

# Business Support Services

Career Pathway Local Implementation

Certification Program

For Halifax and Northampton Counties



**NCWorks**  
career center  
powered by Turning Point



# Criteria 1



**NCWorks**  
career center

powered by Turning Point



## Northeastern NC Career Pathways

### Business Support Services Pathway Implementation Certification Criteria 1

**1. Local Partnership Team Members** - List the team members that participated in the development of the business support pathway implementation plan. Team members may be attached with representations clearly delineated. At a minimum, the team must consist of the following –

a. ☒ at least two **community college representatives** who are stakeholders in the implementation of the business support services pathway(s)

Name and position at the college

1. Dr. Jeffery Fields, Vice President of Academic Affairs
2. Jennifer Jones, CCP Director
3. Eugene Tinklepaugh, Associate Dean of Curriculum

List additional community college team members

1. Dr. John Eze, Economics & Business Instructor/Department Head
2. Emmanuel Obi, Information Systems Instructor/Department Head
3. Diane Puckett, Medical Office & Office Administration Instructor/Department Head

b. ☐ at least one **LEA representative** from each of the LEAs in the local partnership

Name, LEA and position

1. Dr. Alfreda Smith, CTE Director at Halifax County Schools
2. Amy Draper, CTE at Northampton County Schools
3. Felicia Booker, CTE Director at Roanoke Rapids Graded Schools
4. Robin Davis, CTE Specialist, Weldon STEM High School

c. ☐ at least one representative from the local **workforce development board**, NCWorks **Career Center Manager** and **NCWorks Career Pathways Champion**

Name and position

1. Taylor Hawkins, Career Center Manager and Champion
2. Linda Smith, Operation Manager at NCWorks Career Center and Champion

List additional WDB team members

3. Prince Williams, Business Engagement Coordinator, TPWDB
4. Duna Dickinson, NCWorks Outreach Coordinator, TPWDB

d. ☐ at least one **Business Support Services employer**

Name, business, position

1. Dr. Terry Wood, Human Resources Director Northampton County

2. Demetrius Kearny, Community Development Specialist at Department of Social Services in Halifax County
3. Sierra Thomas, Senior Human Resources Analyst at Halifax County

List additional business support services employer team members

e. ☒ **Additional Team Members** (optional)

1. Roanoke Valley Chamber of Commerce Business Education Partnership Director, Susan Simmons
3. Kateisha Jones and Tammy Longmire, Vocational Rehabilitation

## Criteria 2



**NCWorks**  
career center

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**2. Modified Local Pathway(s)** - Attach modified local pathway(s) that include at a minimum the following elements of the regional business support services pathway. Elements must be specific and reflect the involvement of all entities.

  X   sequence of courses and learning experiences that begin in high school and continue through post-secondary that result in earned stackable certifications, diplomas and degrees.

  X   work-based learning experiences


  X   sequenced career counseling experiences

  X   Career and College Promise Courses

  X   stackable credentials

  X   graphic and/or narrative that explains pathway entry options for adult learners

### LEA-Halifax County Schools:

Halifax County Schools Career & Technical Education Health Pathway Plan										
Cluster: Business Management & Administration						Pathway: Business Administration				
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. 20 credits needed for graduation.						Student Name: Grade: School Name:				
Students are strongly encouraged to participate in honors, advanced placement, and College and Career Promise options.										
Academic	Grade	English Language Arts	Math	Science	Social Studies	Others	Total Credits	Workbased Learning Experiences		
	9	English I-1cr	Math I-1cr	Earth Science-1cr	World History-1cr	Health/PE-1cr	3	CTE Internships	Career Day	
	10	English II-1cr	Math II-1cr	Biology-1cr	American History I/II-2cr		3	Job Shadowing	Classroom Speakers	
	11	English III-1cr	Math III-1cr	Chemistry-1cr	Civics and Economics -1cr		4	Field Trips	Service Learning	
	12	English IV-1cr	Math IV-1cr				2	Classroom Speakers	CTSO	
	Students planning to attend 4 year university should take two foreign languages—one being 2nd level						2 opt.			
	Electives—Students choose from CTE Foundation & Enhancement options below.						10			
	Complete minimum of 4 Courses to Earn CTE Concentrator Status—one must be starred * course									
	Required Courses			Optional Enhancement Courses						
	CTE Preparation	Principles of Business & Finance			Personal Finance		Career Management	Optional Articulated College Credits		
Microsoft Word & Powerpoint			Marketing			High School Course Community College Course				
Microsoft Excel & Access						Marketing MKT 120				
Entrepreneurship I *						Entrepreneurship ETR 210				
Halifax Community College- Business Management & Administration Certificate and/or Diploma ...										
CIS 110 (3cr)			MKT 120 (3 cr)			Microsoft Word and PPT CIS 111 or CIS 24 or OST 136				
ECO 251 (4 cr)			BUS 115 (3 cr)			Personal Finance BUS-125				
BUS 137 (3 cr)						Microsoft Excel & Access CTS-130 AND DBA-110				
						Dual Credit				
Career Counseling		Career Readiness Credential (Workkeys)			Workplace Readiness			ECO 251		
	Ever-Fi			MQS (Word, PPT, Excel, Access)						
	WISE									
	6-8 Grade Bring Career Decisions Career Counseling			9th - 12th Grade or Cluster Guided Activity CT - 10th Grade ACT College Readiness Assessment		4	Career Diploma Endorsement Requirements CTE Concentrator Status 2.6 Unweighted GPA Minimum of one industry credential			
Continuing Education						Business Management				
Halifax Community College										
Business Administration - Certificate and/or Diploma										
Community College Options						University Options				
To research community college programs related to Health Sciences access the web sites of each community college for details. <a href="http://www.nccommunitycolleges.edu/about-us/main-campuses">http://www.nccommunitycolleges.edu/about-us/main-campuses</a>										
<b>Business Management &amp; Administration</b> Beaufort County Community College College of the Albemarle Edgecombe Community College Martin Community College Fayetteville Technical College Johnston Community College Lenoir Community College Nash Community College Pitt Community College Roanoke-Chowan Community College						North Carolina Central University North Carolina Wesleyan College Elizabeth City State University East Carolina University Duke University Fayetteville State University North Carolina A & T University Winston Salem University UNC-Greensboro UNC- Pembroke NC State University				
<b>Careers Related to this Pathway</b> Visit <a href="http://www.ctnc.org">http://www.ctnc.org</a> for more information										
						Accountants City Managers Human Resources Managers Public Relations Specialist Chief Executive Officer				

## CAREER & TECHNICAL EDUCATION

- CTE Support Staff
- HCS CTE
- CTE Facts
- CCP
- Workforce Readiness
- Apprenticeship Opportunities
- CTE in Action
- Comprehensive Local Needs Assessment Survey

### Career and College Promise

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- **The College Transfer Pathway** leading to a minimum of 30 hours of college transfer credit
- **A Career and Technical Education Pathway** leading to a certificate, diploma or degree;

### Student Application Procedures

The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student's transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.

Students must complete a college application to be admitted into a Career and College Promise pathway.

#### College Transfer Pathway

The Career and College Promise College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics.

To be eligible for enrollment, a high school student must meet the following criteria:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses; and
- c. Demonstrate college readiness on an assessment or placement test
- d. A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.

To maintain eligibility for continued enrollment, a student must

- a. Continue to make progress toward high school graduation, and
- b. Maintain a 2.0 GPA in college coursework after completing two courses.

A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

With approval of the high school principal or his/her designee and the college's designee, a student who completes the College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate of Arts.

With approval of the high school principal or his/her designee and the college's designee, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

## Career Technical Education Pathway

The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.

To be eligible for enrollment, a high school student must meet the following criteria:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
- c. Meet the prerequisites for the career pathway.

High school counselors should consider students' PLAN scores in making pathway recommendations.

College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

To maintain eligibility for continued enrollment, a student must

- a. Continue to make progress toward high school graduation, and
- b. Maintain a 2.0 in college coursework after completing two courses.

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

(from website: <https://www.halifax.k12.nc.us/Page/944>) The Career and Technical Education programs offered by Halifax County Schools are:

- Agricultural Education
- Business, Finance, and Information Technology
- Career Development
- Family and Consumer Science Education
- Technology Engineering and Design Education
- Trade and Industrial Education

### **LEA-Northampton County Schools:**

Northampton Co. offers classes in Adobe Visual, Word/PowerPoint, and Excel

**LEA-Roanoke Rapids Graded School District:**

		English Language Arts		Math	Science	Social Studies	Others	Total Credits	Workbased Learning Experiences		
Academic	Grade	9	English I-1cr	Math I-1cr	Earth Science-1cr	World History-1cr	Health/PE-1cr	5	CTE Internships	Career Day	
	10	English II-1cr	Math II-1cr	Biology-1cr	American History I/II-2cr			5	Job Shadowing	Classroom Speakers	
	11	English III-1cr	Math III-1cr	Chemistry-1cr	Civics and Economics-1cr			4	Field Trips	Service Learning	
	12	English IV-1cr	Math IV-1cr					2	Classroom Speakers	CTSO	
Students planning to attend 4 year university should take two foreign languages--one being 2nd level								2 opt.			
Electives--Students choose from CTE Foundation & Enhancement options below.								10			
CTE Preparation	Foundation	Complete minimum of 2 Courses to Earn CTE Concentrator Status-- 1 must be a concentrator course									
		Required Courses					Optional Enhancement Courses				
		Principles of Business & Finance				BA10 Accounting I		Career Management		Optional Articulated College Credits	
		Business Management I				BA20 Accounting II		Microsoft Word & Powerpoint		High School Course	Community College Course
		Business Management II						Microsoft Excel & Access		BA10 Accounting I	ACC-115 College Accounting OR ACC-118 Accounting Fundamentals I
		Entrepreneurship I								BA20 Accounting II	ACC-115 College Accounting OR ACC-118 Accounting Fundamentals I OR ACC-119 Accounting Fundamentals II
	CCP Courses	Halifax Community College- Business Management & Administration Certificate and/or Diploma							Entrepreneurship	ETR 211	
		CIS 110 (3cr)			MKT 120 (3 cr)				Microsoft Word and PPT	CIS 111 or CIS 24 or OST 136	
		ECO 251 (4 cr)			BUS 115 (3 cr)				Microsoft Excel & Access	CTS-130 AND DBA-110	
		BUS 137 (3 cr)									
	Dual Credit										
		Career Readiness Credential (Workkeys)				Workplace Readiness			ECO 251		
		Ever-Fi				MOS (Word, PPT, Excel, Access)					
Career Counseling	Wise										
	6-8 Grade Exploring Career Decisions Career Counseling		9th - 12th Grade 4-Year Plan NC Career Cluster Guided Activity Pre-ACT - 10th Grade ACT College Readiness Assessment			13 + NCWorks Registration RAMP EAST TRIO		Career Diploma Endorsement Requirements CTE Concentrator Status 2.6 Unweighted GPA Minimum of one industry credential			
	Continuing Education							Therapeutic and Diagnostic Services			
Halifax Community College							Nurse Aide curriculum is designed to prepare students for an entry level position in health care. Students are prepared to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.				
Therapeutic and Diagnostic - Certificate and/or Diploma											
Community College Options							University Options				
To research community college programs related to Health Sciences access the web sites of each community college for details. <a href="http://www.nccommunitycolleges.edu/about-us/main-campuses">http://www.nccommunitycolleges.edu/about-us/main-campuses</a>											
Business Management & Administration							North Carolina Central University				
Beaufort County Community College							North Carolina Wesleyan College				
College of the Albermarle							Elizabeth City StateUniversity				
Edgecombe Community College							East Carolina University				
Martin Community College							Duke University				
Fayetteville Technical College							Fayetteville State University				
Johnston Community College							North Carolina A & T University				
Lenior Community College							Winston Salem University				
Nash Community College							UNC-Greensboro				
Pitt Community College							UNC- Pembroke				
Roanoke Chowan Community College							NC State University				
Careers Related to this Pathway											
Visit <a href="http://www.cfn.org">http://www.cfn.org</a> for more information											
Accountants											
City Managers											
Human Resources Managers											
Public Relations Specialist											
Chief Executive Officer											

**LEA-Weldon City Schools:**

**Business Administration (C25120HS)**

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 function, processes, and an understanding of business organizations in today's global economy.

Course Number	Course Name	Credit Hours
CIS 110	Introduction to Computers	3
ECO 251	Principles of Microeconomics	3
BUS 137	Principles of Management	3
MKT 120	Principles of Marketing	3
BUS 115	Business Law I	3
Total Credits		15

**Business Administration /Accounting Emphasis (C25120HA)**

Course Number	Course Name	Credit Hours
ACC 120	Principles of Financial Accounting	4
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
ACC 121	Principles of Managerial Accounting	4
BUS 115	Business Law I	3
Total Credits		17

**INFORMATION TECHNOLOGY: Systems Security (A25590HS)**

This certificate is designed to give individuals an all-around orientation to Cybersecurity /Information Systems Security. It is a recommended starting place for students who know they like Information Technology, but are not sure what specific field of the vast area of Information Technology might be right to follow for their career. The courses introduce students to networking and security concepts and they will learn how to plan, implement, upgrade or monitor security measures for the protection of computer networks and information. The courses also can help prepare students for a variety of entry-level industry certifications such as CompTIA Security

Course No	Course Title	Credit Hours
ACA 122	College Transfer Success	1
CIS 110	Introduction to Computers	3
CTI 120	Network and Security Foundations	3
NET 125	Introduction to Networks	3
SEC 110	Security Concepts	3
Total Credits		13

## Medical Office Administration (C25310HS)

The Medical Office Administration curriculum prepares individuals for employment in the medical and other health related offices.

Course Number	Course Name	Credit Hours
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Admin Office Proc I	2
OST 148	Med Coding Billing & Insurance	3
OST 149	Medical Legal Issues	3
MED 232	Medical Insurance Coding	2
Total Credits 16		

### Halifax Community College:

**BUSINESS ADMINISTRATION**  
Associate in Applied Science  
A25120



Name:	
SID:	
Address	
City/ST/ZIP:	
Phone:	
E-mail:	

Placement Test Scores: R: W: N: EA: IA:

#### Developmental English (As Needed)

Course	Course Title	Credit	Sem Taken	Grade
DRE-096	Reading & Language Essntls & Lab			
DRE-097	Reading & Writing Foundns. & Lab			
DRE-098	Reading and Comp Strategies & Lab			

#### Developmental Math (As Needed)

Course	Course Title	Credit	Sem Taken	Grade
DMA-010	Operations with Integers			
DMA-020	Fractions and Decimals			
DMA-030	Proport./Ratio/rates/Percents			
DMA-040	Exp. Linear Equations/Ineq.			
DMA-050	Graphs/Equations of Lines			

#### Fall I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACA-111 or ACA-122	College Student Success or College Transfer Success	NONE	NONE	1	1	0	0		
BUS-110	Introduction to Business	DRE 098	NONE	3	3	0	0		
BUS-115	Business Law I	DRE 098	NONE	3	3	0	0		
ECO-251	Principles of Microeconomics	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	3	3	0	0		
ENG-111	Writing and Inquiry	DRE 098	NONE	3	3	0	0		
OST-131	Keyboarding	NONE	NONE	2	1	2	0		
Semester Totals:				15	14	2	0		

#### Spring I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACC-120	Principles of Financial Acct	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	4	3	2	0		
BUS-116	Business Law II	BUS 115	NONE	3	3	0	0		
BUS-121	Business Math	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	3	2	2	0		
ENG-114	Prof. Research and Reporting	ENG 111	NONE	3	3	0	0		
MKT-120	Principles of Marketing	DRE 098	NONE	3	3	0	0		
Semester Totals:				16	14	4	0		

**Fall II**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACC-121	Principles of Managerial Acct.	ACC 120	NONE	4	3	2	0		
BUS-147	Business Insurance	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	3	3	0	0		
CIS-110	Introduction to Computers	DRE 098	NONE	3	2	2	0		
MAT-143	Quantitative Literacy	Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, AND DRE 098	NONE	3	2	2	0		
PSY-118 or ECO-252	Interpersonal Psychology or Principles of Macroeconomics	NONE ECO-251	NONE NONE	3 3	3 3	0 0	0 0		
<b>Semester Totals:</b>				<b>16</b>	<b>13</b>	<b>6</b>	<b>0</b>		

**Spring II**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
BUS-137	Principles of Management	DRE 098	NONE	3	3	0	0		
BUS-230	Small Business Management	BUS 110	NONE	3	3	0	0		
BUS-225	Business Finance	ACC 120, BUS 121	NONE	3	2	2	0		
BUS-239	Business Application Seminar	ACC 120, BUS 115, BUS 137, MKT 120, ECO 251	NONE	2	1	2	0		
	Humanities		NONE	3	3	0	0		
CTS-130	Spreadsheet	CIS 110, CIS 111, OR OST 137	NONE	3	2	2	0		
WBL 110	World of Work	DRE 098	NONE	1	1	0	0		
<b>Semester Totals:</b>				<b>18</b>	<b>15</b>	<b>6</b>	<b>0</b>		
<b>Total Credit Hours</b>				<b>65</b>					

**Humanities Electives - Choose one of the following for Humanities Requirement:**

<b>ART 111</b>	Art Appreciation	<b>HUM 120</b>	Cultural Studies
<b>ENG 131</b>	Major American Writers	<b>HUM 160</b>	Introduction to Film
<b>ENG 231</b>	American Literature I	<b>MUS 110</b>	Music Appreciation
<b>ENG 232</b>	American Literature II	<b>MUS 112</b>	Introduction to Jazz
<b>HUM 115</b>	Critical Thinking	<b>REL 110</b>	World Religions

## Business Administration

Certificate C25120

<b>Name:</b>	
<b>SID:</b>	
<b>Address</b>	
<b>City/ST/ZIP:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	

**Placement Test Scores: R: W: N: EA: IA:**

**Developmental English (As Needed)**

Course	Course Title	Cr	Taken	Grade
DRE-096	Reading & Language Essntls & Lab			
DRE-097	Reading & Writing Foundns. & Lab			
DRE-098	Reading and Comp Strategies & Lab			

**Developmental Math (As Needed)**

Course	Course Title	Cred	Taken	Grade
DMA-010	Operations with Integers			
DMA-020	Fractions and Decimals			
DMA-030	Propor./Ratio/rates/Percents			
DMA-040	Exp. Linear Equations/Ineq.			
DMA-050	Graphs/Equations of Lines			

**Fall I**

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Sem Taken	Grade
BUS-115	Business Law I	DRE 098	NONE	3	3	0	0		
<b>Semester Totals:</b>				<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>		

**Spring I**

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Sem Taken	Grade
ACC-120	Principles of Financial Acct	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	4	3	2	0		
BUS-137	Principles of Management	DRE 098	NONE	3	3	0	0		
CIS-110	Introduction to Computers	DRE 098	NONE	3	2	2	0		
MKT-120	Principles of Marketing	DRE 098	NONE	3	3	0	0		
<b>Semester Totals:</b>				<b>13</b>	<b>11</b>	<b>4</b>	<b>0</b>		
<b>Total:</b>				<b>16</b>					

**Business Administration  
Accounting Technician Certificate  
C25120CA**



Name:	
SID:	
Address	
City/ST/ZIP:	
Phone:	
E-mail:	

**Placement Test Scores: R: W: N: EA: IA:**

Developmental English (As Needed)				
Course	Course Title	Credit	Taken	Grade
DRE-096	Reading & Language Esstls & Lab			
DRE-097	Reading & Writing Foundns. & Lab			
DRE-098	Reading and Comp Strategies & Lab			

Developmental Math (As Needed)				
Course	Course Title	Credit	Taken	Grade
DMA-010	Operations with Integers			
DMA-020	Fractions and Decimals			
DMA-030	Propor./Ratio/rates/Percents			
DMA-040	Exp. Linear Equations/Ineq.			
DMA-050	Graphs/Equations of Lines			

**Spring I**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACC-120	Principles of Financial Acct	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	4	3	2	0		
BUS-137	Principles of Management	DRE 098	NONE	3	3	0	0		
<b>Semester Totals:</b>				<b>7</b>	<b>6</b>	<b>2</b>	<b>0</b>		

**Fall II**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACC-121	Principles of Managerial Acct.	ACC 120	NONE	4	3	2	0		
BUS-115	Business Law I	DRE 098	NONE	3	3	0	0		
<b>Semester Totals:</b>				<b>7</b>	<b>6</b>	<b>2</b>	<b>0</b>		

**Spring II**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
CTS-130	Spreadsheet	CIS 110, CIS 111, OR OST 137	NONE	3	2	2	0		
<b>Semester Totals:</b>				<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>		
<b>Total Credit Hours</b>				<b>17</b>					

**Business Administration  
Small Business Management  
Certificate  
C25120SM**



Name:	
SID:	
Address	
City/ST/ZIP:	
Phone:	
E-mail:	

**Placement Test Scores: R: W: N: EA: IA:**

Developmental English (As Needed)				
Course	Course Title	Credit	Taken	Grade
DRE-096	Reading & Language Esstls & Lab			
DRE-097	Reading & Writing Foundns. & Lab			
DRE-098	Reading and Comp Strategies & Lab			

Developmental Math (As Needed)				
Course	Course Title	Credit	Taken	Grade
DMA-010	Operations with Integers			
DMA-020	Fractions and Decimals			
DMA-030	Propor./Ratio/rates/Percents			
DMA-040	Exp. Linear Equations/Ineq.			
DMA-050	Graphs/Equations of Lines			

**Fall I**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACC-120	Principles of Financial Acct	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	4	3	2	0		
CIS-110	Introduction to Computers	DRE 098	NONE	3	2	2	0		
<b>Semester Totals:</b>				<b>7</b>	<b>5</b>	<b>4</b>	<b>0</b>		

**Spring I**

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
BUS-110	Introduction to Business	DRE 098	NONE	3	3	0	0		
BUS-137	Principles of Management	DRE 098	NONE	3	3	0	0		
BUS-230	Small Business Management	BUS 110	NONE	3	3	0	0		
<b>Semester Totals:</b>				<b>9</b>	<b>9</b>	<b>0</b>	<b>0</b>		
<b>Total Credit Hours</b>				<b>16</b>					

# CCP

## COLLEGE TRANSFER PATHWAY BUSINESS ADMINISTRATION CERTIFICATE C25120HS

Name:	
SID:	
Address	
City/ST/ZIP:	
Phone:	
E-mail:	

Placement Test Scores: R: W: N: EA: IA:

### Developmental English and ACA (As Needed)

Course	Course Title	Cred	Taken	Grade
DRE-096	Reading & Language Esstls & Lab			
DRE-097	Reading & Writing Foundns. & Lab			
DRE-098	Reading and Comp Strategies & Lab			

### Developmental Math (As Needed)

Course	Course Title	Cred	Taken	Grade
DMA-010	Operations with Integers			
DMA-020	Fractions and Decimals			
DMA-030	Propor./Ratio/rates/Percents			
DMA-040	Exp. Linear Equations/Ineq.			
DMA-050	Graphs/Equations of Lines			

### Fall I

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Taken	Grade
CIS-110	Introduction to Computers	DRE 098	NONE	3	2	2	0		
ECO-251	Principles of Microeconomics	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	3	3	0	0		
Semester Totals:				6	5	2	0		

### Spring I

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Taken	Grade
BUS-137	Principles of Management	DRE 098	NONE	3	3	0	0		
MKT-120	Principles of Marketing	DRE 098	NONE	3	3				
Semester Totals:				6	6	0	0		

### Fall II

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Taken	Grade
BUS-115	Business Law I	DRE 098	NONE	3	3	0	0		
Semester Totals:				3	3	0	0		

## COLLEGE TRANSFER PATHWAY- BUSINESS ADMINISTRATION ACCOUNTING EMPHASIS-CERTIFICATE C25120HS-A

Name:	COLLEGE TRANSFER PATHWAY
SID:	A25120HS-A
Address	
City/ST/ZIP:	
Phone:	
E-mail:	

Placement Test Scores: R: W: N: EA: IA:

### Developmental English and ACA (As Needed)

Course	Course Title	Cred	Taken	Grade
DRE-096	Reading & Language Esstls & Lab			
DRE-097	Reading & Writing Foundns. & Lab			
DRE-098	Reading and Comp Strategies & Lab			

### Developmental Math (As Needed)

Course	Course Title	Cred	Taken	Grade
DMA-010	Operations with Integers			
DMA-020	Fractions and Decimals			
DMA-030	Propor./Ratio/rates/Percents			
DMA-040	Exp. Linear Equations/Ineq.			
DMA-050	Graphs/Equations of Lines			

### Fall I

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Sem Taken	Grade
BUS-115	Business Law I	DRE 098	NONE	3	3	0	0		
ECO-251	Principles of Microeconomics	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	3	3	0	0		
Semester Totals:				6	6	0	0		

### Spring I

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Sem Taken	Grade
ACC-120	Principles of Financial Acct	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	4	3	2	0		
ECO-252	Prin of Macroeconomics	DRE 098, DMA 010, DMA 020, AND DMA 030	NONE	3	3	0	0		
Semester Totals:				7	6	2	0		

### Fall II

Course	Course Title	Prerequisites	Corequisites	Cred	Class	Lab	Shp/	Sem Taken	Grade
ACC-121	Principles of Managerial Acct.	ACC 120	NONE	4	3	2	0		
Semester Totals:				4	3	2	0		

TOTAL 17

# IT

DIPLOMA IN INFORMATION TECHNOLOGY (D 25590)						
COURSE SEQUENCE/PROGRAM GUIDE last updated 02/4/2017						
	Information Systems (General) D25590IS	SHC	IT Business Support(D25590BS)	SHC	Software & Web Development(D25590SW)	SHC
Fall 1	ACA 122 College Transfer Success	1	ACA 122 College Transfer Success	1	ACA 122 College Transfer Success	1
	ENG111 Writing and Inquiry	3	ENG 111 Writing and Inquiry	3	ENG111 Writing and Inquiry	3
	CIS 110 Introduction to Computers	3	CIS 110 Introduction to Computers	3	CIS 110 Introduction to Computers	3
	CTI 110 Web, Prog, Database Foundation	3	CTI 110 Web, Prog, Database Foundation	3	CTI 110 Web, Prog, Database Foundation	3
	CTI 120 Network and Security Foundation	3	CTI 120 Network and Security Foundation	3	CTI 120 Network and Security Foundation	3
TTL		13	OST 184 Records Management	3	GRA 151 Computer Graphics 1	2
				16		15
Spring 1	CTS 115 Info Systems Business Concepts	3	CTS 115 Info Systems Business Concepts	3	CTS 115 Info Systems Business Concepts	3
	NET 125 Introduction to Networks	3	NET 125 Introduction to Networks	3	GRA 152 Computer Graphics II	2
	CTS 120 Hardware/Software Support	3	CTS 120 Hardware/Software Support	3	CIS 115 Intro. To Prog & Logic	3
	PSY 150 General Psychology	3	CTS 130 Spreadsheets 1	3	WEB 120 Intro to Multimedia	3
TTL		12		12		11
Fall 2	DBA 110 Database Concepts	3	DBA 110 Database Concepts	3	GRD 271 Multimedia Design	2
	PSY 150 General Psychology	3	PSY 150 General Psychology	3	PSY 150 General Psychology	3
	SEC 110 Security Concepts	3			CSC 139 Visual Basic Programming	3
	NOS 130 Windows Single User	3	NOS 130 Windows Single User	3		
	WEB 110 Internet/Web Fundamentals	3			WEB 110 Internet/Web Fundamentals	3
TTL		12		9		11
ELECTIVES	Graduation Requirement	37	Graduation Requirement	37	Graduation Requirement	37
	<b>HUMANITIES</b>		<b>HUMANITIES</b>		<b>HUMANITIES</b>	
	ART 111 Art Appreciation	3	ART 111 Art Appreciation	3	ART 111 Art Appreciation	3
	HUM 110 Technology and Society	3	HUM 110 Technology and Society	3	HUM 110 Technology and Society	3
	HUM 115 Critical Thinking	3	HUM 115 Critical Thinking	3	HUM 115 Critical Thinking	3
	MUS 110 Music Appreciation	3	MUS 110 Music Appreciation	3	MUS 110 Music Appreciation	3

AAS IN INFORMATION TECHNOLOGY (A 25590)						
COURSE SEQUENCE/PROGRAM GUIDE Effective Spring 2020 (last updated 12-02-2019)						
	Information Systems (General) A25590IT	SHC	IT Business Support(A25590BS)	SHC	Software & Web Development(A25590WD)	SHC
Fall 1	ACA 122 College Transfer Success	1	ACA 122 College Transfer Success	1	ACA 122 College Transfer Success	1
	ENG111 Writing and Inquiry	3	ENG 111 Writing and Inquiry	3	ENG111 Writing and Inquiry	3
	CIS 110 Introduction to Computers	3	CIS 110 Introduction to Computers	3	CIS 110 Introduction to Computers	3
	CTI 110 Web, Prog, Database Foundation	3	CTI 110 Web, Prog, Database Foundation	3	CTI 110 Web, Prog, Database Foundation	3
	CTI 120 Network and Security Foundation	3	CTI 120 Network and Security Foundation	3	CTI 120 Network and Security Foundation	3
TTL	CTS 115 Info Systems Business Concepts	3	CTS 115 Info Systems Business Concepts	3	CTS 115 Info Systems Business Concepts	3
		16	OST 184 Records Management	3		16
Spring 1	NET 125 Introduction to Networks	3	NET 125 Introduction to Networks	3	*Elective Humanities	3
	CTS 120 Hardware/Software Support	3	CTS 120 Hardware/Software Support	3	WEB 120 Intro to Multimedia	3
	CIS 115 Intro. To Prog & Logic	3	ACC 120 Principles of Financial Accounting	4	CIS 115 Intro. To Prog & Logic	3
	CTS 130 Spreadsheets 1	3	CTS 130 Spreadsheets 1	3	CTS 130 Spreadsheets 1	3
	ENG 112 Writing/Research in the Disc	3	ENG 112 Writing/Research in the Disc	3	ENG 112 Writing/Research in the Disc	3
TTL		15		16		15
Fall 2	DBA 110 Database Concepts	3	DBA 110 Database Concepts	3	DBA 110 Database Concepts	3
	CTS 285 Systems Analysis & Design	3	CTS 285 Systems Analysis & Design	3	CTS 285 Systems Analysis & Design	3
	SEC 110 Security Concepts	3	SEC 110 Security Concepts	3	SEC 110 Security Concepts	3
	NOS 130 Windows Single User	3	NOS 130 Windows Single User	3	NOS 130 Windows Single User	3
	WEB 110 Internet/Web Fundamentals	3	WEB 110 Internet/Web Fundamentals	3	WEB 110 Internet/Web Fundamentals	3
TTL	*Elective Humanities	3	BUS 260 Business Communications	3	BUS 260 Business Communications	3
		18	ACC 150 Accounting Software Apps	2	CSC 139 Visual Basic Programming	3
				20		21
Spring 2	CTS 289 Systems Support Project	3	*Elective Humanities	3	CTS 289 Systems Support Project	3
	NOS 230 Windows Administration 1	3			CSC 151 Java Programming	3
	PSY 150 General Psychology	3	PSY 150 General Psychology	3	PSY 150 General Psychology	3
	WEB 140 Web Development Tools	3			WEB 140 Web Development Tools	3
	BUS 137 Principles of Management	3	BUS 137 Principles of Management	3		
TTL	MAT 143 OR 171 Quan. Lit/Pre-Calculus	3	MAT 143 OR 171 Quan. Lit/Pre-Calculus	3	MAT 143 OR 171 Quan. Lit/Pre-Calculus	3
		18		12		15
	Graduation Requirement	67		67		67
ELECTIVES	<b>HUMANITIES</b>		<b>HUMANITIES</b>		<b>HUMANITIES</b>	
	ART 111 Art Appreciation	3	ART 111 Art Appreciation	3	ART 111 Art Appreciation	3
	HUM 110 Technology and Society	3	HUM 110 Technology and Society	3	HUM 110 Technology and Society	3
	HUM 115 Critical Thinking	3	HUM 115 Critical Thinking	3	HUM 115 Critical Thinking	3
	MUS 110 Music Appreciation	3	MUS 110 Music Appreciation	3	MUS 110 Music Appreciation	3

## INFORMATION TECHNOLOGY A 25590

### (CERTIFICATES)

#### ENTRY LEVEL PC TECHNICIAN'S CERTIFICATE C25590PC

The Information Technology certificate curriculum prepares students for specialized employment in the technology sector.

Course work covers basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs. System configuration and device drivers.

#### Course Requirements

##### First Year

##### Fall Semester

CIS 110	Introduction to Computers	3
CTI 120	Network & Security Foundations	3
NOS 130	Windows Single User	3

##### Spring Semester

CTS 120	Hardware/Software Support	3
		<b>Credit Hours 12</b>

#### CYBERSECURITY SPECIALIST CERTIFICATE C25590 CS

The Information Technology (IT) certificate curriculum prepares graduates for employment in the technology sector.

Course work includes networking and security concepts and introduction to computers. It is a recommended starting place for students who want to pursue a career in Information systems security. The courses offered in this program could help students prepare for a variety of entry-level industry certifications such as CompTIA Security+

Upon completion, students should be able to plan, implement or monitor security measures for the protection of computer networks and information.

Course No	Course Title	Credits
CIS 110	Introduction to Computers	3
CTI 120	Network & Security Foundations	3
NET 125	Introduction to Networks	3
SEC 110	Security Concepts	3

#### DATA SPECIALIST CERTIFICATE C25590 DS

The Information Technology data specialist certificate prepares graduates for employment in the technology sector as data specialists or analysts who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, network systems, programming and software development, spreadsheets, and other emerging technologies based on the selected area of study. Students will analyze a client's existing systems and create a program suitable for that specific system, design a database or software program needed to convert data.

#### **First Year**

##### **Fall Semester**

CTI 110	Web, Programming & Database Foundation	3
DBA 110	Database Concepts	3

##### **Spring Semester**

CIS 115	Introduction to Programming & Logic	3
CTS 115	Information Systems Business Concepts	3
CTS 130	Spreadsheets 1	3

**Credit Hours 15**

### **WEB DEVELOPMENT CERTIFICATE C25590 WD**

The Information Technology (IT) certificate curriculum prepares graduates for employment in the technology sector.

Course work covers web design using various languages such as HTML, designing of web graphics to enhance websites, and topics on optimizing websites for marketing purposes. Graduates would be ready for work as web designers, website administrators, and web developers.

Course No	Course Title	Credits
<b>First Year</b>		
<b>Fall Semester</b>		
CTI 110	Web, Programming & Database Foundation	3
WEB 110	Internet/Web Fundamentals	3
<b>Spring Semester</b>		
WEB 120	Introduction to Multimedia	3
WEB 140	Web Development Tools	3
		<b>Credit Hours 12</b>

## **Career and Technical Education Pathway**

### **INFORMATION TECHNOLOGY: Systems Security (C25590HS)**

This certificate is designed to give individuals an all-around orientation to Cybersecurity /Information Systems Security. It is a recommended starting place for students who know they like Information Technology, but are not sure what specific field of the vast area of Information Technology might be right to follow for their career. The courses introduce students to networking and security concepts and they will learn how to plan, implement, upgrade or monitor security measures for the protection of computer networks and information. The courses also can help prepare students for a variety of entry-level industry certifications such as CompTIA Security+

<b>Course No</b>	<b>Course Title</b>	<b>Credit Hours</b>
ACA 122	College Transfer Success	1
CIS 110	Introduction to Computers	3
CTI 120	Network and Security Foundations	3
NET 125	Introduction to Networks	3
SEC 110	Security Concepts	3
<b>TOTAL</b>		<b>13</b>



# Office Administration A25370 Associates Degree Program



Name:	
SID:	
Address:	
City/ST/ZIP:	
Phone:	
E-mail:	

Effective Fall 2012

Placement Test Scores: R: W: N: EA: IA:

## Developmental English and ACA (As Needed)

Course	Course Title	Credit	Sem Taken	Grade
ENG 075 & 075A	Reading & Language Esstls & Lab			
ENG 085 & 085A	Reading & Writing Foundns. & Lab			
ENG 095 & 095A	Reading and Comp Strategies & Lab			
ACA 085	Improving Study Skills			

## Developmental Math (As Needed)

Course	Course Title	Credit	Sem Taken	Grade
MAT 050	Basic Math Skills			
MAT 060	Essential Mathematics			
MAT 070	Introductory Algebra			
MAT 080	Intermediate Algebra			

## Fall I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACA 111	College Student Success	ENG 095, 095A	None	1	1	0			
ENG 111	Expository Writing	ENG 095, 095A	None	3	3	0			
MAT 115	Mathematical Models	MAT 070	None	3	2	2			
OST 122	Office Computation	None	None	2	1	2			
OST 131	Keyboarding	None	None	2	1	2			
OST 188	Issues in Office Technology	None	None	2	2	0			
OST 284	Emerging Technologies	None	None	2	1	2			
PSY 118	Interpersonal Psychology	None	None	3	3	0			
<b>Semester Totals:</b>				<b>18</b>	<b>11</b>	<b>8</b>			

## Spring I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ENG 114	Professional Research & Reporting	ENG 111	None	3	3	0			
OST 136	Word Processing	OST 131, ENG 095, 095A	None	3	2	2			
OST 164	Text Editing & Applications	OST 131, ENG 095, 095A	None	3	3	0			
OST 181	Introduction to Office Systems	OST 131, ENG 095, 095A	None	3	2	2			
BUS 110	Introduction to Business	ENG 095, 095A	None	3	3	0			
CIS 110	Introduction to Computers	ENG 095, 095A	None	3	2	2			
<b>Semester Totals:</b>				<b>18</b>	<b>15</b>	<b>6</b>			

## Fall II

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 134	Text Entry & Formatting	OST 131	None	3	2	2			
OST 166	Speech Recognition	CIS 110	None	2	1	2			
OST 184	Records Management	ENG 095, 095A	None	3	2	2			
OST 233	Office Publications Design	OST 136	None	3	2	2			
OST 286	Professional Development	ENG 095, 095A	None	3	3	0			
BUS 260	Business Communications	ENG 111, OST 131	None	3	3	0			
<b>Semester Totals:</b>				<b>17</b>	<b>13</b>	<b>8</b>			

## Spring II

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 236	Advance Word/Information Processing	OST 136	None	3	2	2			
OST 289	Office Systems Management	CIS 110, OST 136, 164, 181	None	3	2	2			
CTS 130	Spreadsheets I	CIS 110	None	3	2	0			
COE 110	*World of Work	COE 111	None	1	1	0			
COE 111	*Co-op Work Experience I	COE 110	None	1	0	0	10		
HUM	**see elective choices below	ENG 095, 095A		3	3	0			
<b>Semester Totals:</b>				<b>14</b>	<b>11</b>	<b>4</b>	<b>10</b>		
<b>Total Semester Hour Credit</b>				<b>67</b>					

\*COE 110 & COE 111 must be taken at the same time and taken last semester prior to graduation.

## \*\*Humanities Electives - Choose one of the following for Humanities Requirement:

<b>ART 111</b>	Art Appreciation (2 credits)	<b>HUM 160</b>	Introduction to Film
<b>ENG 233</b>	Major American Writers	<b>MUS 110</b>	Music Appreciation
<b>ENG 243</b>	Major British Writers	<b>MUS 210</b>	History of Rock Music
<b>HUM 115</b>	Critical Thinking	<b>REL 110</b>	World Religions
<b>HUM 120</b>	Cultural Studies	<b>REL 211</b>	Intro to Old Testament
<b>HUM 122</b>	Southern Culture	<b>REL 212</b>	Intro to New Testament
<b>HUM 150</b>	American Women's Studies		



## Office Administration C25370 Certificate



Name:	
SID:	
Address	
City/ST/ZIP:	
Phone:	
E-mail:	

Effective Fall 2012

Placement Test Scores: R: W: N: EA: IA:

Developmental English and ACA (As Needed)

Developmental Math (As Needed)

### Fall I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 131	Keyboarding	None	None	2	1	2			
OST 184	Records Management	ENG 095, ENG 095A	None	3	2	2			
OST 284	Emerging Technologies	None	None	2	1	1			
Semester Totals:				7	4	5	0		

### Spring I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 136	Word Processing	OST 131, ENG 095, 095A	None	3	2	2			
OST 164	Text, Editing & Applications	OST 131, ENG 095, 095A	None	3	3	0			
Semester Totals:				6	5	2	0		
Total Semester Hour Credit				13					



## Office Administration D25370 Diploma



Name:	
SID:	
Address	
City/ST/ZIP:	
Phone:	
E-mail:	

Effective Fall 2012

Placement Test Scores: R: W: N: EA: IA:

Developmental English and ACA (As Needed)

Developmental Math (As Needed)

Course	Course Title	Credit	Sem Taken	Grade
ENG 075 & 075A	Reading & Language Esnts & Lab			
ENG 085 & 085A	Reading & Writing Foundns. & Lab			
ENG 095 & 095A	Reading and Comp Strategies & Lab			
ACA 085	Improving Study Skills			

Course	Course Title	Credit	Sem Taken	Grade
MAT 050	Basic Math Skills			
MAT 060	Essential Mathematics			
MAT 070	Introductory Algebra			
MAT 080	Intermediate Algebra			

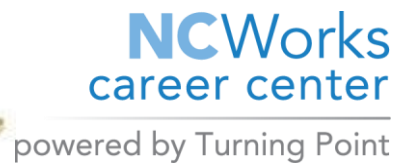
### Fall I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
ACA 111	College Student Success	None	None	1	1	0			
ENG 111	Expository Writing	ENG 095, 095A	None	3	3	0			
OST 131	Keyboarding	None	None	2	1	2			
OST 284	Emerging Technologies	None	None	2	1	2			
PSY 118	Interpersonal Psychology	None	None	3	3	0			
Semester Totals:				11	9	4	0		

### Spring I

Course	Course Title	Prerequisites	Corequisites	Credit	Class	Lab	Shp/Cli.	Sem Taken	Grade
OST 181	Introduction to Office Systems	OST 131, ENG 095, 095A	None	3	2	2			
MAT 115	Mathematical Models	MAT 070	None	3	2	2			
BUS 110	Introduction to Business	ENG095, ENG 095A	None	3	3	0			
CIS 110	Introduction to Computers	ENG095, ENG 095A	None	3	2	2			
Semester Totals:				12	9	6	0		

## Criteria 3



**3. Collaboration** - Date(s) of meetings with all partnering entities present to gather input and develop/finalize local pathways, and implementation plans (minimum of one face-to-face meeting required). Documentation of collaboration, i.e. agenda(s), sign-in sheets is required.

Provide meeting documentation below (expand this section to include additional meetings). Documentation may be attached. Team member representations must be clearly defined.

Meeting Date: April 21, 2020 Location: Virtual Zoom meeting (COVID 19 stay at home order in effect)

Powtoon link to introduce local implementation of BSS: <https://www.powtoon.com/online-presentation/elsR9MpeUtQ/li-bss-cp/?mode=movie#/>

**List Names of Team Members Present**

Community College –

Jeffery Fields, Vice President of Academic Affairs & Eugene Tinklepaugh, Associate Dean of Curriculum

LEAs –

Felicia Booker, CTE Coordinator at Roanoke Rapids High School

Robin Davis, CTE at Weldon STEM High School

Invited Halifax and Northampton schools' administrators, but unable to attend, so met with each individually at later date-see April 23, 2020 CTE Google Meeting sign in sheet

Amy Draper, CTE at Northampton High School

Dr. Alfreda Smith, CTE at Halifax County Schools

Workforce Development Boards –

Prince Williams, Employer Engagement Coordinator at Turning Point WDB

Duna Dickinson, Outreach Coordinator at Turning Point WDB

Business Support Services Employers –

Walgreens, Laura, Manager at Walgreens in Roanoke Rapids, NC (agreed to join, but didn't)

Northampton County Human Resources Director, Dr. Terry Wood joined Roanoke Valley Business Advisory Board meeting on 6/16/20

Halifax County Department of Social Services, Community Development Specialist, Demetrius Kearny joined the Roanoke Valley Business Advisory Board Meeting on 6/16/20

Keshia Gary, Human Resources Manager at Lowe's Regional Distribution Center, but has yet to be able to attend a meeting. She is new to this position, so with time, she will join us.

Halifax County Department of Human Resources, Senior Analyst, Sierra Thomas joined the Roanoke Valley Business Advisory Board on 6/23/20.

NCWorks Career Centers –invited but had last minute required meetings. Taylor Hawkins, NCWorks Career Center Manager joined the RV Business Advisory Board Mtg. on 6/16/20

Others (list agency/position) –

Kateisha Jones, Vocational Rehabilitation

Susan Simmons, Roanoke Valley Chamber of Commerce

Brandi Bragg, Career Pathways Facilitator for NENC

#### **Agenda from April 21, 2020 initial meeting**



Agenda for LI BSS virtual meeting on Apr



Zoom participant list

from initial meeting o

#### **Agenda and roster from CTE meeting on April 23, 2020**



Agenda and roster for CTE virtual meetin

The Roanoke Valley Business Advisory Committee was reconvened in the spring of 2020. The purpose of this advisory group is similar to local implementation, building relationships between schools and businesses to help better prepare the workforce. At the most recent meeting, June 16, 2020, new organizations joined the group, including NCWorks Career Center Manager, Taylor Hawkins, Dr. Terry Wood, Director of Human Resources for Northampton County, Demetrius Kearny, Community Development Specialist for Halifax County Dept. of Social Services, Chester Williams, Executive Director of ABC2-a Halifax County community development non-profit, Cathy Scott, Economic Development Director for Halifax County, Chief of Police for the town of Weldon, Chief Davis, Franklinton Center at Bricks-a historic site, Vivian Lucas. Keshia Gary, recently hired Human Resources Director from Lowe's Regional Distribution Center has agreed to join, but was not in attendance at this meeting.



Agenda for RV BAC June 16, 2020 meetin



Zoom Roster for June 16, 2020 meeting.doc

#### **June 16, 2020 RV Business Advisory Committee**



\_RV Business Advisory Council Age



June 23, 2020 Zoom roster.docx

#### **June 23, 2020 RV Business Advisory Committee**



Agenda for LI BSS virtual meeting on Jun

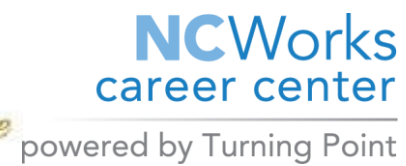


June 25, 2020 Zoom roster.docx

June 25, 2020 Powtoon link: <https://www.powtoon.com/online-presentation/dgFglvilm7u/?mode=movie#/>

#### **June 25, 2020 Business Support Services Local Implementation final meeting of partners**

## Criteria 4



**4. Work-based Learning** - On the regionally developed attached document “**Continuum of Key Work-Based Learning Components**” recruit and list local employers who will commit to one or more of the work-based experiences listed. **The minimum requirement for this criteria is at least five employers within the local partnership will commit to provide work-based learning opportunities in one or more of the components designated with an “\*”.** Each LEA in the partnership will be responsible for recruiting at least one employer in meeting the required five employer minimum. You may use the attached continuum (or a chart created by the team) to list employer names, contact information, and approximate number of students affected by experience.

  X   self-check indicates minimum criteria has been met **Northeast NC Career Pathways**

### **Work-Based Learning for Halifax and Northampton County Business Support Services Pathways**

#### **Roanoke Valley Business-Education Partnership**



Formed in 1996, the Roanoke Valley Business-Education Partnership represents the Roanoke Valley Chamber of Commerce, Halifax Community College, and the school systems of Halifax County, Northampton County, Roanoke Rapids City, and Weldon City.



The objective in forming the partnership was to strengthen the ties between the business and education communities in Halifax and Northampton counties and to involve citizens in helping to better prepare students for making their career choices.

The programs are aimed at helping students understand the connection with what they learn in the classroom and the skills they will later need in the workforce. Since its inception, more than 18,000 students have benefited from the BEP program.

In addition to serving as a liaison between the business and education communities, the Partnership sponsors several Work Based Learning programs throughout the year, organized through the Roanoke Valley Business–Education Partnership Director:

- 1. Job Shadowing for eighth graders in the career of their choice**
- 2. Pathways Youth Leadership which includes tours of local businesses like Out of Source Motoring and NCCAR, the racetrack in Northampton Co. and Tim Phelps farm in Northampton County. The other sessions that are usually offered were cancelled due to COVID. One of the other sessions includes a mock county commissioners meeting to learn about local government and government jobs. Another session is a tour of Vidant North hospital to learn about business support and healthcare careers.**
- 3. Interview Days is a chance for seniors to be interviewed by local business, non-profit and government workers to prepare them for the world of work.**
- 4. A speakers list is provided to all of the school districts with lists of volunteers who will speak to students about their careers and organizations.**
- 5. Internships are trying to be built. Halifax Linen had offered to hire over 20 high school students this spring, but with COVID it is put on hold.**
- 6. The Business Education Partnership Director, Susan Simmons willingly participates in meetings to discuss the growing need of pre-apprenticeships and apprenticeships in the Halifax/Northampton Counties. Also, Susan is active in the Career and Technical Education Advisory Board meetings with all 4 school systems.**

**The following Work Based Learning was provided by the Roanoke Valley Chamber of Commerce for students at Halifax, Northampton, Roanoke Rapids and Weldon schools and Halifax Community College:**

Job Shadowing:

Number of students: 43

Businesses (with contact) that participated: Child Care-Head Start 3-5 yr old (HCC)/ Linda Jones

Halifax County District Court/ Penny Aycock

Creekside Animal Hospital/ Dr. Elias

Discovery Toyota/ Travis Lewis

HCC/ Keith Munford

Roanoke Rapids Police Dept./ Tina May

Atkins Photography/ Les Atkins

Drugco/ Joyce Liverman

Roanoke Rapids Fire Dept./ Stacy Coggins

Hockaday Funeral Home/ James Carlisle

Hampton Manor/ Jeanette Toney

Roanoke Valley Chamber of Commerce/ Ginny Lewis

Pathways Youth Leadership:

Number of Students: 50

Businesses that participated: The Roanoke Canal Museum and Trail/ Ryan Newsome

Tim Phelps Farms/ Tim Phelps

NCCAR/ Sam True

Out of Source Motoring/ Kyle Conner

Interview Days:

Number of Students: 298 (we were not able to do RRHS, Southeast, RVEC, or Northampton in the spring)

Participants: Les Atkins/ Les Adkins Ad group

Merritt Bailey/ Retired

Kelly Barber/ HCC Small Business Center

Amber Blythe/ Touchstone Bank

Emery Doughtie/ Mayor of RR

Donna Cribb/ PNC Bank

Natasha Deloatch/ Holden Temporaries

Mike Felt/ Retired

Duna Dickinson/ Workforce Development ☺

Chip Fouts/ BB&T Bank

Amy Galloway/ GM Chick Fil A

Donna Hammack/ Touchstone Bank

Taylor Hawkins/ NC Commerce

Gale Lashley/ Enviva

Ginny Lewis/ RVCC President

Shannon McAllister/ John 3:16

Rose Motley/ Workforce Development

Latarrie Moody/ Holden Temporaries

Barry Munson/ Retired HR professional

Linda Smith/ NC Works

Olivia Taylor/ CADA

Alice Williams/ Retired/ Substitute Teacher and Social Security Administrator

Gorton Williams/ RRPD

Hazel Blount/ Joyful Impact

Stephanie Cherry/ CADA

Jan Morgan/ Finance Manager RVCC

Nick Carlson/ NCWorks

Betty Macon/ Halifax County Public Health

Stacy Pittard/ Halifax County DSS

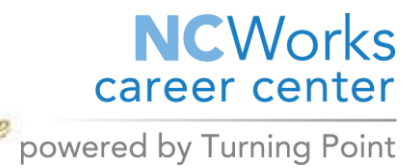
Kristy Wright/ DHHS

D'Artagnan Beets/ Center 4 Energy Education

Patrice Jordan/ Roanoke Electric

Patterson Wilson/ Hen & Hog

## Criteria 5



5.1 **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.

\_\_\_X\_\_\_ self-check indicates minimum criteria has been met

	Northeastern NC Works Pathways Comprehensive Career Guidance and Counseling Local Implementation Planning Document Grades 6 – Adult Self-Awareness			Criteria 5 Forms
Middle School	<b>LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon)</b> 1. Investigate self-awareness activities in “Making Tracks” career magazine. (6-8) {1, 4} 2. Conduct role playing scenarios (e.g. personality type, values, conflict management/bullying) (6-8) {3,4} 3. Use the “Who Am I” lessons from the middle school career development course (8) {1, 2, 3, 4} 4. Have personal conversations with students to link academic and aptitude strengths and challenges with future career interests/goals (8) {1,2, 3, 4} 5. Administrate a learning style inventory (8) {1, 2,3,4}			
High School	<b>LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon) need to hear from NOCO</b> 1. Use personality assessments and inventories to explore self-awareness (9-10) {3,4} 2. Use the interest inventory from the ACT PLAN assessment (10) {3,4} 3. Use the interest inventory from CFNC (9-12) {3,4} 4. Conduct role playing scenarios (e.g. personality type, values, conflict management/bullying, team building and reality check activities) (9-12) {3,4} 5. Use class meetings (where available) or other counseling sessions to emphasize the link between academic and aptitude strengths, and challenges with future career interests/goals (e.g. GPA) (9-12) {1, 3,4} 6. Provide CTE specific training (clusters, poverty, curriculum, concentrator) for counselors and CDCs (9-12) {1, 3,4}			
Community College	CFNC interest inventories SuperStrong Interest ABLE CRC (Career Readiness Certification) scores NCDPI Career Cluster Manual Research Occupational Outlook Traitify			
WDB	<b>Adults</b> CRC NCWorks Self Assessments TABE ONET Activities HRD Classes	CFNC interest inventories CRC scores ACT Interest inventory SAT scores	<b>Non-adults</b> NCWorks Self-assessment tools including Traitify ONET activities My Next Move TABE	

	Career Awareness, Exploration, and Goal Setting	
Middle School	<p><b>LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon)</b></p> <ol style="list-style-type: none"> <li>1. Hold a career fair (6-8) {1, 2, 3, 4}</li> <li>2. Encourage membership in CTSO's (6-8) {1, 3, 4}</li> <li>3. Set up web based accounts (i.e. CFNC) (7-8) {1, 2,3,4}</li> <li>4. Provide career based field trips/virtual field trips (7-8) {1, 2, 3, 4}</li> <li>5. Invite business/industry guest speakers (7-8) {1, 2, 3, 4}</li> <li>6. Initiate individual career development plans (8) {1, 2, 3, 4}</li> <li>7. Initiate High School CFNC Portfolio or Course Planner (cluster/course selection) (8) {1, 3, 4}</li> <li>8. Conduct career counseling lessons (e.g. goal setting, importance of staying in school, links between course selections and career interest, etc.) {2, 3}</li> <li>9. Explore careers through websites like Big Future and Career Cruising -F4K Virtual Job Shadowing.com. (8) {1, 2, 4}</li> <li>10. Participate in shadowing experiences like Groundhog Shadowing or go to work for a day (8) {1, 2, 3, 4 }</li> </ol>	
High School	<p>LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon)</p> <ol style="list-style-type: none"> <li>1. Visit all English classes (9-12) or other subjects in which the entire grade level can be exposed, and work with students on the following: update CFNC accounts; update career development plans; LSI update; take a career interest inventory; portfolio updates (e.g. awards, test scores, community service); and match "Career to College to Degrees" to Job Outlook (9-12) {1, 2, 3, 4}</li> <li>2. Organize cluster based career fairs (9-12) {3,4}</li> <li>3. Involve students in industry internships as well as community volunteering and service projects (9-12) {2,3, 4}</li> <li>4. Organize virtual/face-to-face college tours (2yr/4yr) (9-12) {1, 2, 3,4}</li> <li>5. Coordinate with local community college for college fair and college reps in classrooms (9-12) {1, 2, 3, 4}</li> <li>6. Establish a career awareness Speakers Bureau (9-12) {1, 2, 3, 4}</li> <li>7. Utilize O*Net (9-12) {1, 2, 3, 4}</li> <li>8. Encourage membership in CTSO's (9-12) {1,2,3,4}</li> <li>9. Provide virtual and face-to-face job shadowing opportunities (10-12) {1,3}</li> <li>10. Begin college application process (11-12) {1,2,3,4,}</li> <li>11. Host financial aid workshops (11-12) {1,2,3,4,}</li> </ol>	
Community College	<p>Utilization of career coaches are available</p> <p>Focus orientation activities to include career awareness, exploration and goal setting</p> <p>Open Communication and sharing (i.e. GRAD date; student career plans) between high school and community college counselors</p> <p>STEM Fair</p> <p>Campus Tours</p> <p>Structured one on one counseling focused on goal setting</p> <p>JLAC</p>	

Workforce Dev. Board	<p><b>Adults</b></p> <p>Job fairs Work mentoring through Title V program Utilize ONET activities Work First shadowing activities Utilization of community college instructors to hold workshops OJT NCWorks.gov research/activities Financial literacy workshops</p>	<p><b>Non-adults</b></p> <p>Industry shadowing Money management/budgeting workshops Company tours HRD Classes Entrepreneurship workshops</p>
High School Course Selection and Post-Secondary Planning		
Middle School	<p>LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon)</p> <ol style="list-style-type: none"> <li>1. Link activities in the self-awareness and exploration sections above to H.S. and post-secondary planning (CFNC, job fairs/career expos, EXPLORE, etc.) (6-8) {2, 3, 4}</li> <li>2. High school tours (8) {1, 2, 3, 4}</li> <li>3. Initiate H.S. course selection work with Career Development Plan (8) {2,3,4}</li> <li>4. Team Career Development Coordinators with counselors in conducting the H.S. course registration process (8) {2, 3, 4}</li> <li>5. Assist in planning and encourage participation in high school orientations, parent nights, CTE displays, etc.) (8) {2, 3, 4 }</li> </ol>	
High School	<p>LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon)</p> <ol style="list-style-type: none"> <li>1. Use the “A Look at Me” lessons in the Career Management course (9-10) {1, 2, 3,4}</li> <li>2. Develop and utilize career cluster commitment letters and contracts (9-10) {2}</li> <li>3. Use PRE-ACT assessments and questionnaires in the planning process (10) {1, 2, 3, 4}</li> <li>4. CDC and counselors work as a team to establish one-to-one guidance relationships with students-review and discuss post-secondary opportunities, ASVAB, PSAT, SAT, ASSET, Work Keys, ACT (9-12) {1, 2, 3, 4}</li> <li>5. Use related tools in CFNC, Kuder and F4k (Career Cruising) (9-12) {2, 3, 4}</li> <li>6. Sponsor Lunch and Learn Lab and/or Power Lunches—focus on “soft” and “technical” skills (9-12) {2, 3, 4}</li> <li>7. Organize Career Fairs, Curriculum Fairs, College Days and College Weeks (involving all teachers/ staff) (9-12) {2, 3, 4}</li> <li>8. Expand certification programs (9-12) {1, 2, 3, 4}</li> <li>9. Hold encouragement rallies (guest speakers, pep rallies) (9-12) {1, 2, 3, 4}</li> <li>10. Develop strategies that encourage and recognize credentials (9-12) {1, 2,3, 4}</li> <li>11. Expand job shadowing and internship programs (11-12) {1, 2, 3, 4}</li> <li>12. Assist students with registering CRC credential (12) {1, 2,3, 4}</li> </ol>	

Community College	Individual counseling sessions Assignment of student advisors Articulated credit Credit for industry certifications earned while in H.S. Utilizing SAT/ACT and pre ACT scores	
Workforce Dev. Board	<b>Adult</b>  Career fairs Mock Interviews Limited Work Experience	<b>Non-adults</b>  Career fairs Curriculum fairs STEM fairs
	<b>Personal/Employability Skills Development</b>	
Middle School	LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon)  1. Conduct ethics sessions (i.e. desired character traits, team building, problem solving, etc.) using role playing, simulations and guest speakers(6-8){2, 4} 2. Prepare students for work based learning explorations (shadowing, lunch/learn, field trips, guest speakers) through role scenarios. (7-8) {1, 2, 3, 4}	
High School	LEA code in parenthesis (1-Halifax; 2-Northampton; 3-Roanoke Rapids; 4-Weldon) 1. Develop assessment rubrics to provide students feedback on “soft” skills related to assigned projects, presentations, mock interviews and work-based learning experiences (i.e. speaking, team work, pride in outcome, being prepared, punctuality, etc.) (9-12) {1, 2, 3, 4} 2. Encourage membership in CTSO’s (9-12) {1, 2, 3, 4} 3. Organize a school-wide or grade-level “Career Readiness” preparation experience where students come in professional dress, learn about careers, focus on soft skills, resume writing, job applications and interviewing skills. (9-12) {1, 2, 3, 4} 4. Provide mini lessons on workplace responsibility, e.g. on time, bring prepared, pride in outcome, etc. (9-12) {1, 2, 3, 4} 5. Utilize KeyTrain/Workkeys soft skills assessments, and NC-Net Employability Skills Resource Tool Kit (free) (9-12) {1, 2, 3, 4} 6. Provide workshops/sessions on job readiness and “soft” skills, e.g. resume writing, cover letters, mock job interviews, workplace ethics scenarios. (11-12) {1, 2, 3, 4} 7. Require students to make professional presentations, e.g. Graduation Projects (11-12) {1, 2,3, 4} 8. Involve students in industry internships as well as community volunteering and service projects. (11-12) {1,2,3,4} 9. Utilize the Working Smart, Conover Workplace Readiness, Today’s Class Soft Skills, and/or CFNC curriculum. (11-12) {1, 2, 3, 4}	

Community College	HRD soft skills curriculum JLAC (Juniors Learning About Careers) ACA Soft Skills curriculum Service projects	
Workforce Dev. Board	<b>Adult</b>  Resume Writing/Interview Skills TABE NCWorks Assessments CRC	<b>Non-adult</b>  Job Shadows “Working Smart” curriculum Work Experiences (job shadows, etc.)

**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 –

**Halifax Co. Schools** - Halifax County Schools had a representative from Steel Fab to speak with the students about internships. The students took a field trip to the company and toured the various employment opportunities. Halifax County Schools partnered with the Energy Center to increase STEM related skills that surrounding businesses require. Halifax County Schools toured colleges and universities and several of our 2020 graduates will attend the Business Schools in the Fall 2020. We had guest speakers from State Employee Credit Union and BB&T.

**Weldon** - Weldon City Schools students participated in several paid and unpaid internships with several businesses during the last 12 months. Some of the businesses included Dairy Queen, KFC, HCC CADA Head Start, Lake Country Animal Hospital, etc. Weldon students also toured different colleges throughout the school year, toured several businesses, and were privileged to hear several guest speakers. Our Roanoke Valley Early College students were also placed with different businesses for their senior seminar placement.

**Northampton Co. Schools:** We had Steel Fab to come to discuss the various internship options with interested students. We did career development counseling with most students. We had students attend Pathways activities [Pathways is the name of a program offered by Roanoke Valley Chamber of Commerce listed under WBL]

**Roanoke Rapids Graded Schools:** Students completed career interest surveys using Traitify and based on their interest they created 4-year plans for their career pathway. Several businesses came to the career fair in February.

☒ Community College, describe Business Support Services Career awareness activity or activities – Halifax Community College uses Social Media (Halifax Community College Facebook Page) to reach out to the community. It also advertised its programs via its Marquee on a major highway in the area. HCC offered Juniors Learning About Careers (JLAC) and Advanced Manufacturing Day to the community. The Workforce and Economic Development Center helps by advertising Small Business opportunities for the public and community as a whole.

☒ WDB, describe business support services career activity or activities- Meetings and outreach were provided to HCC staff to help ask local businesses to join HCC Advisory Committees for each BSS departments. Also, outreach to businesses to ask them to join work based learning activities.

☒ NCWorks Career Pathways Manager/Champion, evidence promotion of pathway to center staff- Career Pathways, including Business Support Services are discussed in staff meetings and staff are provided the career pathways brochures to promote to customers. Also, the career pathways ladders posters are displayed in the office for discussion with job seekers.

## Criteria 6



\_\_X\_\_ a pathway has been developed and published in collaboration with the community college partners specifically for adult learners that clearly lays out pathway entry options and directions for 1) enrolling in NCWorks Online, 2) how to contact the local NCWorks Center for additional services and 3) setting up a CFNC account.

[illegible]

## Brochures to promote Business Support Services Careers



Great website from Roanoke Rapids High School on Career Pathways:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/611192/updated\\_2020ctecurriculum.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/611192/updated_2020ctecurriculum.pdf)

## COMMUNITY COLLEGE LINKS

Halifax Community College  
www.halifaxcc.edu • (252) 536-2551

Nash Community College  
www.nashcc.edu • (252) 443-4011

Edgecombe Community College  
www.edgecombe.edu • (252) 823-5166

Wilson Community College  
www.wilsoncc.edu • (252) 291-1195

With the training and education from Northeast NC Pathways partners, you can start a high demand, sustainable wage **Business Support Services** career with any of the following employers right here in Eastern North Carolina.

State Employees' Credit Union



NC DEPT OF  
SOCIAL SERVICES



**Express**  
EMPLOYMENT PROFESSIONALS

Plus many area Hospitals, Small Businesses  
Local Governments, and Manufacturing Facilities!

NCWorks  
career center

LOCATIONS AND  
CONTACTS

### EDGECOMBE & NASH COUNTY

NCWorks Career Center  
110 Fountain Park Drive  
Suite A2  
Battleground, NC 27809  
Phone: (252) 977-3306

### HALIFAX & NORTHAMPTON COUNTY

NCWorks Career Center  
1620 E. 10th Street  
Roanoke Rapids, NC 27870  
Phone: (252) 537-4188

### WILSON COUNTY

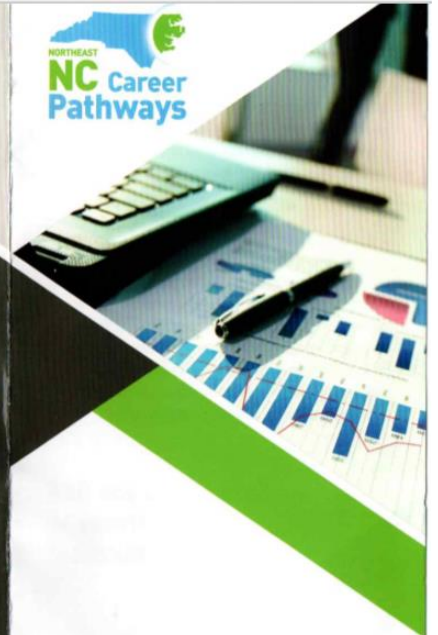
NCWorks Career Center  
302 Tarboro Street West  
Wilson, NC 27893  
Phone: 252-234-1129



**americanjobcenter**

EQUAL OPPORTUNITY EMPLOYER/PROGRAM.  
AUXILIARY AIDS AVAILABLE UPON REQUEST.

NORTHEAST  
**NC Career  
Pathways**



YOUR CAREER IN

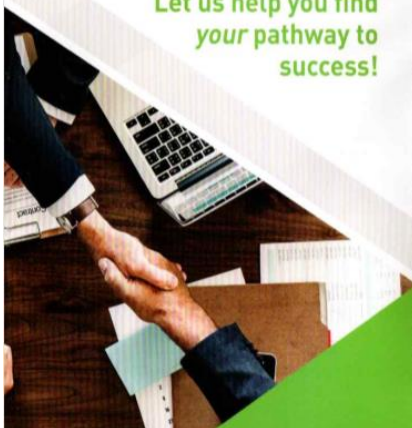
**Business  
Support Services**  
BEGINS HERE!

## 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!



NORTHEAST  
**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 & Microsoft 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

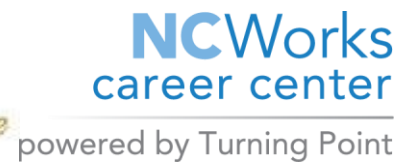
Your NCWorks Career Center can assist you with more information on the following Business Support Services related training programs:

- 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	Operations Manager
Administrative Assistant	Customer Service Rep
Business Teacher	Accountant
Digital Manager	Software Developer
Computer Systems Analyst	Information Tech Teacher
Logistics Engineer	Materials Manager
Distribution Clerk	Transportation Manager
Receptionist	Computer Specialist
Sales Manager	Quality Data Manager
Auditor	Inventory Control Manager

# Criteria 7



**7. Evaluation** – The LEAs, Community College and Workforce Development Board agree to track and turn in the business support services metrics data sets (first collected in 2013-14) as prescribed by the regional pathway partnership

Check indicates the agreement to provide the prescribed data

☒ LEAs

☒ Community College

☒ WDB