

**CURRICULUM PROCEDURES REFERENCE MANUAL**

**SECTION 12**

General Occupational

Technology

(GOT)

Procedures

# General Occupational Technology (A55280) Procedures

## PROGRAM DESCRIPTION

The General Occupational Technology (GOT) curriculum provides individuals with an opportunity to upgrade their skills and earn an associate degree, diploma, or certificate by taking courses that offer specific job knowledge and skills.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be developed from any non-developmental level courses from approved curriculum programs of study offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and better qualified for a wide range of entry-level employment opportunities.

*All courses included in the GOT must be taken from approved Associate of Applied Science (AAS), diploma or certificate programs.*

## GENERAL GUIDELINES

Approval to offer the General Occupational Technology program is granted by the System President. To gain program approval, the college president must submit a request in writing to the System President [Reference: 23 NCAC 2E.0201(c)]. Colleges are not required to file programs of study for the GOT with the System Office (CC-96-22) due to the unique nature of the program.

A diploma or certificate may be pulled from the General Occupational Technology Associate of Applied Science degree to meet the needs of local industry.

The General Occupational Technology program shall not be used to circumvent the State Board approval process for curriculum programs. Colleges starting new curricula programs must follow the program approval process referenced in Section 3 of the *Curriculum Procedures Reference Manual*.

The North Carolina Community College System is unable to offer individually designed programs of study in captive co-opted environments. Therefore, the General Occupational Technology program may not be offered in captive co-opted environments.

The General Occupational Technology curriculum is a unique program designed to give colleges flexibility in serving the needs of individuals; therefore, it is exempt from the Performance Measure addressing Annual Program Enrollment.

## **DEVELOPING INDIVIDUAL PROGRAMS OF STUDY**

### ***Student Information***

Colleges are required to maintain appropriate documentation for each student who is awarded a degree, diploma, or certificate under the General Occupational Technology program. Documentation may include an individual student program of study, graduation readiness checklist, or student transcript.

An individual program of study must be completed for each student prior to graduation (see a suggested template included in this section).

### ***General Education***

Associate Degree programs must contain a minimum of 15 semester hours of general education coursework. The general education hours must include a minimum of 6 semester hours in communications and at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Diploma programs must contain a minimum of 6 semester hours of general education, 3 semester hours of which must be in communications. General education is optional in certificate programs.

### ***Core Courses***

Because of the unique nature of the General Occupational Technology curriculum program and to allow maximum flexibility ***there are no requirements for core courses.***

### ***Major Courses***

The General Occupational Technology Associate in Applied Science (AAS), diploma, and certificate programs must include courses which offer specific job knowledge and skills. The student must select and complete a minimum of 49 SHC from a combination of major courses for curriculums approved to be offered by the college. Work experience, including cooperative education, practicums, and internships, may be included in a degree program up to a maximum of 8 semester hours of credit, in a diploma up to a maximum of 4 semester hours credit, and in a certificate program up to a maximum of 2 semester hours of credit (23 NCAC 02E.0204).

### ***Other Required Hours***

Local employer requirements, as well as college designated graduation requirements, may be accommodated in "other required hours". Up to a maximum of 7 semester hours of credit in other required hours may be included in an AAS degree program, 4 semester hours of credit in a diploma program, and 1 semester hour of credit in other required hours may be included in a certificate program (23 NCAC 02E.0204). Any course in the Combined Course Library that is educationally relevant to the student's career objective may be used in other required hours, as long as it is not a restricted or unique course.

### ***A55280 Total SHC***

The total number of semester credit hours must include a minimum of 64 hours and a maximum of 76 hours.

## A55280 General Occupational Technology

### INDIVIDUAL STUDENT PROGRAM OF STUDY (Suggested Template)

*For each course included in the Student Program of Study, list the course prefix and number, course title, credit hours, and the code and title of an approved program of study offered by the college that includes the course.*

<b>STUDENT INFORMATION</b>				
Student Name:			Student ID:	
Graduation Date:			Date Filed:	
<b>GENERAL EDUCATION</b>				
Course Information			Approved Program Information	
Prefix/No.	Title	Credit	Code	Title
<b>Total General Education SHC</b>				
<b>MAJOR COURSES</b>				
Course Information			Approved Program Information	
Prefix/No.	Title	Credit	Code	Title
<b>Total Major SHC</b>				
<b>OTHER REQUIRED HOURS</b>				
Course Information			Program Information	
Prefix/No.	Title	Credit	Code	Title
<b>Total Other Required Courses SHC</b>				
<b>TOTAL A55280 SHC</b>				