Location: 509 W Ehringhaus St, Elizabeth City, NC 27909

Contact: Kash Patel   **Phone**: (252) 335-4912

Email: kpatel@dairyqueen.com

Current positions you hire related to Business Support Services or IT:

General Help

Activities to help market any business or IT careers to local students:

- **Work-based Learning**

Business Support
Administrative **Support**
Information Technology
Logistics

Business Support

Administrative Support

Information Technology

Logistics

Company Name	Address	Contact Person
Aircraft Mech 1	**USCG Elizabeth City Elizabeth City, NC 27909**	**Carmen Nebrasky Tel: (256) 705-8766 carmen.nebrasky@yms-hsv.com**
Universal Forest Products, INC	**141 KNOBBS CREEK DRIVE Elizabeth City , NC 27909-7002**	**Sarah Conley Tel: (616) 365-1564 sconley@ufpi.com**
Goldbelt C6, LLC	**1664 Weeksville Rd Elizabeth City , NC 27909**	**Erin Timberlake Tel: (703) 935-8772 erin.timberlake@goldbelt.com**
Currituck County Inspections Department	**153 Courthouse Road CURRITUCK , NC 27929-0039**	**Sarah Tyson Tel: (252) 232-3228 sarah.tyson@currituckcountync.gov**
Novetta Solutions	**Elizabeth City Company Worksite Elizabeth City , NC 27909**	**Kirsten Renner Tel: (703) 885-1000 krenner@novetta.com**
Aerotek Staffing	**TCOM ELizabeth City 190 T Com Drive Elizabeth City , NC 27909**	**Amanda Filsoof Tel: (757) 271-0780 afilsoof@aerotek.com**

Business Support
Administrative **Support**
Information Technology
Logistics

Union Mortgage Group	Moyock **Company Worksite** Moyock , NC 27958	**Tatyana Manelis** Tel: (804) 523-7830 ext: 7830 tatyana.manelis@bankatunion.com
ResCare	**Elizabeth City** 1825 W City Dr Ste E Elizabeth City , NC 27909	**Chelsea Ratliff** Tel: (606) 356-2719 localjobnetwork@rescare.com
Elizabeth City State University	1704 Weeksville Road Elizabeth City , NC 27909	Nancy McPherson Tel: (252) 335-3786 njmcpherson@ecsu.edu
SAWDEY SOLUTION SERVICES INC	Main Location 1664 Weeksville Rd Elizabeth City , NC 27909	Hanna Long Tel: (937) 490-4075 hlong@sawdeysolutionservices.com
ALBEMARLE REGIONAL HEALTH SERVICES	711 Roanoke Ave Elizabeth City , NC 27909	Suzanne Ott Tel: (252) 338-4489 suzanne.ott@arhs-nc.org
CURRITUCK COUNTY FINANCE OFFICE	2793 Caratoke Highway Currituck , NC 27929	Sarah Tyson Tel: (252) 232-3228 sarah.tyson@currituckcountync.gov
FRIENDLY CHECK	900A W. Ehringhaus Street Elizabeth City , NC 27909	Aaliyah Harrell Tel: (252) 443-0220 aaliyah.harrell@friendlycheck.com
US Census Bureau	Pasquotank County Elizabeth City , NC 27909	Renee Walthour Tel: (984) 389-4111 renee.p.walthour@2020census.gov
MOTION SENSORS	Main Location 786 PITTS CHAPEL RD Elizabeth City , NC 27909	Donna Edgar Tel: (252) 331-2080 dedgar@motionsensors.com
BAYFIRST SOLUTIONS	BayFirst Solutions LLC USCG ALC 1664 Weeksville Rd Elizabeth City , NC 27909	Joanna Holmes Tel: (202) 541-1010 hr@bayfirst.com

Business Support
Administrative **Support**
Information Technology
Logistics

SAWDEY SOLUTION SERVICES INC	**Main Location** **1664 Weeksville Rd.** **Elizabeth City , NC 27909**	**Hanna Long** **Tel: (937) 490-4075 ext:** **hlong@sawdeysolutionservices.com**
Triple Canopy Inc.	**Triple Canopy Inc.** **850 Puddin Ridge Road** **Moyock , NC 27958**	**Denise Trometer** **Tel: (703) 673-2902 ext:** **denise.trometer@constellis.com**
Centerra Group LLC	**Centerra Group LLC** **850 Pudding Ridge Road** **Moyock , NC 27958**	**Denise Trometer** **Tel: (703) 673-2902 ext:** **denise.trometer@constellis.com**
SOUTHEASTERN FUELS INC	**310 WATERLILY RD** **Coinjock , NC 27923**	**Richard Bunn** **Tel: (252) 453-3100** **info@sefuels.com**
FOOD BANK OF THE ALBEMARLE	**109 Tidewater Way** **Elizabeth City , NC 27909**	**Andy Spencer** **Tel: (252) 335-4035 ext: 103** **aspencer@afoodbank.org**
COUNTY OF CAMDEN	**County of Camden** **117 North NC 343** **Camden , NC 27921-0190**	**Stephanie Jackson** **Tel: (252) 338-6363 ext:** **sjackson@camdencountync.gov**
Universal Forest Products, Inc.	**141 KNOBBS CREEK DRIVE** **Elizabeth City , NC 27909-7002**	**Sarah Conley** **Tel: (616) 365-1564 ext:** **sconley@ufpi.com**
ALBEMARLE COMMISSION	**512 South Church Street** **Hertford , NC 27944**	**Ashley Stallings** **Tel: (252) 426-5753** **astallings@accog.org**

Business Support
Administrative **Support**
Information Technology
Logistics

SOLID FOUNDATION FACILITIES	Emerald Lake Circle Elizabeth City , NC 27909	Lashonda Bonsu Tel: (252) 794-2385 lbonsu@sffnc.org
Nc Insurance Connections Inc	907 B WEST EHRINGHAUS STREET ELIZABETH CITY , NC 27909-	Human Resources Tel: (252) 334-1634 ncinsconnect@gmail.com
Ishpi Information Technologies, Inc.	USCG ALC 664 Weeksville Road Elizabeth City , NC 2790	Kimberly Fite Tel: (843) 329-4100 ext: 1100 careers@ishpi.net
CATO	Cato's Fashion 3850 Conlon Way Elizabeth City , NC 27909	Mary Tade Tel: (252) 384-0111
Financial Data Services of NC LLC	Financial Data Services of NC 1016 W. Ehringhaus Street STE D Elizabeth City, NC 27909	Constance Smith Tel: (252) 331-1232 financialdataservices2@gmail.com
Union Mortgage Group	Company Worksite Moyock , NC 27958	Tatyana Manelis Tel: (804) 523-7830 ext: 7830 tatyana.manelis@bankatunion.com
Trillium Health Resources	Camden Camden , NC 27921	Debbie Lambert Tel: (866) 998-2597 ext: careeropportunities@trilliumnc.org
COUNTY OF PASQUOTANK	Pasquotank County Personnel Office 206 E Main Street Elizabeth City , NC 27909	Markieta James Tel: (252) 337-6648 jamesm@co.pasquotank.nc.us
ENVIRO-TECH	ENVIRO-TECH 8443 CARATOKE HWY, UNIT I Powel's Point , NC 27966 US	Nick Brown Tel: (252) 491-5277 nbrown@envirotechnc.com

Business Support
Administrative **Support**
Information Technology
Logistics

Goldbelt C6 , LLC.	**Gold belt C6 , LLC.** **1664 Weeksville Rd** **Elizabeth City , NC 27909**	**Erin Timberlake** **Tel: (703) 935-8772** **erin.timberlake@goldbelt.com**
Moneys worth Linen Services	**Elizabeth City NC**	**Deb Kennan** **Owner**
DynCorp International LLC	**Elizabeth City NC**	**N/A**
Spectrum	**Elizabeth City NC**	
Constellis	**Currituck NC**	
Fastenal Company	**Elizabeth City** **Company Worksite** **Elizabeth City , NC 27909**	**Melissa Skadson** **Tel: (507) 453-8672** **mskadson@fastenal.com**
Vector CSP LLC	**Elizabeth City**	**Teresa Delaney** **Teresa.delaney@vectorcsp.com**

High School and number of students in WBL	Job Shadowing	Internship unpaid	Internship Paid	Clinical Practicum	Employers for District
Edenton-Chowan		1			Town of Edenton
Perquimans = 28	25	3			Subway Sandwich Perquimans Senior Citizen Program Story's Seafood Market Planter's Ridge Small Town Trenz 252 Bistro Brew to Rescue About Thyme Kitchen County Clerk of Court County Manager Captain Bob's Restaurant Tommy's Pizza A & L Garage JT's Upholstery White's Dress Shop Perquimans Tourism Barley and Vine Perquimans Planning and Zoning Albemarle Screen Printing Hertford Baptist Preschool
Elizabeth City –Pasquotank Public Schools = 1		1			Michael Sanders P C Attorney at Law
Currituck County Schools = 22	45	13	1	17	Weeping Radish Sam Walker- 104.5 radio Sheriff Department Towne Bank of Currituck Keighlight Productions, Inc

Employers		
Mike Payment_HVAC		
Gallop Funeral Services		
NC Works		
Sun Realty		
Currituck County Fire/EMS		
Currituck Extension		
Twiford Law		
Eye Candy productions		
Sumitomo		
ATI		
College of The Albemarle		
US Air Force		
US Army Careers and Goal Setting		
jockey's Ridge State Park		
Brindley Beach Realty		
Gregory and Associates		
Currituck County Hospitality and Tourism		
-Regional health Dept. Coordinator		
Meghan Bohn-COA- HIPPA		
Justin Smith US Navy- Careers in Nuclear Science		
-R&R Garage		
Balance Diesel		
ARHS Currituck Health Dept.		
Coastal Accents		
Currituck County Clerk of Court		
Albemarle Machine and Steel		
Currituck DSS		
Parkway Ag		
Triple R Ranch		
Identify Yourself		
Currituck Parks and Recreation		
Camden **Camden County HS = 12**	4	8
Dollar General Firehouse Subs GPS		

Dare County					Employers
					Food Lion
					Itza Boutza Pizza
					CCHS Athletics (Sentara Sports Medicine Representative)
					Shun Xing
					Hungry Panda
					United Country Real Estate
					Fine Tuning Guitar Repair
					Eagle Creek Golf
					Atlantic Dentistry
Cape Hatteras = 57	43	7	7		B.I.L.D. Surveying
First Flight = 75	6	57	2		Bayliss Boatworks
Manteo = 47	30	15	2	10	Bayside Automotive
					Beach Medical Care
					Beach Ready Auto
					Bill's Marine
					Chrissy Simmons Attorney at Law
					Coastal Fast Lube
					Coastal Studies Institute
					Coldwell Banker
					Colington Fire Department
					Dare County Clerk of Court
					Dare County Emergency Medical Services
					Dare County Sheriff's Department
					Dare County SPCA
					Dr. John Wallace, Sports Physical Therapy and Rehab
					Duck Research Pier
					First Flight Elementary
					First Flight High Athletic Training
					First Flight High Health Science
					First Flight Orthopedics
					Indehouse Design and Build

WBL – Employers who work with High Schools

Jockey's Ridge State Park: NC State Parks Jonny Waters and Co. Kill Devil Hills Ocean Rescue Liberty Christian Fellowship - Rise Liberty Youth Martin's Point Veterinary Hospital Meineke Car Care Center Nags Head Police Department NC Aquarium NC Assistant District Attorney NC Coastal Federation Outer Banks Physical Therapy Roanoke Island Animal Clinic Sentara Therapy Center Sharp, Graham, Baker & Varnell Law Firm Shoshin Technologies Southern Shores Volunteer Fire Department Styons Surveying The Outer Banks Hospital, Ear, Nose, and Throat The Outer Banks Hospital, Labor & Delivery The Outer Banks Hospital, Physical-Occupational Therapy Tidewater Skin Care Town of Kill Devil Hills Wellness Within Professional Counseling, Art Therapy Wright Brothers National Memorial: U.S. Park Service				

Criteria 5 - Career Awareness

Career Awareness – Using the regionally developed **"Comprehensive Career Guidance and Counseling Planning Tools (Grades 6 – Adult)"** updated November 2015 as a guide, and the career counseling planning forms attached, design a local implementation plan for a balanced comprehensive middle school through adult career guidance system. Please specify grade levels, classes, or other means of delivery to explain the comprehensiveness of the plan.

_____ self-check indicates minimum criteria has been met

5.2 **Certified Pathway Career Awareness** – Each of the local educational and training partners will document at least one Business Support Services career awareness activity that was implemented over the past twelve months.

_____ LEA and/or school, describe Business Support Services career awareness activity or activities –

_____ Community College, describe Business Support Services career awareness activity or activities –

_____ WDB, describe Business Support Services career activity or activities-

_____ NCWorks Career Pathways Manager/Champion, evidence promotion of pathway to center staff-

COLLEGE OF THE ALBEMARLE

I WANT TO KNOW MORE ABOUT …

Check all that apply!

Arts & Sciences
- [ ] Associate in Art
- [ ] Associate in Fine Arts in Theatre
- [ ] Associate in Fine Arts in Visual Arts
- [ ] Associate in Science
- [ ] Associate in General Education
- [ ] Professional Crafts: Jewelry
- [ ] Associate in Engineering

Industrial & Construction Technologies
- [ ] Computer Aided Drafting (CAD)
- [ ] Computer Integrated Machining
- [ ] Electrical Systems Technology
- [ ] HVAC Technology
- [ ] Welding Technology

Public Service Technologies
- [ ] Agribusiness
- [ ] Basic Law Enforcement Training
- [ ] Cosmetology
- [ ] Criminal Justice Technology
- [ ] Culinary Arts
- [ ] Early Childhood Education

Health Sciences
- [ ] Nursing (RN, LPN, CNA, Pre-BSN, RN to BSN STEP Center)
- [ ] Dental Assisting
- [ ] Emergency Medical Services & Paramedics
- [ ] Health & Fitness Science
- [ ] Healthcare Business Informatics
- [ ] Human Services Technology
- [ ] Medical Assisting
- [ ] Medical Laboratory Technology
- [ ] Medical Office Administration
- [ ] Medication Aide
- [ ] Phlebotomy
- [ ] Surgical Technology
- [ ] Pharmacy Technician
- [ ] Pre-Health Sciences Transfer Pathway
- [ ] Health & PE Courses

Business & Computer Technologies
- [ ] General Business Administration
- [ ] Global Business Management
- [ ] Systems Administration & Support
- [ ] IT Project Management
- [ ] Computer Programming
- [ ] Office Administration

Transportation Systems Technologies
- [ ] Aviation Systems Technologies

Other Exciting Options
- [ ] Hospitality & Tourism
- [ ] High School Equivalency/Adult High School
- [ ] Workforce Skills/Continuing Education
- [ ] Small Business Center
- [ ] English as a Second Language (ESL)
- [ ] Intellectual Disability Programs
- [ ] College & Career Academic Prep
- [ ] Personal Enrichment/Just For Fun Classes

Did you complete High School or earn a High School Equivalency (GED)?
- [ ] Earned a H.S. Diploma
- [ ] Earned a H.S. Equivalency (GED)
- [ ] Still in high school or working on H.S. Equivalency (GED)
- [ ] Neither

Name: _____ Birth Date: _____

Primary Phone Number: (_____) _____ Email Address: _____

How should we contact you? [ ] Email [ ] Phone

Revised 7/2/18

WORK BASED LEARNING

The Program

Work-Based Learning (WBL) is an academic class. Instead of attending class in a traditional classroom, students work with an employer in a position directly related to their field of study. Work-Based Learning is similar to an internship, but students receive academic credit either as an elective or as a required class.

WBL is available during spring, summer and fall semesters.

Required For

- Professional Crafts: Jewelry

Available As Elective

- Air Conditioning , Heating and Refrigeration (HVAC) Technology
- Aviation Systems Technology
- Business Administration.
- Computer Aided Drafting Technology
- Computer Integrated Machining
- Computer Technology Integration
  - Computer Electronics Specialization
  - Information Technology Specialization
  - Office Administration Specialization
  - Programming Specialization
- Criminal Justice Technology
- Culinary Arts
- Electrical Systems Technology
- Healthcare Business Informatics
- Human Services Technology
- Medical Office Administration
- Office Administration
- Professional Crafts: Jewelry
- Welding Technology

For more information, go to www.albemarle.edu/wbl
Or contact Lynn Jennings at 252-335-0821 ext. 2232 or lynn_jennings@albemarle.edu

COLLEGE OF THE ALBEMARLE

Elizabeth City Campus
1208 North Road Street
Elizabeth City, NC 27909
252-335-0821

Edenton-Chowan Campus
800 North Oakum Street
Edenton, NC 27932
252-482-7900

Dare County Campus
132 Russell Twiford Road
Manteo, NC 27954
252-473-2264

Regional Aviation and Technical Training Center
107 College Way • Barco, NC 27917
252-453-3035

CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

Program	Minimum & Total Time of Completion	Bureau of Labor Statistics Average Salary www.bls.gov/ oes/current/oes nc.htm#29-000	NC Salary Range: NENC-WFD Area Average www.ncworks.gov
TRANSPORTATION SYSTEMS TECHNOLOGIES			
Aviation Systems Technology	**Diploma – 4 Semesters** **Associate in Applied Science -** **2 Years (6 Semesters)**	$55,160	$51,728
PUBLIC SERVICE TECHNOLOGIES			
Basic Law Enforcement Training	**Certificate** - 16 Week Course (1 Semester)	$42,980	$41,500
Criminal Justice Technology	**Associate in Applied Science -** **2 Years (4 Semesters)**	$33,710-$40,400	$31,050-$39,200
Cosmetology	**Diploma** - 3 Semesters	$28,170	$22,910
Culinary Arts	**Certificate I – 16 Weeks (1 Semester)** **Diploma – 2 Semesters (Fall & Spring)**	$43,870	$32,030
Early Childhood Education	**Certificate – 2 Semesters (Fall & Spring)** **Associate in Applied Science -** **2 Years (4 Semesters)**	$20,980	$19,524
INDUSTRIAL, ENGINEERING AND CONSTRUCTION TECHNOLOGIES			
Computer Aided Drafting Technology	**Certificate – 2 Semesters (Fall & Spring)** Associate in Applied Science - **2 Years (4 Semesters)**	$54,170	$53,521
Computer Integrated Machining	**Certificate** - 16 Weeks **Diploma** - 3 Semesters (Fall, Spring & Summer)	$42,600	$44,955
Electrical Systems Technology	**Certificate - 16 Weeks** **Diploma – 2 Semesters (Fall & Spring)**	$39,890	$32,310
HVAC Technology	**Certificate I - 16 Weeks, Certificate II – 16 Weeks** **Diploma – 2 Semesters (Fall & Spring)**	$47,080	$31,965
Welding Technology	**Certificate - 16 Weeks** **Diploma – 3 Semesters (Fall, Spring & Summer)**	$40,280	$38,730
HEALTH SCIENCES & WELLNESS PROGRAMS			
Associate Degree Nursing (ADN)	**Associate in Applied Science -** 2 Years (4 Semesters) *Once accepted into Program*	$62,560	$60,951
Dental Assisting- Partnership with Martin Community College	**Diploma** - 1 Year	$41,130	$35,520
Emergency Medical Science (EMS)	**EMT Basic** – 264 Hours (Continuing Education) **EMT Advanced / Intermediate** – 248 Hours (Continuing Education) **EMT–Paramedic** – 1,010 Hours	$35,180	$37,403
Health & Fitness Science	**Certificate - 2 Semesters** **Associate in Applied Science -** **2 Years (4 Semesters)**	$36,540	$32,790
Human Services Technology	**Diploma - 3 Semesters** **Associate in Applied Science -** **2 Years (4 Semesters)**	$29,600	$29,692
LPN – ADN Option	**Associate in Applied Science -** 2 Years (3 Semesters) *Once accepted into ADN Program*	$65,560	$60,951
Medical Assisting	**Diploma – 2 Semesters (Fall & Spring)** **Associate in Applied Science -** 2 Years (4 Semesters) *Once accepted into Program*	$32,110	$28,469
Medical Laboratory Technology	**Associate in Applied Science -** 18 Months (4 Semesters) *Once accepted into Program*	$50,030	$42,315
Nurse Aide	**Level I Certificate - 8 Weeks** **Level II Certificate - 16 Weeks** **Diploma - 3 Semesters**	$24,680	$22,510
Pharmacy Technician	**Certificate** - 96 Hours (Continuing Education)	$25,400	$28,146
Phlebotomy	**Certificate - 16 Weeks** **Diploma – 3 Semesters (Fall, Spring & Summer)**	$30,700	$31,860
Practical Nursing	**Diploma** – 3 Semesters (Fall, Spring & Summer) *Once accepted into Program*	$43,240	$39,221
Pre-BSN Nursing Pathway	N/A	N/A	N/A
RN to BSN Step Center	N/A	N/A	N/A
Surgical Technology	**Associate in Applied Science -** 18 Months (4 Semesters)	$42,580	$38,734
BUSINESS & COMPUTER TECHNOLOGIES			
Healthcare Business Informatics	**Healthcare IT Foundations Certificate -** 1 Semester (18 Credit Hours) **Associate in Applied Science -** **2 Years (4 Semesters)"**	$39,180	$32,980
Medical Office Administration	**Patient Representative Certificate -** 1 Semester (17-18 Credit Hours) **Associate in Applied Science -** **2 Years (4 Semesters)**	$35,230	$32,980
General Business Administration	**Certificate - 2 Semesters** **Associate in Applied Science -** **2 Years (4 Semesters)**	$36,500	$35,560
Global Business Management	**Certificate - 2 Semesters** **Associate in Applied Science -** **2 Years (4 Semesters)**	$36,500	$35,560
Agribusiness Technology	**Associate in Applied Science -** 2 Years (4 Semesters)	$64,270	$51,930*
Office Administration	**Associate in Applied Science -** 2 Years (4 Semesters)	$37,950	$32,092
Information Technology: Systems Administration and Support	**Computer Upgrade & Repair Tech Certificate -** 2 Semesters **Associate in Applied Science -** **2 Years (4 Semesters)**	$54,150	$44,997
Information Technology: IT Project Management	**Workplace IT Professional Certificate -** 2 Semesters **Associate in Applied Science -** 2 Years (4 Semesters)	N/A	$41,625
Information Technology: Computer Programming	**Computer Programming Apprentice Certificate -** 2 Semesters **Associate in Applied Science -** **2 Years (4 Semesters)**	N/A	$54,450

Figures based on highest education level.
Program lengths based on full time enrollment and do not include developmental courses.
Highlighted programs also offer courses through high school dual enrollment.
Statewide data from NCWorks. Local data not available.

Why choose COA?
* Day, night & online classes are available
* National certification available in many programs
* Within one year, 91% of students graduating with a certificate are employed in their certificate area
* Many programs offer Work-Based Learning opportunities giving you real life experience
* Programs are stackable – earn progressive certifications while working on a degree
* High school students can earn free college credit through our Career & College Promise (CCP) program
* Many Career & Technical Education programs are included in CCP

Interested in transferring to a university to earn a bachelor's degree?
Check out COA's College Transfer Programs which let you launch your four-year degree journey and enjoy a range of benefits.
* Save $30,000 - $70,000
* Improve your chances for university admission and scholarships to your dream school
* Learn from exceptional, caring professors
* Discover your academic passion
* Enter your university as a junior or with advanced student status

Transfer degrees available in:
* Arts*
* Engineering*
* Fine Arts – Visual Arts*
* Fine Arts – Theatre
* Nursing
* Science*

* Courses also offered through high school dual enrollment.

Associate in Applied Science degrees available in:
* Aviation Systems Technology
* Agribusiness Technology
* Computer Aided Drafting
* Criminal Justice Technology
* Early Childhood Education
* Emergency Medical Science
* General Business Administration
* General Education
* Global Business Management
* Healthcare Business Informatics
* Health & Fitness Science
* Human Services Technology
* Information Technology
* Medical Assisting
* Medical Laboratory Technology
* Medical Office Administration
* Nursing
* Office Administration
* Surgical Technology

More information about our programs is available at **www.albemarle.edu**.

I WANT TO KNOW MORE ABOUT ...

Check all that apply!

Arts & Sciences
- [ ] Associate in Art
- [ ] Associate in Engineering
- [ ] Associate in Fine Arts in Theatre
- [ ] Associate in Fine Arts in Visual Arts
- [ ] Associate in General Education
- [ ] Associate in Science
- [ ] Professional Crafts: Jewelry

Transportation Systems Technologies
- [ ] Aviation Systems Technologies

Public Service Technologies
- [ ] Basic Law Enforcement Training
- [ ] Criminal Justice Technology
- [ ] Cosmetology
- [ ] Culinary Arts
- [ ] Early Childhood Education

Industrial, Engineering & Construction Technologies
- [ ] Computer Aided Drafting (CAD)
- [ ] Computer Integrated Machining
- [ ] Electrical Systems Technology
- [ ] HVAC Technology
- [ ] Welding Technology

Health Sciences
- [ ] Nursing (RN, LPN, CNA, Pre-BSN, RN to BSN STEP Center)

- [ ] Dental Assisting
- [ ] Emergency Medical Science
- [ ] Health & Fitness Science
- [ ] Human Services Technology
- [ ] Medical Assisting
- [ ] Medical Laboratory Technology
- [ ] Nurse Aide
- [ ] Pharmacy Technician
- [ ] Phlebotomy
- [ ] Surgical Technology

Business & Computer Technologies
- [ ] Healthcare Business Informatics
- [ ] Medical Office Administration
- [ ] General Business Administration
- [ ] Global Business Management
- [ ] Agribusiness Technology
- [ ] Office Administration
- [ ] Information Technology

Other Exciting Options
- [ ] Hospitality & Tourism
- [ ] Workforce Skills/Continuing Education
- [ ] High School Equivalency
- [ ] English as a Second Language
- [ ] College & Career Academic Preparation

Name: _____

Date of Birth: _____

Phone Number: (____) _____

Email Address: _____

How do you want us to contact you? ☐ Email ☐ Phone

Do you have a high school diploma or equivalency (GED)?
☐ Yes ☐ No

If no, which high school do you attend?

COLLEGE TO CAREER

COLLEGE OF THE ALBEMARLE

Dare County Campus
132 Russell Twiford Road
Manteo, NC 27954
252-473-2264

Edenton-Chowan Campus
118 Blades Street
Edenton, NC 27932
252-482-7900

Elizabeth City Campus
1208 North Road Street
Elizabeth City, NC 27909
252-335-0821

Regional Aviation and
Technical Training Center
617 Consolidated Road
Barco, NC 27917
252-453-1972

Transform Your Tomorrow
at College of The Albemarle

College of The Albemarle (COA) is a catalyst that will nurture the spark of possibility within you. Here you'll find opportunities, mentors, friends and a community ready to help you reach your goals – whether transferring to a four-year university or starting your career.

Each of our four campuses offer a range of educational programs and a unique college experience that is dynamic and engaging.

But coming to COA is about more than just earning the credentials that enable you to take your next step. It's about being inspired, exploring different interests, making friends, and sharing your talents through student activities, clubs, cultural arts programs and leadership opportunities.

So, why make COA the place you'll transform your tomorrow?

- Quality
- Affordability
- Employability
- Success

Paying for College

College of The Albemarle Foundation Scholarships
- More than $250,000 awarded annually
- Find a complete list of scholarships and application information at www.albemarle.edu/scholarships
- **Questions?** Please call 252-335-0821 ext. 2355

Financial Aid
- Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of financial resources. To be considered for financial aid, applicants must meet the criteria found at http: www.albemarle.edu/financial-aid-eligibility
- **Questions?** Please call 252-335-0821 ext. 2355

GI Bill
- COA cooperates with the Department of Veterans Affairs and the North Carolina Department of Veterans Affairs in assisting veterans and their dependents.
- **Questions?** Please call 252-335-0821 ext. 2218 or email coa_military@albemarle.edu

Payment Plan
- COA partners with Nelnet Business Solutions to let you pay tuition and fees over time.
- Easy online enrollment
- No interest and flexible payment options
- **Questions?** Go to www.MyCollegePaymentPlan.com/coa

Workforce Innovation and Opportunity Act (WIOA)
- Assistance with paying tuition, fees, supplies, travel and childcare is available. If you are a low-income adult, receive assistance from DSS, have been laid off from your last job or work in a low paying job, then you likely qualify.
- **Questions?** Contact Annette Barnes at 252-331-4798 ext. 112 or abarnes@albemarlecommission.org or go to www.NWDBworks.org.

Free for High School Students
- High schools students can earn 30 or more credit hours through our College & Career Promise (CCP) program for free.
- Both College Transfer and Career & Technical Education pathways are available.
- College Transfer credits transfer to four year colleges and universities.
- For eligibility/admissions requirements for dual enrollment, please see the Program Pathways on our website at www.albemarle.edu/ccp
- **Questions?** Please call 252-335-0821 ext. 2394

COMPUTER PROGRAMS

At COA you can prepare for a successful career in the fast-growing technology sector by learning to design, process, implement and manage information systems in specialties such as database services, system administration, software development, computer security, business intelligence and healthcare informatics.

Through the Information Technology (IT) programs at COA, students can earn degrees and certificates in:

- IT: Computer Programming
- IT: Project Management
- IT: Systems Administration and Support

For those interested in information technology in a healthcare setting, students can earn a degree or certificate in:

- Healthcare Business Informatics

Dual-enrollment for high school students and Work-Based Learning opportunities available for all programs.

Some classes are offered online or as online/classroom hybrid.

Contact
Department of Business, Computer Technology & Information Systems
Elizabeth City Campus
252-335-0821 ext. 2353
cset@albemarle.edu

COLLEGE OF THE ALBEMARLE

Learn more at **www.albemarle.edu/credit**

Information Technology: Computer Programming

Be the driving force behind the development of tomorrow's technology. Program topics include computer concepts, programming and logic, database management, operating systems, networking and system analysis.

Degree Options

Associate in Applied Science - Information Technology: Computer Programming (2 Years)

Fundamentals of Computer Programming Certificate (1 Year)

Career Options

Computer Programmer

Software Developer

Database Administrator

Information Technology: IT Project Management

Make the most of your problem solving and leadership abilities. Discover the power of planning, communication and the use of information to solve technical issues related to information support and services.

Degree Options

Associate in Applied Science - Information Technology: IT Project Management (2 Years)

Workplace IT Professional Certificate (1 Year)

Career Options

IT Project Manager

Help Desk Manager

Business Intelligence Analyst

IT Project Administrator

Information Technology: Systems Administration & Support

Work with operating systems, networks, information security and other emerging technologies, learning to install, service and maintain computers and computer-related systems.

Degree Options

Associate in Applied Science - Information Technology: Systems Administration & Support (2 Years)

Computer Upgrade & Repair Technician Certificate (1 Year)

Career Options

Computer User Support Specialist

Network Support Specialist

Database Administrator

Computer Systems Tech

Healthcare Business Informatics

Play an important part in people's health using technology – become a specialist in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Degree Options

Associate in Applied Science - Healthcare Business Informatics (2 Years)

Healthcare IT Foundations Certificate (1 Year)

Career Options

Health Information Technician

Document Management Specialist

Clinical Data Manager

Health Services Manager

BUSINESS & OFFICE PROGRAMS

At COA you can prepare for a career in business, financial institutions, healthcare and government agencies by learning the fundamental knowledge of business functions and processes, and an understanding of business organization and operation in today's local and global economies.

Students at COA can earn degrees or certificates in:

- General Business Administration
- Global Business Management
- Office Administration
- Medical Office Administration

Dual-enrollment for high school students and Work-Based Learning opportunities available for all programs.

Some classes are offered online or as online/classroom hybrid.

Contact

Karen Alexander
Program Coordinator, General Business Administration & Global Business Management
Elizabeth City Campus
252-335-0821 ext. 2298
karen_alexander@albemarle.edu

Lynn Jennings
Program Coordinator, Office Administration & Medical Office Administration
Elizabeth City Campus
252-335-0821 ext. 2232
lynn_jennings@albemarle.edu

CONTINUED
ON BACK

COLLEGE OF THE
ALBEMARLE

General Business Administration

Explore the various aspects of the free enterprise system. You will gain a fundamental knowledge of business functions and processes by studying concepts such as accounting, business law, economics, management and marketing.

Degree Options
Associate in Applied Science – General Business Administration (2 Years)
General Business Administration Certificate (1 Year)

Career Options
Executive Assistant   Accounting Clerk
Office Manager   Sales Manager

Global Business Management

Learn about various aspects of global market systems. Apply concepts in business, international marketing, international law, international economics and international trade practices.

Degree Options
Associate in Applied Science – Global Business Management (2 Years)
Global Business Management Certificate (1 Year)

Career Options
International Sales   Import/Export Agent
International Trade Associate   Business Development Manager

Office Administration

Prepare yourself for a fast paced career in a business, legal office, customer service center or even a virtual office. You'll study information technology, communications, office procedures, and records management.

Degree Options
Associate in Applied Science – Office Administration (2 Years)

Career Options
Administrative Assistant   Legal Assistant
Receptionist   Office Manager

Medical Office Administration

By learning medical terminology, office management, information systems, coding, billing and insurance you can become an important part of the healthcare industry, which is projected to add four million jobs by 2026.

Degree Options
Associate in Applied Science – Medical Office Administration (2 Years)
Patient Representative Certificate (1 Year)

Career Options
Medical Office Manager   Cancer Registrar
Hospital Unit Secretary   Medical Information Technician

NC Works Pathways
Comprehensive Career Guidance and Counseling Grades 6- Adult
Information from all Partners

Level	Self-Awareness
M I D D L E	• Use the "Who Am I" lessons from the middle school career development course • CDC will have individual 1:1 meeting with students to discuss academic and aptitude challenges and strengths based on interest inventory, career interests and goals • Investigate and research self-awareness activities through Career Cruising • Administer interest inventory • Administer learning style inventory • Career Fair • Investigate and research self-awareness activities through CFNC
H I G H	• Use personality assessments and inventories to explore self-awareness • Use student interest inventory from Career Cruising and CFNC • Schedule individual student sessions to discuss the link between academic and student interests and discuss future career interests • Provide CTE specific training for counselors and school administration (clusters, pathways, Program of Study, concentrators) • ASVAB • WorkKeys • Conduct sessions on interpreting the ASVAB results
C O M M U N I T Y C O L L E G E	• COA Financial Aid Advisement and assessment of resources available for support • COA Veteran's Services for career advisement and resources available for support • Advising Syllabus • Student Planning Checklist • AVISO alerts for attendance and grades • ACA courses that focus on personal strengths and Attributes for career choices and college planning • Student Handbook provide pro-active strategies for success in College of the Albemarle • Distance Ed Handbook assists students with the technology information needed to succeed in online classes. • COA Human Resources & Soft Skills Development Courses • Complete CFNC account and career interest inventories • Referrals to NCWorks Career Center Services and tools- www.ncworks.gov • Use SAT, AP, multiple measures, and ACT scores for placement in English and math course levels • Referrals and info shared from the Bureau of Labor Statistics Occupational Outlook Handbook • Open House events and Campus Tours - interactive and designed to help students make good career choices • Promotional workforce development materials showing salary information and growth potential of employees in specific fields • Director of Advising and Student Success will visit classes and give workshops on specific career information • The college hosts an annual Career Fair on the EC Campus

NC Works Pathways
Comprehensive Career Guidance and Counseling Grades 6- Adult
Information from all Partners

Connect Sessions for new students prior to placement testing and registration

Adults
- NCWorks Self-Assessment Tools
- NCWorks Objective Assessment with Staff
- CRC Scores
- College Placement Tests
- O-Net Online Activities
- My Next MoveOnline Activities
- Traitify: nencpathwas.traitify.com

Non-adults
- NCWorks Self-Assessment Tools
- NCWorks Objective Assessment with Staff
- CRC Scores
- College Placement Tests
- O- Net Online Activities
- My Next Move Online Activities
- Career Inventory Assessment
- Traitify: nencpathwas.traitify.com

Career Awareness, Exploration, and Goal Setting

- Career Fair
- Provide field trips related to student career interests
- Invite/provide guest speakers
- Begin the career development plan using Career Cruising
- Set up CFNC accounts
- Conduct/participate in career planning lessons, parent nights, student course registration
- Participate inTake Your Sons and Daughters to Work Day
- Participate in Career Development Poster/Poetry Contest
- STEM Expos
- Participate in Groundhog JobShadowing Day
- Student membership and participation in CTSOs

- Organize career fairs, cluster based
- Student internships, career shadows, service learning
- Coordinate local community college and post-secondary reps in classrooms
- Career-based classroom speakers
- Student membership and participation in CTSOs
- Update CFNC accounts, interest inventories, 4-year plans
- Parent Nights, course registration
- Senior Projects, college planning
- Organize college tours
- Host financial aid workshops
- Provide virtual and face-to-face job shadowing opportunities
- Career and College Expo activities

NC Works Pathways
Comprehensive Career Guidance and Counseling Grades 6- Adult
Information from all Partners

- Career Coach software available on College website assists students in identifying strengths and interests to match college programs/ links to career choices.
- Traitify software available to identify career options
- Career Planning office and assistance at Elizabeth City Campus
- Utilization of student success coaches to provide intensive advisement to students
- Orientation activities designed to include career awareness, exploration and goal setting
- Open communication and sharing (i.e. student career plans) between high school and community college counselors
- Boot Camp in summer with Business and IT instructors; Ground Hog Shadow Days, Gear up Career exploration days
- Campus tours of middle and high school students to see classrooms, labs and participate in simulations or activities
- Visits to high school health sciences classes and career days/fairs to promote career pathways including lunch and learn series at local high schools and middle schools.
- Referrals to NC Works Career Center Services and resources – www.ncworks.gov with WIOA Counselor on campus 1 day per week. NCWORKS Career Centers are located on 2 of the 4 COA campus sites.
- COA College and Career Readiness Advisement services
- Referrals and info shared from the Bureau of Labor Statistics Occupational Outlook Handbook
- Production of multiple tools and career pathways information on website and in paper format for advising and program /career information.
- Employer and colleges visits to classrooms to speak about careers, college transfer and recruitment activities
- Open House events and Campus Tours – interactive and designed to help students make good career choices
- Promotional workforce development materials showing salary information and growth potential of employees in specific fields
- Director of Advising and Student Success will visit classes and give workshops on specific career information
- The college hosts an annual Career Fair on the EC Campus

Adults
- Career Fairs
- Job Fairs
- O-Net Activities
- NCWorks.gov research
- Referrals to Community Colleges
- Referrals to Comm College workshops
- Title I, Title II, Title IV, Title V Information
- HRD classes
- Traitify: nencpathwas.traitify.com

Non-adults
- Traitify: nencpathwas.traitify.com
- Career Inventory Assessment
- Individual Education Plans
- Work-Based Learning Activities (Work Experiences, Job Shadowing)
- Career & Job Fairs
- Business & College Tours
- Education/Career Websites (MyNextMove.com, O-Net On-Line, CFNC.org, etc.)
- LMI Data Research Tools
- NC Annual Youth Summit
- NC General Assembly Tours
- Referral to Community College Workshops
- Referral to Community College.edu websites

Personal/EmployabilitySkills Development

M
- Guest speakers, field trips

I
- Practice "mock interviews", job applications

D
- Soft Skills Role plays

D
- Interactive student email campaigns

L
- College and Career Expo Introduction Assembly

E
- Miscellaneous College and Career Expo Activities
- Professional Dress Competition
- Secret 10 Exhibitor- Soft Skills Interactive Activity
- Student membership in CTSOs

H
- Student membership in CTSOs

I
- KeyTrain sessions/WorkKeys soft skills assessments

G
- Career Shadows, Internships, guest speakers, career fair

H
- Senior Project
- Promote yearly Chamber of Commerce Job Fair
- Coordinate a school-wide job fair
- Refer and coordinate connections with the Vocational Rehab and NC Works
- Involve students in community volunteering and service projects
- Soft Skills Role plays
- College and Career Expo Introduction Assembly
- Miscellaneous College and Career Expo Activities
- Professional Dress Competition/ Dress for Success Day
- Chamber of Commerce Partnership – Job shadowning
- Secret 10 Exhibitor- Soft Skills Interactive Activity

C
- COA ACA 111 or 122 class includes soft skills and career exploration lessons

O
- Career Center staffed with NC Works personnel at COA Campus – Elizabeth City

M
- Resume writing assistance

M.
- Career Readiness Credentials
- Work-based learning activities in programs

C
- Advising for college and career readiness

O
- Open house

L
- Boot Camps

L.

NC Works Pathways
Comprehensive Career Guidance and Counseling Grades 6- Adult
Information from all Partners

- Non-credit classes and workshops: Notary Public Certification; Basic Intro to Computers; Quickbooks; Excel; Photo Editing; HRD; Customer Service in Hospitality; Career Readiness; OBX Ambassador Reservation and Front Desk Skills; Fundamentals of Supervision and Management; Administrative Assistant Suite (Fundamentals; Applications; Business Writing.

- W. Working Smart Course
- D CRC classes and testing
- E HRD Communication Classes
- V. HRD Employability Skills Classes
- B Work-based Learning/ job shadowing
- O Volunteer opportunities
- A Financial Literacy Education
- R Entrepreneurial Skills Training
- D

High School Course Selection and Post-Secondary Planning

- M Link activities and explorations to post-secondary planning
- I High School Tours
- D Parent night, high school course selection
- D Lunch and Learn –Exploring the 16 Career Pathways
- L High school course selection process begins
- E High School orientations for students and parents/ work with counselors and CTE staff
- H Share Career Cluster Documents with students during course registration, parent nights
- I Parent Night, share articulation credit possibilities, CCP)
- G CDC and school counselors partner to meet with students to discuss course selection, post-secondary planning including high school plan
- H Use Career Cruising, CFNC with students
- Career Fairs
- Promote certifications and credentials for students
- Multicultural programs for EL parents
- Career Shadows, student internships
- Pre-ACT Assessments and questionnaires
- Promote and coordinate volunteer and service learning opportunities
- Promote extra-curricular camps and workshops offered at post-secondary institutions related to career choices
- Assist with scholarship and financial aid process
- Coordinate transition fair for EC and 504 students

NC Works Pathways
Comprehensive Career Guidance and Counseling Grades 6- Adult
Information from all Partners

COMMUNITY COLLEGE

- Sponsor Lunch and Learn and/or Tuesday Talks with a focus on "soft skills" and "technical skills"
- Promote CTE Internship via email
- Job Shadowing
- Financial Aid Workshops
- Registering for CRC credential
- Individual and group counseling sessions with faculty, Dean and/or Advisor
- Assignment of student advisor in Student Success and Enrollment Management area who has specific knowledge related to health science programs advisement.
- Articulated credit between high school and community college.
- Well defined pathways for all health science programs at COA and use of CCP and CTE pathways in high schools to obtain college credit towards all health science programs at the college while in high school.
- Secondary Education meetings annually with CCP and CTE high school counselors to share pathway options and marketing materials.
- COA advisors go to high schools to assist with testing and advising of high school students. Dedicated Secondary Education Director and a college recruitment position that facilitate high school pathways.
- Well defined pathway for college transfer toward Business or IT-related university level degrees and use of CCP pathways in high schools to begin obtaining transferable college credit from the community college while in high school.
- Utilize SAT and ACT for post-secondary planning and placement
- Open house events and Campus tours of College campuses
- Connect sessions for new students

WDB

- Career Fairs
- Referral to Community College website
- FAFSA application information
- Referral to Title I services
- NCWorks Objective Assessment

Comprehensive Career Guidance and Counseling Best Practices

Grades 6 – Adult

Northeastern North Carolina Career Pathways

Updated March 2018

Career Pathways Resources

Brochures: Each WDB area has brochures for each pathway, which include contact information for the community colleges and the career centers. These are great tools when talking with jobseekers about programs they might be interested in.

Career Ladders: These ladders were created with data from our 20 county region based on the first quarter of 2018. The data was pulled from EMSI and NCWorks.gov. A few things to note...

- The "hourly rate" is an average based on the number of jobs that fall in that category under the career pathway. For example, the advanced manufacturing ladder shows an average hourly rate of $30.10 for a full certificate but $18.63 for an associate's degree. However, there is only one job under the certificate while there are eight job titles under associate's degree.
- The areas where there are no high-growth jobs are subject to change as more colleges begin to offer training opportunities in those areas and as more jobs are created in those pathways.
- We are working on securing funding to print posters with the career ladders, at least one for each office. You can access pdf versions of all our career ladders on our website under "news".

Success Stories: We were able to complete four success story videos so far. You can show these to job seekers who might be interested in similar careers. Also, be sure to think about success stories in your organization and email me their information in case we find more funding for future videos.

Daysha Spence
https://youtu.be/7jkIVVHTflg

Melissa Wilson
https://youtu.be/ajGvq01YS8I

Rakenza Whitaker
https://youtu.be/G5zz6XS699c

Joshua Wilson
https://youtu.be/495mdMNfBn4

Website: Our website is currently under construction, in hopes to make a little more user friendly. Until then, be sure to check the "news" section for documents and information related to pathways. You can find an electronic version of our toolkit, liaison contact information and past metrics via our website. You can also find links to register for upcoming events or sign up for our newsletter. Under "resources" you can find lesson plans for career development, part of our GADJ initiative. www.nencpathways.org

Social Media: Follow us on Facebook, Twitter and Instagram for news and resources for and from our partners. If you have something pathway related you want to share, please email me (brandi.bragg@nccommerce.com).

Traitify: This quick visual assessment is great for helping job seekers better understand their personality and matches careers to the individual. With links to O*Net and NCWorks, it's a great tool. https://nencpathways.traitify.com

Assessing Self

1. Personality and Career Assessment: Traitify (http://nencpathways.traitify.com)
2. Interest Profiler(www.NCCareers.Org)
3. Variety of Personality Assessments (https://openpsychometrics.org/)

Exploring Options

1. College and Funding information (www.CFNC.org)
2. Free personalized career advice from real-life professionals (www.CareerVillage.org)
3. Labor Market Information LMI (www.NCWorks.gov)

Developing Skills

1. NCRC Assessment Based Credential (http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html)
2. Learn and Develop Skills (www.GCFLearnFree.org)
3. COA/ECSU or Military or Apprenticeship

Marketing Self

1. Networking (https://careerservices.erau.edu/wp-content/uploads/2014/10/networking.pdf)
2. Interviewing (https://www.ncbionetwork.org/educational-resources/elearning/interactive-elearning-tools/job-interviewing)
3. LinkedIn (https://www.linkedin.com/pulse/how-create-killer-linkedin-profile-get-you-noticed-bernard-marr)

Performing

1. Local Resources (https://nccommunitycolleges.auntbertha.com)
2. Financial Literacy (https://alison.com/course/financial-literacy)
3. Soft Skills (https://learning.linkedin.com/content-library/online-business-courses/soft-skills)

www.nencpathways.org

Career Development Plan for Future Ready Core
Perquimans County High School

PQ Schools

Name: _____ _____ _____
Last   First   Middle

Date of Birth: _____ **Sex** (*circle one*): Male   Female

CFNC: Username: _____ **Password:** _____

Career Goal: _____

Course of Study: _____ Future Ready Core* _____ Occupational _____ Year Entering 9th Grade

*(Recommended that a Career Cluster be selected)

Concentrations
- Career and Technical Education Pathway
- Arts
- Second Language
- Advanced Placement
- College Courses
- English, Math, Science, or Social Studies

6 electives are required for graduation

PROJECTED
(Note: This is a projection. This does not mean you will be required to take these classes. Fill out 8 credits per year.)

9th Grade (___)	10th Grade (___)	11th Grade (___)	12th Grade (___)
English	English	English	English
Math	Math	Math	Math
Science	Science	Science	
Social Studies	Social Studies	Social Studies	
Health/PE	Social Studies		
Elective:	Elective:	Elective:	Elective:
Elective:	Elective:	Elective:	Elective:
Elective:	Elective:	Elective:	Elective:

ACTUAL
(Note: You will not fill out this area until you reach high school. At that time you will fill out each year with your HS counselor.)

9th Grade (___)	10th Grade (___)	11th Grade (___)	12th Grade (___)
English	English	English	English
Math	Math	Math	Math
Science	Science	Science	
Social Studies	Social Studies	Social Studies	
Health/PE	Social Studies		
Elective:	Elective:	Elective:	Elective:
Elective:	Elective:	Elective:	Elective:
Elective:	Elective:	Elective:	Elective:

_____ Date _____   _____ Parent/Guardian
Student

_____ Date _____   _____ Date _____
Counselor – grade 8   Counselor – grade 9

_____ Date _____   _____ Date _____
Counselor – grade 10   Counselor – grade 11

"Perquimans County Schools administers all education programs and employment activities without discrimination against any person on the basis of gender, race, color, religion, national or ethnic origin, age, disability, socioeconomic status, parental or marital status."

PR Schools
PERQUIMANS COUNTY SCHOOLS
411 Edenton Road Street
Hertford, NC 27944

Electronic Portfolio and Presentation

Each of the eight components must be included in the portfolio.

1. **Introduction:** Include your name, school's name, internship location and supervisor.

2. **Resume:** Include your most recent resume include the following
   a. Your achievements or awards while in school
   b. Sports or activities that you have participated in
   c. Community activities
   d. Skills or Credentials Earned
   e. Work Experience

3. **Post Graduation Plans:** What do you want to have achieved in 5 years.

4. **Personal Learning: Take a Career Assessment:** *Traitify https://nencpathways.traitify.com/ Use your school email address and under the drop down student/client select Perquimans.*

   In addition to the technical skills required to do your job, you also need to focus on soft skills. These skills include areas such as leadership, problem solving, creative thinking, communication and collaboration. Complete the soft skills inventory, Mindtools. Identify the three lowest scored areas. Think about these skills. What area do you need to learn more about that will prepare you for your career or enhance your ability to complete your internship. Develop three strategies that you can implement to improve your focus skill. Implement the strategies and reflect on your growth.

5. **Information about the Company/Business:** Include information about the business that highlights the operations, number of employees, departments, major products or services, health, safety and environmental issues. Include photos.

6. **Internship Summary:** Detail of your job duties, skills you used, skills you learned about the job and yourself as a worker. Tell how your internship influenced your career choice or your choice of post graduation plans. Create a 6-word power statement about your experience. You may include photos of you at work.

7. **Business Thank You Letter:** Compose a letter of appreciation to your Internship Sponsor. Make sure you use business letter format. Send the letter to your sponsor.

8. **Recommendation Letter:** Ask a current employer or a current or past teacher to write a letter of recommendation for you. Someone related to you or by a teenager cannot write the letter. It should be from an adult who knows you personally or at work.

9. **Post Internship Evaluation:** Your Business Sponsor will need to complete this form for you.

10. **Presentation:** 1. Mock Presentation to a class. 2. Present your portfolio to the Internship Panel.

"Proud Of Our Past, Focused On Our Future"

CTE⁵

Student Advising Syllabus

Mission Statement

College of The Albemarle's (COA) Student Success and Enrollment Management (SSEM) provides intentional, proactive, innovative outreach and support services to prospective and enrolled students.

Definition and Learning Outcomes

Advising is a partnership between you and your advisor that maximizes your potential to:

1. Clarify your life goals and career goals
2. Develop an education plan and completion date
3. Identify appropriate resources and services that support your educational goals
4. Understand policies, procedures, and expectations important to your college experience and success

Approach

Your Role

- Recognize your strengths/values/interests and develop achievable goals consistent with these
- Work with your advisor to develop an educational plan and a career plan
- Follow through on advising recommendations in a timely manner
- Be accessible via phone, COA email and by appointment
- Understand the requirements of your program of study
- Build relationships with faculty and staff to reach your educational and career goals
- Be proactive and seek out appropriate resources and services
- Navigate technology systems: **myCourses**, **myService website**, **Aviso** and **Career Coach™**

Your Advisor's Role

- Help you understand the value and purpose of higher education
- Create opportunities for you to communicate your goals
- Empower you to advocate for yourself
- Support you in creating your educational plan and career plan
- Provide an environment where you feel comfortable and receptive to the information shared with you
- Connect you with resources and services that assist you with social/personal, academic and career needs

COA   5.2

Student Planning Checklist

Before the first day of the first semester at COA	☐ Meet with an advisor to discuss plan/goals for classes (new students assigned SSEM advisor) ☐ Advisor's name: _____ ☐ Register for classes with an advisor and get printout of schedule ☐ Register and pay for classes before deadline ☐ Attend **New Student Orientation** ☐ Review COA course catalog and student code of conduct, academic policies and confidentiality (FERPA) Note: Review attached important dates/deadlines sheet
Ongoing	☐ Review **important dates/deadlines** (registration priority, payment, withdrawals, etc.) ☐ Use myService to schedule classes, track academic progress, and develop/revise your timeline educational plan, and to track financial aid ☐ Understand advising next step ☐ Be accessible via phone, COA email and by appointment with advisor (continue to check emails) ☐ Connect with campus resources for support (tutoring, disability services, internships) as needed ☐ Consider educational and career goals; Set up a Career Coach profile ☐ Review program of study requirements, including general education and program specific courses
1st semester	☐ Take ACA 111 or ACA 122 ☐ Learn about campus activities and **student organizations** ☐ Schedule and attend a mandatory advising appointment to discuss plan/goals during priority advising times (September and February) for classes: _____ ☐ Advisor's name: _____ ☐ Review your program of study curriculum guide prior to meeting advisor ☐ Program of study/major: _____ ☐ Prepare questions for meeting with assigned advisor ☐ Develop/revise your academic plan utilizing myService timeline ☐ If transferring to a four-year college, develop a transfer plan and attend the transfer fair ☐ Explore possible career outcomes of educational goals using Career Coach and other resources ☐ Consider commitments that may impact your course schedule and study plan ☐ Know your priority registration date: _____ ☐ Check academic calendar (important dates/deadlines) for registration and semester start dates ☐ You *must* submit official transcripts by the end of the first semester
2nd semester	☐ Schedule and attend a mandatory advising appointment with advisor ☐ Be able to communicate educational and career goals ☐ Know your priority registration date: _____

☐ Consider completion timeline for educational goals

☐ Review ongoing commitments that may impact subsequent course schedule and study plan

After completing 30 hours	☐ Consider completion timeline for educational goals
	☐ Use myService to schedule classes, track academic progress and check financial aid status
	☐ Meet with an advisor as needed
	☐ Update your resume in Career Coach, prepare for interviews and attend career/transfer fairs
	☐ Explore Work-Based Learning, internships or Study Abroad opportunities
Prior to final semester	☐ Meet with academic advisor or faculty advisor to review program evaluation and graduation requirements for program of study before graduation
	☐ Finalize career/transfer plans
	☐ Apply for graduation

myService

The myService website provides access to your academic records and the college registration system, and is an important tool to learn how to use. MyService allows you to:

- Contact your advisor
- See your semester course schedule
- Evaluate your course completion progress toward your program of study
- See your transcript
- Pre-register and register for classes
- Drop and add classes
- Pay for classes using MasterCard™, Discover™, American Express™ or Visa™
- Access the E-Cashier monthly payment plan
- Check your financial aid status

Program of Study

A COA program of study is similar to a major. Each program of study has a curriculum guide with an outline of classes required to graduate, and is available as a printable PDF in the online catalog and on individual program of study web pages. You may also access the program evaluation in the myService site to view and print an evaluation of your progress toward completing requirements for a program of study.

Career Planning

College of The Albemarle's (COA) advisors offer career services to help you with decision making and career planning. The extra time and effort you take now can pay off with a lifetime of job satisfaction and income. Career planning involves learning about yourself, exploring different careers, and using tools and resources to help you find your niche — the best career fit for your unique talents, abilities, skills, personality, interests and values.

If you're undecided about your major and your future, or you're making a career change, contact an advisor and use the links below to begin your career search.

Career Services

Explore careers, job information and COA programs with **Career Coach™**.

CFNC offers a free career planning guide to help you match your personality, interests, values and abilities with over 900 careers.

Career One Stop, sponsored by the U.S. Department of Labor, offers employment information, inspiration and helpful tools for job seekers, students, businesses and career professionals, including links to ONET and the Occupational Outlook Handbook.

NC Works Career Center

Elizabeth City Campus: AE Building

Visit the center to access career assessments, career guidance/counseling, resume assistance, interview skills, funding for training, and job search assistance. Weekly workshops will also be available at the center. Open to students and the public.

For more information, call NC Works at **252-331-4798** or Kelvin Brown at **252-335-0821 ext. 2243**.

Day	Hours
Monday – Thursday	9 a.m. – 4 p.m.
Friday	9 a.m. – noon

NC Works is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina.

Access Your Program Evaluation

Program evaluations are for advising purposes only and should be reviewed with your advisor. Please note that only the Registrar can clear you for graduation.

1. Log in to WebAdvisor.
2. Under the heading "Academic Planning," select "Program Evaluation."
3. You may submit either an active academic program or a "What If" program to review. If you have multiple active programs that you're pursuing, choose the one you want to review.
4. Click "submit" at the bottom of the screen. The academic evaluation will appear on your screen. To print a copy, select the print icon on your browser.

PR Schools

PERQUIMANS COUNTY SCHOOLS
411 Edenton Road Street
Hertford, NC 27944

Internship and Course Work Guidelines

The potential student intern must complete 10 hours of job shadowing, application and job interview prior to acceptance to the intern site. The student intern and his/her parent/guardian must read this information and sign contracts prior to starting an Internship. Employer sponsors must also sign the contract. A work permit is required for interns under 18 years of age.

This course of training is designed to operate for an 18-week period with a minimum of 135 hours per credit with a maximum of 2 credits per school year. The training will be in accordance with the outlined responsibilities agreed upon by the student, parent/guardian, employer sponsor and teacher coordinator. There are three components: the on-the-job experience, the electronic portfolio and an oral presentation of career readiness.

Return to:
Latonya Frost
Career Development Coordinator

latonyafrost@pqschools.org
252-426-5741 x 238

Jill Cohen
Director of Career Technical Education

jcohen@pqschools.org
252-426-5741 x 233

Pathway:	
Student:	Intern Site:
Email address:	Employer Sponsor:
Birthdate:	Site Address:
Address:	Telephone #
Parent/Guardian	Email Address
Parent/Guardian Phone:	Teacher Coordinator (TC)
Parent/Guardian Email	TC Phone and Email

"Proud Of Our Past, Focused On Our Future"

CTE[1]

PQ Schools

PERQUIMANS COUNTY SCHOOLS

411 Edenton Road Street

Hertford, NC 27944

EXPECTATIONS

The student agrees to:

1. Complete activities as assigned by employer sponsor to the best of my ability.
2. Behave in a responsible manner with honesty and integrity. Perform all tasks in an ethical manner including keeping any classified or sensitive company information confidential.
3. Be regular in attendance and on time to the internship. Notify your employer sponsor no later than two hours before the reporting time if unable to report.
4. Conform to all rules and regulations of the business. Special attention is called to regulations pertaining to dress, conduct, safety and attendance.
5. If necessary and permission is given to terminate the work based learning experience, the student will receive a failing grade. No high school credit will be earned.
6. Abide by all Perquimans County Schools' policies and procedures including the Internship guidelines of hours, electronic portfolio and presentation.

The Teacher Coordinator agrees to:

1. Provide a copy of this document to all parties involved.
2. Be a licensed teacher with an appropriate background for creating placements and supervising interns.
3. Assist the student in developing a written program of work outlining the goals of the internship, the competencies to be mastered by the intern, and the strategies to be employed to achieve the goals of the internship.
4. Monitor intern performance during the experience by co-signing the intern's time sheet.
5. Read and evaluate the intern's documentations for the portfolio.
6. Maintain contact with the employer sponsor as needed, based on the intern's time sheet or through informal meetings. This contact could be by phone, email or visitation as agreed upon between teacher coordinator and employer sponsor.

The Parents/Guardian agree to:

1. Provide transportation for the intern to and from the internship site.
2. Encourage the intern to complete all requirements of the internship program.
3. Report any concerns regarding the internship to the Teacher Coordinator or the Director of CTE.
4. Allow the intern to submit to Criminal Background Check, Drug Screening, Tuberculosis Skin Testing and/or other screening/testing and Flu Vaccination if required by the internship site.

The Employer Sponsor agrees to:

1. Provide a challenging learning situation for the student by including the student in as many aspects of the business as possible.
2. Ensure the student's work activity will be supervised by experienced and qualified person(s) and with the same consideration given other employees with regard to labor standards, safety, work conditions and other regulations.
3. Ensure that all tasks are performed with appropriate safety equipment.
4. Confer with the intern to provide feedback on strengths and areas to be improved by completing the mid-internship checklist and final evaluation at end of the internship
5. Verify a record of intern's hours
6. Notify the Teacher Coordinator or Director of CTE if the student is not adhering to the expectations of the program/employment standards.

SIGNATURE PAGE TO FOLLOW

"Proud Of Our Past, Focused On Our Future"

CTE²

RELEASE FORM/ CONFIDENTIALITY STATEMENT:

Each Intern and Parent/Guardian must agree to the following terms to participate in the Internship Program:

1. **Release Form**

   The staff of the Internship program and all community intern sponsors will make every effort to insure the health, safety, and welfare of all student interns. In the event of an accident, illness or emergency, no community sponsor, employee of the sponsor or of Perquimans County Schools shall be liable for any injury, loss, damage, delay or curtailment, however caused, or the consequences thereof, which may occur during any portion of the internship program. This includes, but is not limited to, travel to and from the internship site, and during the completion of internship site activities. I have read the above paragraph and accept the statements set forth.

   Student Signature _____ Date _____
   Parent/
   Guardian Signature _____ Date _____

2. **Confidentiality Statement**

   While serving as an intern for **Perquimans County Schools**, I understand that it is my legal and ethical responsibility to keep all information obtained during my internship in complete confidence forever. I promise to adhere to this policy of confidentiality. I understand that the credibility of my (the student's) internship will be directly affected by my adhering to this policy. I also understand that breach of confidentiality will result in termination of the internship.

   Student Signature _____ Date _____
   Parent/
   Guardian Signature _____ Date _____

Consent to Release Pictures/Statements (Optional)

Photos or interviews may be made of me/my student during the internship to promote the program. This statement authorizes the taking and release of pictures/statement held by Perquimans County Schools pertaining to the Internship.

Student Signature _____ Date _____
Parent
Guardian Signature _____ Date _____

P Schools
PERQUIMANS COUNTY SCHOOLS
411 Edenton Road Street
Hertford, NC 27944

SIGNATURES:

| STUDENT | DATE | TEACHER/CAREER COORDINATOR | DATE |

| EMPLOYER SPONSOR | DATE | PARENT/GUARDIAN | DATE |

| PRINCIPAL | DATE | GUIDANCE COUNSELOR | DATE |

"Proud Of Our Past, Focused On Our Future"

CTE³

3rd Annual COLLEGE TO CAREER Signing Day

WHY

Career and Technical Education can launch your successful career without a four year degree. Learn more at **www.albemarle.edu/c2csigning**.

College of The Albemarle Foundation will award Career and Technical Education Scholarships just for students at the event. $15,000 was awarded at last year's Signing Day.**

Find out about the scholarship funding available especially for Career and Technical Education students, and how easy it is to apply!
www.albemarle.edu/scholarships

Have access to on-site Advisors.

Share the excitement of starting the next chapter in your life with family and friends.

WHEN

Thursday, April 30, 2020

5:00 p.m. Event Registration
5:30 p.m. Signing Ceremony
6:00 p.m. Light Refreshments

Performing Arts Center
COA's Elizabeth City Campus
1208 N Road Street

HOW

1. Sign Up
Reserve your spot by April 24!
www.albemarle.edu/c2csigning

2. Apply to COA Online
www.albemarle.edu/apply-register

3. Complete Your FAFSA
Get your FSA ID at **studentaid.gov/fsaid** then go to **fafsa.ed.gov** to complete your Free Application for Federal Student Aid (FAFSA).
COA School Code: 002917

4. Apply for Scholarships
www.albemarle.edu/scholarships

QUESTIONS?

Contact Michelle Waters

Dean, Business, Industry & Applied Technologies

at 252-335-0821 ext. 2407 or michelle_waters@albemarle.edu

** To be eligible for any COA scholarship, students must complete the required paperwork through COA's Foundation Office. Scholarship winners will only be able to use the awarded scholarship funds once enrolled in a designated Career and Technical Education program or approved pathway.

COLLEGE OF THE ALBEMARLE

3rd Annual COLLEGE TO CAREER Signing Day

April 30, 2020

College of The Albemarle will be hosting the 3rd Annual College to Career Signing Day event. Similar to athletic signings, new students for the 2020-2021 school year will ink their intentions to attend College of The Albemarle*. This event is designed to celebrate with family and friends by honoring students who are committed to entering a career and technical field of study which will take them from College to Career. Programs of study included are:

- Agribusiness Technology
- Aviation Systems Technology
- Computer-Aided Drafting and Design (CAD)
- Computer Integrated Machining
- Cosmetology
- Criminal Justice Technology
- Culinary Arts
- Emergency Medical Sciences
- Early Childhood Education
- General or Global Business
- Health & Fitness Science
- Healthcare Business Informatics
- HVAC Technology
- Human Services Technology
- Information Technology (IT – 3 Degree Options)
- Medical Assisting
- Medical Laboratory Technology
- Medical Office Administration
- Nursing (Associate or Practical)
- Nurse Aide
- Phlebotomy
- Surgical Technology
- Welding

COLLEGE OF THE ALBEMARLE

*Intention to attend does not guarantee a student a seat or admissions into a program of study. Enrollment in many programs is limited and is filled on a first come or selective admissions basis.
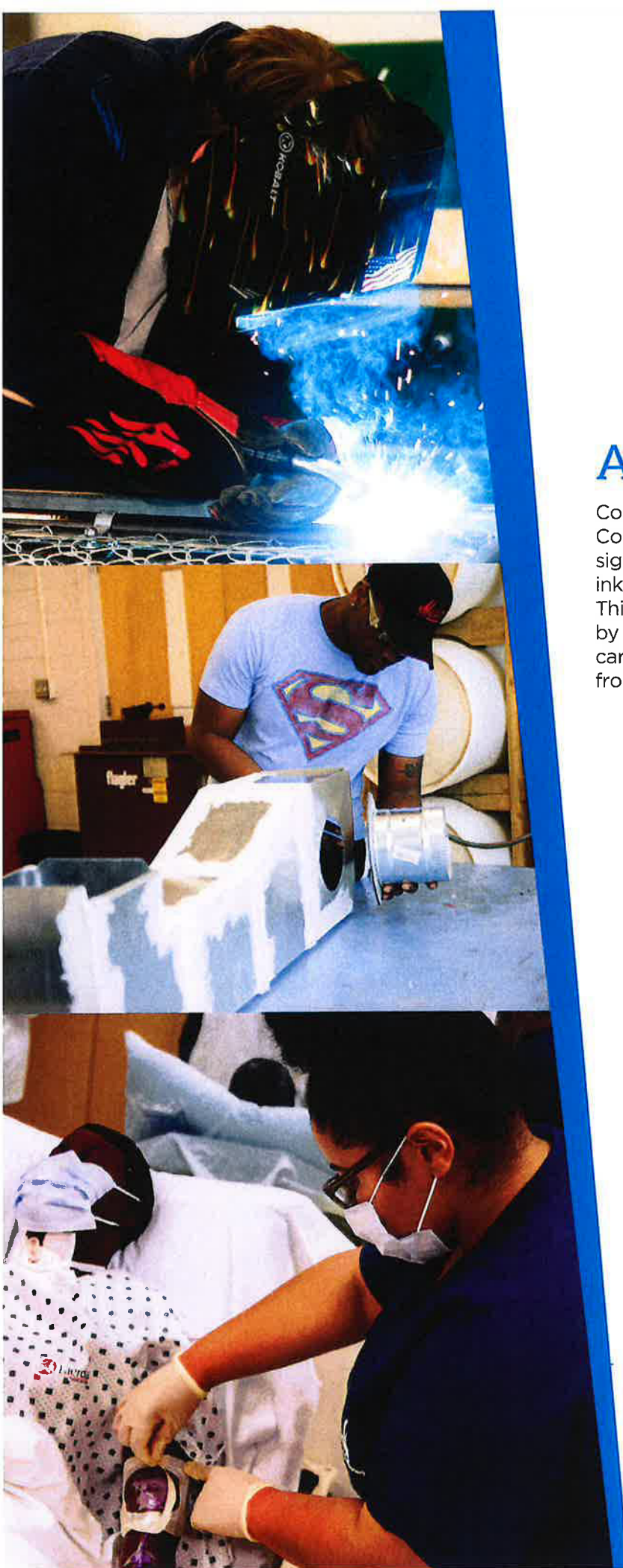
LOOKING FOR A GOOD JOB?

Check out the new Work Opportunities Job Board on COA's Career Coach!

Go to **www.albemarle.edu/coach**

Click on **Work Opportunities**

Employers add new jobs all the time, so check back often!

COLLEGE OF THE ALBEMARLE

Adult Learners   **Criteria 6**

A WDB-led implementation initiative focused on unemployed, underemployed and incumbent workers.

Career Awareness Activities   NC Works/ Career Centers

Career awareness activities related to business support services (BUS / IT) pathways in Pasquotank County.

11/26/18 worked with Northeastern High School Students on jobs available in the region/career planning, same workshop completed for Pasquotank High School Career Readiness Class

Career awareness activities related to business support services (BUS / IT) pathways in Dare County.

10/1/2018 began holding NCWorks for Job Seekers Quarterly

11/26/18 worked with Manteo High School Students Career Readiness Class on jobs available in the region/career planning

03/18/2019 assisted patrons at Hatteras Library

Career awareness activities related to business support services (BUS / IT) pathways in Gates County.

01/28/2019, 03/25/2019, 06/27/19 Held NCWorks for Job Seekers at Gates County Library

Career awareness activities related to business support services (BUS / IT) pathways in Camden County.

2/11/2019 Held NCWorks for Job Seekers Camden County Library

2/18/19 worked with Camden County High School Students Career Readiness Class on jobs available in the region/career planning

3/11/2019 & 03/18/2019 assisted students 1:1 at Camden County High School for Career Planning 3/18/19 Assisted Job Seekers at Camden County Library

03/18/19 worked with Camden County Early College Students Career Readiness Class on jobs available in the region/career planning

05/02/19 worked Camden County High School Career Management class

Career awareness activities related to business support services (BUS / IT) pathways in Currituck County.

11/2/18 worked with Currituck County High School Students on jobs available in the region/career planning

9/26 & 27/2019 Held NCWorks for Job Seekers Barco and Moyock County Libraries

Career awareness activities related to business support services (BUS / IT) pathways in Chowan County.

10/1/2018-03/01/2019   NCWorks for Job Seeker sessions monthly at Chowan County Library

11/2018 Presented to Economic Improvement Council Employees, DSS Employees and clients at Chowan EIC

11/208 Assisted clients with Christian Women's Job Corp in Chowan County

Additional Meetings:

Advanced Manufacturing Day - Oct. 4
11/2/18 worked with Currituck County High School Students on jobs available in the region/career planning 9/26 & 27/2019 Held NCWorks for Job Seekers Barco and Moyock County Libraries
Adv. Machining Day
Advanced manufacturing day

NCWorks for Job Seeker sessions monthly at Chowan County Library from 10/1/2018-03/01/2019 Presented to Economic Improvement Council Employees, DSS Employees and clients at Chowan EIC 11/2018 Assisted clients with Christian Women's Job Corp in Chowan County 11/208

Same as above in Washington, Tyrrell, Hyde counties monthly Library workshops to assist job seekers with career planning. Also worked with Tyrrell and Washington County schools to assist students 1x in the past year.

Business Support Service Careers

Business Support Services is an established and growing industry in North Carolina. Advances in technology make the field even broader. All employers utilize some form of the business support services arena.

For example, Office Administration encompasses clerical staff and office managers. Finance jobs include bookkeepers, accounting technicians and financial officers. Information Technology jobs deal with computers, software, networking and the technical infrastructure of the company. Logistics and Distribution jobs are associated with analyzing, developing and implementing strategic plans that affect production, distribution, and inventory.

Let us help you find your pathway to success!

NC Career Pathways
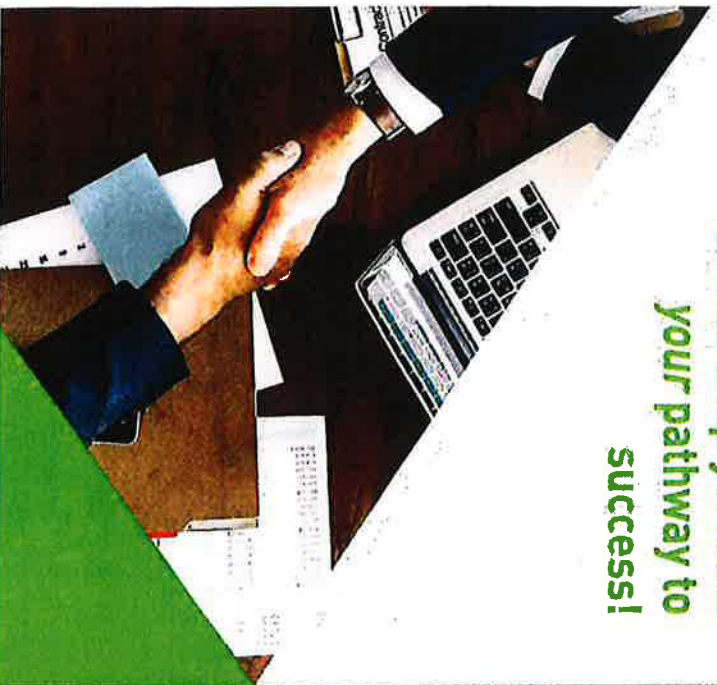
Required Skills

Jobs in the business support sector require a complete understanding and mastery of a variety of skill sets, including:

Math, Reading & Communication
The essentials for understanding complex steps in business systems and industry standards.

Business Management & Finance
Develop a broad understanding of businesses and knowledge in markets, customers, finance, operations, communication, policy and strategy.

Entrepreneurship
The process of designing, planning, launching and running a new business.

Information Technology
Using computers to store, retrieve, transmit, and manipulate data, and other information.

Accounting & Mircosoft Office
Commonly used methods and software recommended for medical office administration.

Financial Assistance is Available!
You may qualify for free assistance with tuition, books, travel expenses, childcare, test fees, and supplies. Please contact your local NCWorks Career Center for more information.

Training Programs

Your NCWorks Career Center can assist you with more information on the following Business Support Services related training programs:

- Accounting
- Advertising & Graphic Design
- Business Administration
- Computer Programming and Development
- Healthcare Management Technology
- Human Resource Management
- Information Technology
- Marketing
- Medical Office Administration
- Network Management
- Office Administration
- Paralegal Technology
- Software & Web Development
- IT Support & Services
- Web Administration & Design

PREPARE FOR CAREERS SUCH AS:

Office Manager	Administrative Assistant	Operations Manager
Business Teacher	Digital Manager	Customer Service Rep
Computer Systems Analyst	Logistics Engineer	Accountant
Distribution Clerk	Receptionist	Software Developer
Sales Manager	Auditor	Information Tech Teacher
		Materials Manager
		Transportation Manager
		Computer Specialist
		Quality Data Manager
		Inventory/Control Manage

BUSINESS SUPPORT SERVICES
CAREER PATHS

	BUSINESS ADMINISTRATION AND SUPPORT	INFORMATION TECHNOLOGY	LOGISTICS AND SUPPLY CHAIN MANAGEMENT
HIGH SCHOOL OR GED	RECEPTIONISTS AND INFORMATION CLERKS, FILE CLERKS, CUSTOMER SERVICE REPRESENTATIVES ANNUAL OPENINGS: 1029 — $12.81 HOURLY RATE	NO HIGH-GROWTH JOBS AT THE HIGH SCHOOL LEVEL IN THIS PATHWAY	CARGO / FREIGHT AGENTS, SHIPPING, RECEIVING, AND TRAFFIC CLERKS, LIGHT TRUCK / DELIVERY DRIVERS ANNUAL OPENINGS: 329 — $16.30 HOURLY RATE
FULL CERTIFICATE OR DIPLOMA (1-2 YRS)	PAYROLL AND TIMEKEEPING CLERKS, BILLING AND POSTING CLERKS ANNUAL OPENINGS: 143 — $17.80 HOURLY RATE	SOFTWARE DEVELOPERS, WEB DEVELOPERS, NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS ANNUAL OPENINGS: 183 — $29.38 HOURLY RATE	HEAVY AND TRACTOR-TRAILER TRUCK DRIVERS ANNUAL OPENINGS: 450 — $18.19 HOURLY RATE
ASSOCIATE DEGREE (2 YRS)	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, PARALEGALS AND LEGAL ASSISTANTS ANNUAL OPENINGS: 441 — $17.32 HOURLY RATE	NO HIGH-GROWTH JOBS AT THE ASSOCIATE DEGREE LEVEL IN THIS PATHWAY	NO HIGH-GROWTH JOBS AT THE ASSOCIATE DEGREE LEVEL IN THIS PATHWAY
BA/BS (4 YRS)	HUMAN RESOURCES MANAGERS, FINANCIAL MANAGERS, ADMINISTRATIVE SERVICES MANAGERS ANNUAL OPENINGS: 104 — $52.64 HOURLY RATE	COMPUTER SYSTEMS ANALYSTS, COMPUTER PROGRAMMERS ANNUAL OPENINGS: 48 — $36.50 HOURLY RATE	TRANSPORTATION, STORAGE, AND DISTRIBUTION MANAGERS ANNUAL OPENINGS: 11 — $45.09 HOURLY RATE
MASTER'S/ DOCTORAL PROFESSIONAL DEGREE	GENERAL AND OPERATIONS MANAGERS, CHIEF EXECUTIVES ANNUAL OPENINGS: 314 — $72.32 HOURLY RATE	COMPUTER AND INFORMATION SYSTEMS MANAGERS ANNUAL OPENINGS: 27 — $55.36 HOURLY RATE	NO HIGH-GROWTH JOBS AT THE MASTER'S / DOCTORAL LEVEL IN THIS PATHWAY

ELIZABETH CITY REGION

Top Star Jobs

Top careers with high wages and employment growth by education requirements

Advanced Degree

	Median Hourly Wage	Median Annual Wage
⭐ Pharmacists	$69.97	$145,540
⭐ Physical Therapists	$41.74	$86,811
⭐ Physician Assistants	$60.08	$124,959
⭐ Speech-Language Pathologists	$28.32	$58,914
⭐ Nurse Practitioners	$45.68	$95,008
⭐ Veterinarians	$39.76ᶦ	$82,709ᶦ
⭐ Educational, Guidance, School, & Vocational Counselors	$22.26	$46,310
⭐ Instructional Coordinators	$24.59	$51,153
⭐ Urban & Regional Planners	$29.47	$61,305
⭐ Education Administrators, Elementary & Secondary School	N/A	$67,191

All wage information (except where noted) is Regional Median Hourly and Annual Wage data which was calculated based on 2019 release of the Occupational Employment Statistics (OES) program of the Bureau of Labor Statistics. The OES program produces employment and wage estimates annually for more than 800 occupations for the U.S., individual states, and metropolitan and nonmetropolitan areas; National occupational estimates for specific industries are also available.

i. Prosperity Zone Median Wage

Note: Selected occupations for each education/experience category are based on the Star Jobs Methodology. Education categories in this brochure represent the minimum level of education required for entry according to the Bureau of Labor Statistics. Actual market conditions may require additional education and training.

What are Star Jobs?

North Carolina's 5-Star Jobs represent occupations with the greatest projected employment potential through 2026. Occupations were rated from 1-5 stars based on wages, projected growth rates, and projected job openings. For a complete list of Star Jobs and explanation of the rating process, visit www.nccommerce.com/data-tools-reports/labor-market-data-tools/employment-projections#star-jobs

For more information on North Carolina careers go to:

🌐 NCCareers.org 🐦 @CareersinNC ✉ lead@nccommerce.com

ELIZABETH CITY REGION

STAR JOBS
TOP JOBS BY EDUCATION
2019

Camden | Chowan | Currituck | Dare | Gates | Hyde
Pasquotank | Perquimans | Tyrrell | Washington

ELIZABETH CITY REGION
Top Star Jobs

Top careers with high wages and employment growth by education requirements

High School and Work Experience

Occupation	Median Hourly Wage	Median Annual Wage
Managers of Construction Trades & Extraction Workers	$25.97	$54,020
Managers of Mechanics, Installers, & Repairers	$28.45	$59,173
Property, Real Estate, & Community Assoc Managers	$25.10	$52,203
Food Service Managers	$28.60	$59,484
Self-Enrichment Education Teachers	$21.86	$45,466
Insurance Sales Agents	$22.79	$47,398
Electrical Power-Line Installers & Repairers	$26.97	$56,090
Managers of Landscaping & Groundskeeping Workers	$19.27	$40,088
Maintenance & Repair Workers, General	$15.78	$32,817
Managers of Retail Sales Workers	$19.08	$39,677

Postsecondary Training/Associate Degree

Occupation	Median Hourly Wage	Median Annual Wage
HVAC & Refrigeration Mechanics & Installers	$20.66	$42,970
Computer User Support Specialists	$22.02	$45,801
Paralegals & Legal Assistants	$19.97	$41,539
Physical Therapist Assistants	$28.88i	$60,068i
Automotive Service Technicians & Mechanics	$20.05	$41,707
Firefighters	$18.63	$38,751
Emergency Medical Technicians & Paramedics	$16.68	$34,685
Aircraft Mechanics & Service Technicians	$22.35	$46,492
Phlebotomists	$13.51i	$28,106i
Architectural & Civil Drafters	$25.65i	$53,348i

Postsecondary Training/Associate Degree (continued)

Occupation	Median Hourly Wage	Median Annual Wage
First-Line Supervisors of Fire Fighting & Prevention Workers	$28.37	$59,009
Heavy & Tractor-Trailer Truck Drivers	$16.24	$33,781
Medical Assistants	$14.45	$30,047
Telecom. Equip. Installers & Repairers, Except Line Installers	$23.56	$48,998
Clinical Laboratory Technologists & Technicians	$25.01	$52,016

Bachelor's Degree

Occupation	Median Hourly Wage	Median Annual Wage
General & Operations Managers	$42.28	$87,938
Registered Nurses	$29.54i	$61,441i
Accountants & Auditors	$28.91	$60,135
Child, Family, & School Social Workers	$20.53	$42,710
Market Research Analysts & Marketing Specialists	$23.36	$48,595
Construction Managers	$46.82	$97,390
Management Analysts	$43.50	$90,482
Appraisers & Assessors of Real Estate	$17.56	$36,532
Financial Managers	$42.22	$87,825
Medical & Health Services Managers	$51.95	$108,053
Training & Development Specialists	$24.29i	$50,522i
Sales Reps., Wholesale & Mfg., Tech. & Scientific Products	$40.62	$84,497
Sales Managers	$35.16	$73,123
Administrative Services Managers	$40.24	$83,695
Industrial Engineers	$36.27	$75,434

traitify
Self Discovery Guide

Unleash Your Personality

Discover personalized career paths unique to your personality and preferences.

Account Information

My Username

_____

My Password

_____

Directions

1. Select "Me" or "Not Me" as image relates or appeals to you and your work life.

2. Record your personality results below.

3. Examine your personality by reading your personality information, including blend, types, traits, and more.

4. Use your personality data to explore possible career paths, including majors and available jobs.

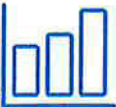## Your Career Personality Results

Traitify delivers personality scores on seven different personality types. Record your results in the spaces provided, and then review the different characteristics associated with each type, highlighting or circling any that reflect who you think you are, or maybe even the ones that don't sound like you.

_____ % **Action-Taker**
- Goal oriented
- Uses manual/physical skills
- Hands-on work
- Practical and applied
- "Get the job done" mentality

_____ % **Analyzer**
- Inquisitive-keen eye for experimental nature
- Looks deeply at information
- Enjoys solving problems
- Excels at uncovering new information
- Scientific mindset

_____ % **Inventor**
- Creative and contemporary
- Uses art to communicate
- Eclectic, expressive, introspective
- Gets "lost in their work"
- Enjoys creative projects

_____ % **Mentor**
- Caring and people oriented
- Skilled at communication
- Enjoys improving other's lives
- Enjoys working in a team setting
- Patient and compassionate

_____ % **Naturalist**
- Drawn to natural environments
- Works with plants and animals
- Enjoys the outdoors
- Orderly, functional, efficient
- Excels when working in nature

_____ % **Planner**
- Enjoys working in a system
- Uses details, data, and numbers
- Loves procedure and routine
- Methodical, precise, detailed
- Thrives in an office setting or in completing work in an organized manner

_____ % **Visionary**
- Charges ahead
- Takes on leadership roles
- Ambitious, energetic, innovative
- Loves to take risks and set trends
- Skilled at gaining confidence from others

Your Career Personality Blend

My Blend is: _____ & _____

Which characteristics of your personality blend sound like you? List them here.	Which characteristics of your personality blend DO NOT sound like you? List them here.

Read your Best Work Environments. Rank them in the order most important to you.

1. _____ 3. _____

2. _____ 4. _____

Explore Career Paths

Careers from my results I'm interested in:	Careers from my results that don't interest me:	What makes a good fit or a poor fit for you?

Next Steps

Discover More:
Continue to explore the recommended careers, and begin considering options you hadn't previously that have a strong match to your personality. Remember to consult your results for additional insight into the intricacies of your personality!

Share Your Results:
Whether you share your results on social media, or directly with your career guidance counselor, it's important to keep the discussion going to help you move towards your career goal. If you're able, set up an appointment with your counselor now!

ADVANCED RESUMES
TRANSFERABLE SKILLS ACTIVITY

TOTAL TIME
15 min

ACTIVITY TYPE
Writing

ACTIVITY INTRODUCTION

Transferable skills are skills that transfer from one environment to another such as home, school, work, service, or extra-curricular activities. On a resume, it is important students provide examples of how they have used skills in previous experiences.

RELATED LEARNING OUTCOMES

- Have the ability to articulate transferable skills obtained through various past experiences by describing how certain job duties led to the development of these skills.

ACTIVITY INSTRUCTIONS

1 Step One

Briefly introduce transferable skills. Refer to the activity sheet and ask the class to complete the form.

2 Step Two

Have students fill out the information on the flowchart:

1. Students should start with one job or volunteer experience
2. Have them break down the major tasks that they performed
3. Students then divide each task into the skills that they acquired

Mapping experiences will help students think about job descriptions for résumés, responses to interview questions, and phrases for cover letters. Students should concentrate on the broader and relevant skills that employers are seeking.
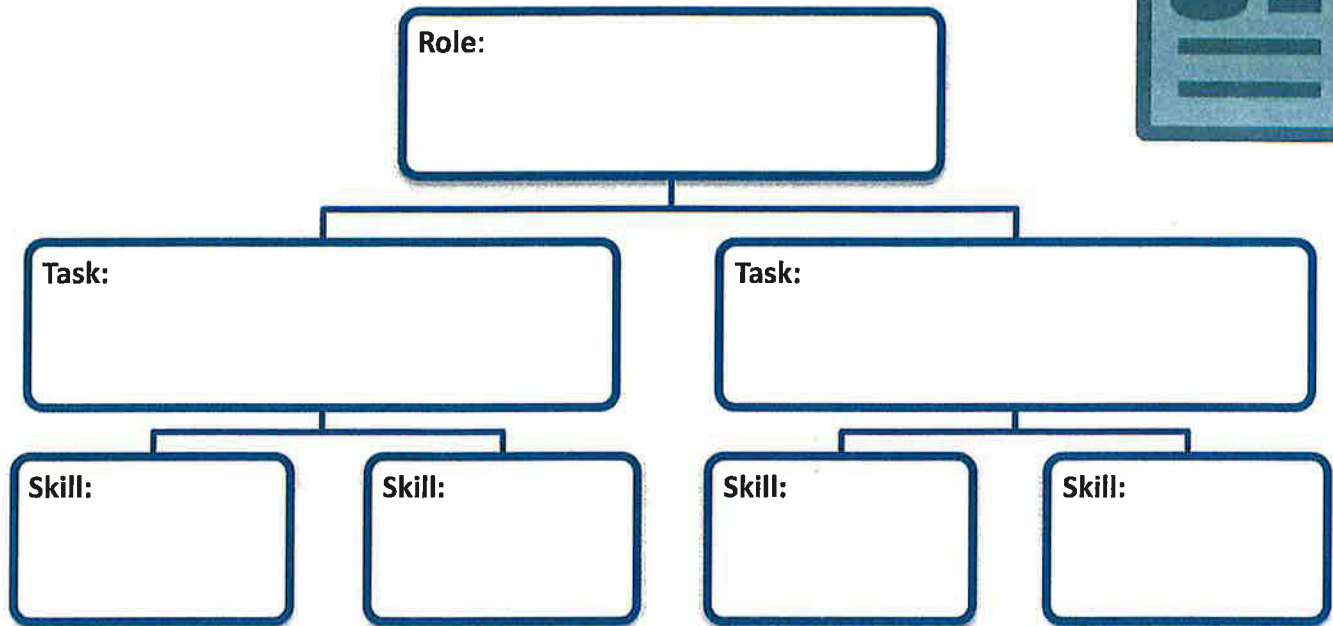
3 Step Three

Ask students to share with a partner one transferable skill and an example of how they used this skill.

CONCLUSION

Resumes should clearly communicate the transferable skills students have acquired. Encourage students to visit the MU Career Center to have a Career Specialist help them identify and convey those skills.

TRANSFERABLE SKILLS STUDENT ACTIVITY

Role:

Task:

Task:

Skill:

Skill:

Skill:

Skill:

① **Step One**

Identify a role (job or volunteer experience) you had recently had.

② **Step Two**

What did you do? Who were you interacting with? List the major tasks that you performed in this role.

③ **Step Three**

Consider what skills that you acquired from performing those tasks and complete the chart. If you need help, please consult the list of transferable skills found on the back side of this worksheet.

④ **Step Four**

Find a partner and share the role you choose, one skill you acquired or enhanced, and an example of how you used the skill.

Summary: It is important to describe your experience in terms of tasks and transferable skills so that employers fully understand how and what you accomplished.

TRANSFERABLE SKILLS STUDENT ACTIVITY

What are "transferable skills"?

Transferable skills can be defined as skills developed in one situation which can be transferred to another situation. They are sometimes called generic, soft or key skills. They are necessary for effective performance, not only in the workplace and in postgraduate study, but in life in general. Some examples of such skills include team work, communication skills, problem solving, planning and time management.

List of Skills:

MANAGEMENT & LEADERSHIP	COMMUNICATION	RESEARCH	ACHIEVEMENT
assigned	addressed	analyzed	achieved
attained	advertised	clarified	completed
chaired	arranged	collected	developed
consolidated	collaborated	conducted	implemented
coordinated	communicated	determined	maximized
developed	composed	evaluated	perfected
directed	contacted	examined	pioneered
enhanced	convinced	gathered	reduced
enforced	corresponded	identified	sparked
established	drafted	interpreted	spearheaded
evaluated	edited	invented	succeeded
executed	influenced	measured	surpassed
expanded	interpreted	researched	
hired	interviewed	reviewed	**HELPING**
improved	judged	surveyed	advocated
incorporated	lectured	tested	aided
increased	marketed		assisted
inspected	participated	**TECHNICAL**	cared for
managed	persuaded	applied	contributed
motivated	presented	assembled	counseled
navigated	promoted	built	diagnosed
organized	publicized	constructed	educated
oversaw	referred	designed	explained
planned	reported	developed	facilitated
prioritized	resolved	installed	helped
produced	spoke	maintained	influenced
reorganized	suggested	operated	mentored
reviewed	synthesized	programmed	provided
scheduled	translated		rehabilitated
supervised	wrote		supported
			volunteered

Comprehensive Career Guidance and Counseling Best Practices

Grades 6 – Adult

Northeastern
North Carolina
Career Pathways

Updated March 2018

COA and NCWorks

Advising Training for Business and IT Pathways

September 13, 2019

COLLEGE OF THE ALBEMARLE

Useful Links

- Want to find what degree options COA offers:
  - https://www.albemarle.edu/programs-classes/

- Steps to Apply and Register
  - https://www.albemarle.edu/apply-register/

- All can be found from our home page:
  www.albemarle.edu

Transform Your Tomorrow

COLLEGE OF THE ALBEMARLE

Helping Students Decide

- Career Coach
  - https://albemarle.emsicc.com/?radius=&region=75%20Mile%20Radius%20

- Career Center
  - Elizabeth City Campus

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Degree Overviews - Business

- General Business Administration
  - Associate in Applied Science (AAS)
  - Certificate

- Global Business Management
  - Associate in Applied Science
  - Certificate

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Other Opportunities

- Accelerated Program
  - Summer 2020

- Articulation Agreement with ECSU

- Certifications

- Work Based Learning – what are employers looking for

- Career and College Promise Dual Enrollment

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Degree Overviews - IT

- IT – 3 Degree Tracks / Options
  - Computer Programming – AAS and Certificate

  - Project Management – AAS and Certificate

  - Systems Administration and Support – AAs and Certificate

    - See "cheat sheet" for an overview of each

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Other Opportunities

- Certifications

- Work Based Learning – what are employers looking for

- **ECU** - https://cet.ecu.edu/techsystems/wp-content/pv-uploads/sites/2166/2019/02/BSIT_ICT_flyer_18-2.pdf

- Career and College Promise Dual Enrollment

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Advising / Student Registration Tools

- Self – Service
  - https://myservice.albemarle.edu:8173/Student/Account/Login?ReturnUrl=%2fStudent%2f

  - Progress Tool
  - Planning Tool

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Payment Options and Opportunities

- https://www.albemarle.edu/costs-paying-for-college/
  - FAFSA (Federal Aid)
  - Payment Plan
  - Scholarships
  - VA / Military
  - WIOA

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NC Works

Resources
and
Discussion

Questions

Next Steps for an Approved Pathway

COA and NC Works Business and IT Advising Training Session

Friday, September 13, 2019 @ 12pm

FC-230

Meeting Agenda

I. General Advising Information
    a. Useful Links
    b. Resources for Career Advisement

II. Degree Overviews
    a. Business
        i. Other Opportunities / Pathways
    b. Information Technology (IT)
        i. Other Opportunities / Pathways

III. Advisement Continued
    a. Tools
    b. Payment Options

IV. NC Works

V. Discussion
    a. Questions and Answers

VI. Next steps for certified pathway
    a. Suggestion of Business Partners

CAMDEN · CHOWAN · CURRITUCK · DARE · GATES · PASQUOTANK · PERQUIMANS

Dare County Campus
132 Russell Twiford Road
205 S Business Highway 64/264
Manteo, NC 27954
252-473-2264

Edenton-Chowan Campus
118 Blades Street
Edenton, NC 27932
252-482-7900

Elizabeth City Campus
1208 North Road Street
Elizabeth City, NC 27909
252-335-0821

**Regional Aviation and
Technical Training Center**
107 College Way
Barco, NC 27917
252-453-3035

A Guide to:

"I want to major in computers..."

CREATING SOFTWARE

- A typical computer programming student likes to analyze problems and find solutions.
- Work is most often office-based and involves independent and cooperative efforts to build computer-based solutions.
- Skills learned relate to designing systems and writing the program code that computers follow to complete tasks.

Computer Programming

"Make the computer do things"

ADMINISTRATING SYSTEMS

- A typical Systems Administration and Support student is interested in hardware configuration, operating systems, and network management
- Work is often office-based, but may require work in the field training users and troubleshooting computer issues. Work will require the ability to work both independently as well as part of a team.
- Skills learned relate to installing and maintaining systems, user accounts, and networks.

Systems Administration and Support

"Setup, maintain, and troubleshoot computers."

MANAGING PROJECTS

- A typical Project Management student likes to plan, develop, budget, and manage the use of resources.
- Work is office-based involving independent and cooperative efforts to build IT-related solutions for businesses and industries.
- Skills learned relate to budget management, tracking project progress, analyzing workloads, and allocating resources.

IT Project Management

"plan and implement projects."

Computer Programming
Degree or Certificates

Systems Admin and Support
Degree or Certificates

Project Management
Degree or Certificates

Core Skills
Computer Basics
Operating Systems
Logic and Design
Networking Fundamentals
Systems Analysis
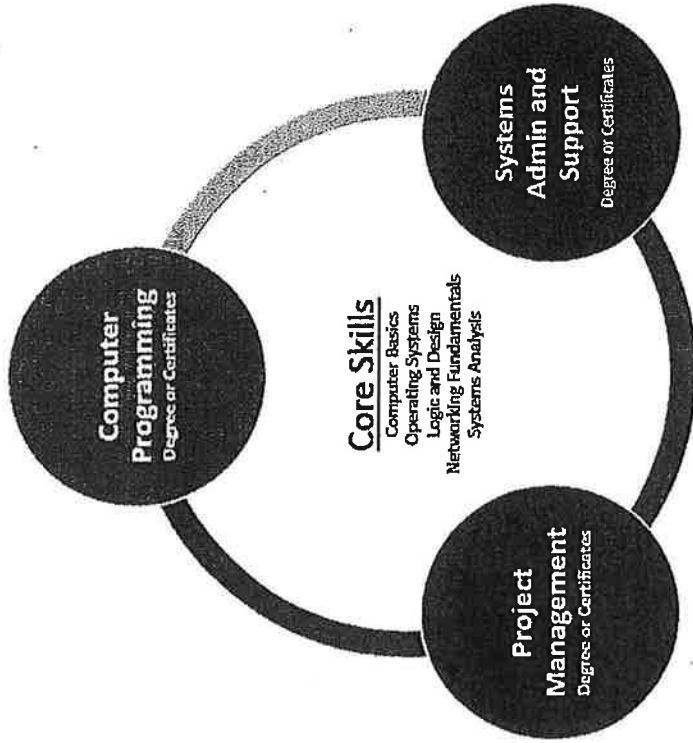
For more info, contact the Department of Business and Computer Systems Technology
(262) 335-0821 x2363 · carthalton@ricc.edu

COA and NC Works Business and IT Advising Training Session

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FC-230

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E. Hewitt	COA	on file

Business Support Services Pathway –Evaluation response

District/ Contact	Phone/ email	Will send metrics/ Evaluation
Camden County Schools Carol Overton	252 335-0831 Ext 114 coverton@camden.k12.nc.us	YES
Edenton Chowan Public Schools Casey Bass	252 482 4436 cbass@ecps.nc.us	YES
Elizabeth City –Pasquotank School District Sheila Hughes	252 335 2981 ext 133 smoore@ecpps.k12.nc.us	YES
Perquimans County Schools Jill Cohen	252 426 5741 ext 233 jcohen@pqschools.org	YES
Dare County Schools Josh Davenport	252 480 8888 ext1937 davenportjo@daretolearn.org	YES
Currituck County Schools Donald Monroe	252-453-0014 x 3068 dmonroe@currituck.k12.nc.us	YES
College of The Albemarle Evonne Carter	252 335 0821 ext 2241 Evonne_carter@albemarle.edu	YES