

CAREER PATHWAYS

A Career Pathway is a series of connected educational and training programs that can be completed in six months or less. These Pathways enable individuals to secure a job or advance in a demanded industry or occupation. Career Pathways focuses on easing and facilitating student transition from unemployment/underemployment to another career/job opportunity or to a credit program at BCC. The unique aspects of these courses are affordability, prompt completion, and convenience. Courses may be taken at the Main Campus or the Leland Center for Economic and Workforce Development

Economic and Workforce Development currently offers the following Career Pathways:

Computer Repair

The Computer Repair/A+ certification is designed for individuals interested in gaining knowledge to install, configure, upgrade, troubleshoot and repair desktop computer systems. Upon completion of this course students will be able to take the A+ Certification exam. A + is a nationally accepted certification; perfect for those who want to work in the world of information technology. Students must complete the following courses: Employment Readiness, Introduction to Computer Skills, Computer Repair/A+ Prep, Career Readiness Certification.

Healthcare Billing and Coding

Upon completion of this pathway, students are eligible for AAPC certification if they are a member. After 2-3 years' experience coding, students can sit for the CCS-P credentials through AHIMA if they are a member. Students must complete the following courses (in order): Employment Readiness, Legal Aspects for Healthcare Providers, Healthcare Terminology, Basic Human Anatomy & Physiology, Healthcare Billing & Coding, and Career Readiness Certification.

Medical Office Assistant

The Medical Office Assistant Career Pathway is a three part course, each part consisting of 288 hours. At the completion of the three courses, students will be able to take any of the following National Certification Exams: Clinical Medical Assistant, Administrative Medical Assistant, Phlebotomy, EKG Technician, Computerized, Coding & Billing. Students must complete the following courses: Nurse Aide I (with NC State Certification/registry listing), Medical Office Assistant, Spanish for Healthcare Providers, Career Readiness Certification.

Nurse Aide I

The Healthcare Giver Certification Career Pathway has been designed to educate students in the theory and skills required to safely provide patient care or resident care in the selected agency of employment. Students must complete the following courses: Career Focus, Nurse Aide I, and Basic Spanish for Healthcare Providers.

Nurse Aide II

The Healthcare Giver Certification Career Pathway has been designed to educate students in the theory and skills required to safely provide patient care or resident care in the selected agency of employment. Students must complete the following courses: Career Focus, Nurse Aide I, Nurse Aide II, Spanish for Healthcare Providers, Career Readiness Certification.

Small Business Office Manager

The Office Administrative Management pathway has been designed to teach you the skills needed to obtain a position in an office setting. Students must complete the following courses: Employment Readiness, Administrative Assistant Fundamentals, Administrative Assistant Applications, Customer Service Fundamentals, Microsoft Office Specialist, QuickBooks Comprehensive, SHRM® Essentials, and Career Readiness Certification.

Pharmacy Technician

The Pharmacy Technician Career Pathway has been designed to prepare students to work as a technician assistant in a pharmacy. Upon completion, students will be able to take the Pharmacy Technician Certification Board Exam. Students must complete the following courses: Employment Readiness, Pharmacy Technician, Legal Aspects for Healthcare Providers, Career Readiness Certification.

Solar Installer

The Solar Installer Career pathway has been designed to train students to safely install equipment and guide students to plan for job placement. Students must complete the following courses: Employment Readiness, OSHA 10 Hour, Basic Building Skills, Solar Installer, and Career Readiness Certification.