

## CCP PROGRAMS

### CAREER TECHNICAL PATHWAY - OFFICE ADMINISTRATION

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through cooperative innovative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a College Transfer pathway, a Curriculum Career and Technical Education pathway, a Workforce Continuing Education pathway, or SandHoke Early College High School (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

#### Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. Curriculum Career Technical Pathways take the form of certificates which may be completed while in high school. These pathways allow students to explore potential career areas. Courses may be offered on one of the SCC campuses, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this Catalog.

Course Hours Per Week		Semester Hours
Class	Lab	Credit

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		Course Hours Per Week		Semester Hours
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to ACC Spreadsheets	1	3	2
CIS-110	Introduction to Computers	2	2	3
OST-131	Keyboarding	1	2	2
OST-136	Word Processing	2	2	3
OST-236	Adv Word Processing	2	2	3
<b>Credit Hours</b>		<b>11</b>	<b>15</b>	<b>18</b>
Total Required Minimum Semester Hours Credit				18

		Course Hours Per Week		Semester Hours
<b>Customer Service Representative</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
MKT-223	Customer Service	3	0	3
OST-131	Keyboarding	1	2	2
OST-134	Text Entry & Formatting	2	2	3
OST-136	Word Processing	2	2	3
OST-137	Office Applications I	2	2	3
OST-236	Adv Word Processing	2	2	3
<b>Credit Hours</b>		<b>12</b>	<b>10</b>	<b>17</b>
Total Required Minimum Semester Hours Credit				17

**Career and College Promise**

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CCP Contacts