**FORM 15-2**

**Request for *Combined Course Library (CCL)* Revision**

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| Name of College: Catawba Valley Community College | | | | | | |
| Chief Academic Officer (Last, First, MI): Mackie, Dr. Keith | | | | | | |
| Chief Academic Officer Signature: | | | | | Date: Select date. | |
| Contact Person: Gary Muller | | | | | | |
| Email: gmuller@cvcc.edu | | | | | | |
| Phone: 828-327-7000 Ext 4672 | | | | | | |
| Rationale for Course Change:  Local college area business and industry requested that students be provided more opportuinty to become familiar with their organizations, that employability skills development be more incorporated in students' eduication, and that basic employment skills such as those associated with the NCRC be addressed within secondary and postsecondary education. It was agreed that the WBL prefix would better identify the true nature of the course rather than ACA (Academic). The college requests Early Implementation. | | | | | | |
| **Supporting Documentation** | | | | | | |
| Colleges That Have Been Consulted:  WTCC has provided staff to help develop this as a functional Moodle course, which has been located on the NCPerkins.org website and will be made available to all community colleges once fully developed. | | | | | | |
| Response from Consulted Colleges:  Positive | | | | | | |
| **Current Course Information** | | | | | | |
| Three-Letter Prefix: ACA | | | Three-Digit Number: 110 | | | |
| Course Title:  Work Math/Literacy/Documents | | | | | | |
| Classroom Hours  1 | Lab/Shop Hours  2 | Clinical Hours  Select | | Work Experience Hours  Select | | Total Credit Hours  2 |
| Prerequisite(s): None | | | | | | |
| Corequisite(s): None | | | | | | |
| Description: This course is designed to familiarize individuals with fundamental core skill sets that are critical for successful employment.Topics include locating and using workplace information, interpreting workplace graphic information, and applying mathematics to sources common to the workplace. Upon completion, students should be able to demonstrate the ability to locate and use information, interpret graphic information, and apply mathematics to work-related scenarios. | | | | | | |
| Curriculum Standard(s) with course in core: None | | | | | | |
| **Proposed Course Information** | | | | | | |
| Three-Letter Prefix: WBL | | | Three-Digit Number: 120 | | | |
| Short Title (30 characters including spaces):  Career Readiness, Exploration, and Employability | | | | | | |
| Long Title (for clarification):  Career Readiness, Exploration, and Employability | | | | | | |
| Classroom Hours  2 | Lab/Shop Hours  3 | Clinical Hours  Select | | Work Experience Hours  Select | | Total Credit Hours  3 |
| Prerequisite(s): None | | | | | | |
| Corequisite(s): None | | | | | | |
| Description:  No Change  Changes Indicated Below  A one sentence summary of the course using a maximum of 40 words  *(This course provides/introduces/covers/is designed to/includes...)*  This course is designed to familiarize individuals with fundamental core skill sets that are critical for successful employment. | | | | | | |
| A one sentence summary listing the major components of the course using a maximum of 40 words  *(Topics include/Emphasis is placed on...)*  Topics include workplace information, graphics, and math, career exploration, and employability skillsets. | | | | | | |
| A one sentence summary listing the competencies of the course using a maximum of 50 words  *Upon completion, students should be able to* demonstrate the basic ability to locate and use information, interpret graphic information, and apply mathematics to work-related scenarios, define employability skills, and map education to careers within business and industry. | | | | | | |
| *\*Please indicate if you would like to pursue an earlier implementation date than the semester listed on page 15-8:* **The College requests Early Implementation** | | | | | | |

**Submitting the Request**

Submit the completed request form by email to: [crc@nccommunitycolleges.edu](mailto:crc@nccommunitycolleges.edu). If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed (in addition to the emailed submission) to:

Lisa M. Chapman, Ed.D.

Senior Vice President for Programs

Academic and Student Services

North Carolina Community College System Office

5016 Mail Service Center

Raleigh, NC 27699-5016

*Your college (President and CAO) should receive a letter of receipt within two weeks of submission.*