CENTRAL CAROLINA TECHNICAL COLLEGE

Secondary School Articulation Form
(Course Competency Verification)

CCTC Course: AOT 104 (Keyboarding and Input Technologies)

SECTION I (For the *student*)

Please read this form completely, including Section III (Policies and Disclosure Information). Please note that a grade of 70% or higher is required for successful completion of the proficiency test.

Please complete this section of the form and give it to your teacher.

Your Name: *(PLEASE PRINT)* _____ SSN: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone Number: _____ Check One: ☐ Landline ☐ Mobile

High School: _____ Career Center: _____

Date of (or anticipated) Graduation from High School: _____

SECTION II (For the *teacher*)

I verify that this student has mastered the major competencies listed below, and therefore, I recommend this student take the AOT 104 proficiency test. **(Please initial each competency.)**

_____ 1. Demonstrate the ability to correctly use the alphanumeric keyboard to produce acceptable documents such as a business letter and an unbound report.

_____ 2. Demonstrate an acceptable understanding of the rules for, and language arts skills in punctuations, and sentence structure for business.

_____ 3. Demonstrate the ability to correctly use the numeric ten keypad.

_____ 4. Demonstrate effective keyboarding speed and accuracy skills.

_____ 5. Demonstrate basic document processing skills in the areas of memos, letters, and reports.

_____ 6. Demonstrate effective keyboarding technical knowledge and technique.

_____ 7. Demonstrate effective basic technical knowledge and skills in scanning technology.

Teacher (or high school official) Name (PLEASE PRINT): _____

Signature: _____ Date: _____

Name of high school/career center course(s) in which this student gained the required competencies for possible

exemption credit: _____

Date of course completion, or expected completion: _____

Comments (if applicable): _____

Please contact Kevan Croteau, Computer Science Department Chair, to schedule the AOT 104 proficiency test and for questions regarding articulation for AOT 104. Phone: (803) 778-7887; Email: croteaukh@cctech.edu.

Revised June, 2021

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SECTION III
Secondary School Articulation Exemption Credit Procedures & Disclosure Information

1. Students should contact their guidance counselor or teacher at the high school or career center or the Registrar at Central Carolina Technical College to determine whether specific secondary course work is eligible for articulation and to obtain information on requirements and procedures for requesting exemption credit.

2. Students requesting exemption credit should complete *Section 1* of the Secondary School Articulation Form for each course in which s/he is interested in receiving exemption credit.

3. The high school or career center teacher will determine if the student has mastered the major course competencies and is eligible to take the proficiency test. If so, the teacher should complete *Section 2* of the Secondary School Articulation Form for each course the student is requesting exemption credit.

4. The high school teacher/official should contact the CCTC program manager (at the email/phone number listed on the Secondary School Articulation Form) to schedule the proficiency test and should submit completed forms to the CCTC program manager/instructor administering the test.

5. The CCTC program manager/instructor should administer the proficiency test and complete a Proficiency Test Form for each student taking the test, indicating whether the student passed or failed the test.

6. The CCTC program manager/instructor should submit the completed Secondary School Articulation Forms, Proficiency Test Forms, and graded proficiency tests to the CCTC Registrar.

7. The CCTC Registrar should provide students with results of the proficiency test and instructions for obtaining exemption credit.

8. Students must meet all admissions requirements at CCTC and should inform the admissions counselor of pending exemption credit when being admitted to the college.

9. After the student is admitted to the College, Student Records will post the exemption credit as a grade of "E" on the student's official CCTC transcript. ("E" grades do not count in a student's grade point average.)

10. Exemption credit may apply to a required course in the articulated program or an elective course depending on whether or not the course is listed as required for a specific curriculum in the College catalog. If a student enters a program at CCTC for which the course is not required, the student may use the course as elective credit if permission is granted by the program department chair/program manager.

11. Students will have no more than two years following high school graduation to complete the secondary articulation procedures and request exemption credit.

12. A high school student who takes a proficiency test will have his/her Secondary School Articulation Form and Proficiency Test Form (indicating if the student passed) kept on file in the Student Records Office for two years following high school graduation. The graded proficiency test will remain on file in the appropriate department office or Student Records Office for two years following the test date.

13. Exemption credit earned at CCTC does not imply or guarantee that such credit will be honored by other institutions of higher education.
14. All proficiency exams will be developed, administered, and scored by Central Carolina Technical College faculty and/or staff.

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