



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*H. Martin Lancaster, President*

April 18, 2008

**To:** Presidents  
Chief Academic Officers

**From:** Delores A. Parker, Vice President  
Academic and Student Services

**Subject:** Curriculum Review Committee Course Approvals

The Curriculum Review Committee (CRC) has the responsibility for maintaining the Combined Course Library (CCL). The CRC meets in the spring and fall to review requests that have been submitted by the colleges for new and revised courses. The approved requests from the Spring 2008 meeting are attached for your information.

The State Board of Community Colleges has delegated authority to the Vice President of Academic and Student Services to approve curriculum standard changes involving **core course title, number, and/or semester hour credit (SHC) changes** resulting from CRC action. The standards listed below have been revised as a result of such CRC-approved changes to one or more core courses:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Business Administration	A25120
Business Administration/Banking and Finance	A2512A
Business Administration/Customer Service	A2512B
Business Administration/Electronic Commerce	A2512I
Business Administration/Human Resources Management	A2512C
Business Administration/International Business	A2512D
Business Administration/Logistics Management	A2512E
Business Administration/Marketing and Retailing	A2512F
Business Administration/Operations Management	A2512G
Business Administration/Public Administration	A2512H
Business Administration/Shooting and Hunting Sports Management	A2512J
Court Reporting and Captioning	A25140
Landscape Architecture Technology	A40260
Medical Office Administration	A25310
Medical Transcription (Diploma)	D25320
Voice Writing Realtime Reporting	A25460

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Presidents  
Chief Academic Officers  
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The CRC also approved requests for several **core course description, prerequisite/corequisite, and/or lab hour revisions**. The standards listed below contain such courses. Please note that the only change indicated on the standard will be the inclusion of the statement *CRC Revised-Electronic Only 03/27/08* since only the electronic version of the standard template will be revised to reflect the core course changes.

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Animal Care and Management Technology	A55100
Environmental Science Technology/Invasive Species Management	A2014C
Magnetic Resonance Imaging	A45800
Medical Sonography	A45440
Physical Therapist Assistant (2-year program)	A45620

The following curriculum standards involved CRC-approved core course revisions and **additional revision requests** that will need to be reviewed and acted upon at the May and June State Board meetings:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Emergency Preparedness Technology	A55420
Interventional Cardiac and Vascular Technology	A45410
Office Systems Technology	A25360
Office Systems Technology/Legal	A2536A
Office Systems Technology/Virtual Office Assistance	A2536C

The course listed below will be presented to the Transfer Advisory Committee for information:

<u>Prefix/Number</u>	<u>Title</u>
COM 140	Intro Intercultural Com

The revised standards not requiring State Board action are attached for your convenience and are available on the NC Community College System Programs website at <http://www.nccommunitycolleges.edu/programs>. Due dates, forms, and procedures for submitting requests to the CRC are also at the above website, in sections 15 and 22 of the *Curriculum Procedures Reference Manual*.

If you need assistance or clarification, please contact Dr. Judith Mann, Associate Vice President, Program Services, at [mannj@nccommunitycolleges.edu](mailto:mannj@nccommunitycolleges.edu) or (919) 807-7108.

DAP/TM/rb  
Attachments

C: Curriculum Review Committee  
Dr. Vince Revels  
Dr. Judith Mann  
Ms. Jennifer Frazelle  
Ms. Tracy McPherson  
Program Coordinators

**Attachment: New and Revised Courses Approved By the CRC on March 27, 2008**

<b>Curriculum Course Number</b>	<b>Curriculum Course Title</b>	<b>CRC Action March 2008</b>	<b>Effective Semester</b>
ACA 112	Intro to Dist Learning	New course approved	2008*03
ACM 111	Health Care for Animals	Changed course description; Changed hours from "3-0-3" to "2-2-3"	2009*01
ACM 212	Community Health	Changed course description; Changed hours from "3-0-3" to "2-2-3"	2009*01
AHR 170	Heating Lab	New course approved	2008*02
AHR 171	Comfort Cooling Lab	New course approved	2008*02
AHR 172	Heat Pump Lab	New course approved	2008*02
AQU 215	Algae Culture	New course approved	2008*02
AQU 255	Invertebrate Culture	New course approved	2008*02
ARC 210	Intro to Sustain Design	New course approved	2008*02
ASL 221	Advanced ASL I	New course approved	2008*02
ASL 222	Advanced ASL II	New course approved	2008*02
ASL 230	American Deaf Culture	New course approved	2008*02
ASL 231	Working with Deaf-Blind	New course approved	2008*02
COM 140	Intro Intercultural Com	Changed course status from general education (communication) to general education (communication and humanities) for AAS/Diploma/Certificate/AGE	2009*01
CVS 277	Cardiovascular Topics	Changed prerequisites from "CVS 260" to "CVS 163"; Changed corequisites from "CVS 261" to "None"	2009*01
DEA 215	3D Design & Environments	New course approved	2008*02
ENG 110	Freshman Composition	Changed course description	2009*01
EPT 124	EM Services Law & Ethics	New course approved	2008*02
EPT 130	Mitigation & Preparedness	New course approved	2008*02
EPT 150	EMS Incident Management	Changed title to "Incident Management"; Changed hours from "2-2-3" to "3-0-3"; Changed course description	2009*01
EPT 210	Disaster Resp Ops Mgt	Changed title to "Response & Recovery"; Changed course description	2009*01
EPT 225	Haz Analysis/Risk Assess	New course approved	2008*02
EPT 230	Emergency Planning	New course approved	2008*02
EPT 260	Business Continuity	New course approved	2008*02
EPT 280	Building Resilient Comm	New course approved	2008*02
FVP 223	Postproduct. Sound Design	New course approved	2008*02
GRD 265	Digital Print Production	Changed prerequisites from "GRD 152 or GRA 151" to "GRD 151 or GRA 151"	2009*01
HOR 225	Nursery Production	Changed hours from "2-3-3" to "2-2-3"	2009*01
ICV 214	ICV Physics II	Changed prerequisite from "ICV 114" to "ICV 114 or RAD 131"; Changed course description	2008*03
ICV 216	Radiographic Pharmacology	Changed title to "ICV Pharmacology"; Changed hours from "2-0-0-2" to "3-0-0-3"; Changed course description	2008*03
ICV 217	Inter Equip & Supplies	Changed course description	2008*03
ICV 220	ICV Clinical Ed IV	Changed prerequisite from "None" to "ICV 130"; Changed hours from "0-0-27-9" to "0-0-24-8"	2008*03

Curriculum Course Number	Curriculum Course Title	CRC Action March 2008	Effective Semester
ICV 230	ICV Clinical Ed V	Changed prerequisite from "None" to "ICV 220"; Changed hours from "0-0-27-9" to "0-0-24-8"	2008*03
IMG 130	Imaging Ethics & Law	Changed prerequisite from "IMG 120" to "None"	2008*03
IVS 251	Inj Wildlife Control Meth	Changed prerequisite from "IVS 240" to "IVS 250"	2008*02
LAR 114	Landscape Arch CAD	Changed course title to "CAD for Land Development"; Changed course description	2008*02
LAR 120	Sustainable Development	New course approved	2008*02
LAR 211	Landscp Construct & Des	Changed course title to "Commercial Site Design"; Changed course description	2008*02
LAR 223	Landscape Design Project	Changed course title to "Land Design Project"; Changed course description	2008*02
LAR 230	Prin of Horticulture I	Changed course title to "Prin of Exterior Planting"; Changed course description	2008*02
LAR 231	Prin of Horticulture II	Changed course title to "Prin of Interior Planting"; Changed prerequisites from "LAR 230" to "None"; Changed course description	2008*02
LAR 235	LAR Presentation Tech	Changed prerequisites from "LAR 211 and LAR 221" to "None"; Changed course description	2008*02
LAR 241	Adv Site Planning	Changed hours from "2-2-3" to "2-3-3"; Changed course description	2008*02
MAC 160	Coordinate Measuring Mach	New course approved	2008*02
OST 130	Comprehensive Keyboarding	New course approved	2008*03
OST 132	Keyboard Skill Building	Changed course description	2008*03
OST 134	Text Entry & Formatting	Changed course description	2008*03
OST 135	Adv Text Entry & Format	Changed course description	2008*03
OST 136	Word Processing	Changed hours from "1-2-2" to "2-2-3" and Changed course description	2008*03
OST 137	Office Software Applicat	Changed hours from "1-2-2" to "2-2-3"	2008*03
OST 138	Advanced Software Appl	Changed prerequisites from "OST 137" to "OST 137 or CIS 111 or CIS 110"; Changed course description	2008*03
OST 140	Internet Comm/Research	New course approved	2008*03
OST 148	Med Coding Billing & Insu	Changed course description	2008*03
OST 153	Office Finance Solutions	New course approved	2008*03
OST 155	Legal Terminology	Changed course description	2008*03
OST 165	Adv Text Editing Apps	New course approved	2008*03
OST 184	Records Management	Changed hours from "1-2-2" to "2-2-3"	2008*03
OST 188	Issues in Office Tech	Changed course description	2008*03
OST 201	Medical Transcription I	Changed prerequisites from "OST 136 and OST 164" to "OST 136"; Changed corequisites from "MED 122 or OST 142" to "(MED 122 or OST 142) and OST 164"	2008*03
OST 220	Notetaking	Changed course description	2008*03
OST 223	Machine Transcription I	Changed title to "Admin Office Transcript I; Changed hours from "1-2-2" to "2-2-3"; Changed prerequisites from "OST 134, OST 136 and OST 164" to "OST 164 and (OST 134 or OST 136)"; Changed course description	2008*03
OST 224	Machine Transcription II	Changed title to "Admin. Ofc Transcript II; Changed course description	2008*03
OST 236	Adv Word/Information Proc	Changed prerequisites from "OST 135 or OST 136" to "OST 136"; Changed course description	2008*03
OST 242	Med Ofc Transcription II	Changed course description	2008*03

<b>Curriculum Course Number</b>	<b>Curriculum Course Title</b>	<b>CRC Action March 2008</b>	<b>Effective Semester</b>
OST 247	CPT Coding in the Med Off	Changed course description; Changed prerequisites from "MED 122 or OST 142" to "MED 121 or OST 141"; Changed title to "Procedure Coding"	2008*03
OST 248	Diagnostic Coding	Changed prerequisites from "MED 122 or OST 142" to "MED 121 or OST 141"; Changed course description	2008*03
OST 252	Legal Transcription I	Changed course description	2008*03
OST 253	Legal Transcription II	Changed course description	2008*03
OST 289	Office Systems Management	Changed title to "Administrative Office Mgt"; Changed course description	2008*03
PTA 130	Physical Therapy Proc I	Changed course description	2009*01
PTA 150	Physical Therapy Proc II	Changed course description	2009*01
PTA 160	Physical Therapy Proc III	Changed course description	2009*01
SON 222	Selected SON Clinical Ed	Changed prerequisite from "SON 110" to "None" Changed corequisite from "None" to "SON 110"	2009*01
SON 289	Sonographic Topics	Changed prerequisite from "SON 220" to "SON 110"; Changed corequisite from "SON 221" to "None"	2009*01
TRE 112	Inclusive Programming	New course approved	2008*03
TRE 172	Team Building Lab	New course approved	2008*03
TRE 173	Community Integration Lab	New course approved	2008*03

# CURRICULUM STANDARD

Effective Term  
Fall 1997  
[1997\*03]

Curriculum Program Title

**Animal Care and Management Technology**

Code

**A55100**

Concentration

**(not applicable)**

## *Curriculum Description*

The Animal Care and Management curriculum is designed to provide students with the opportunity to acquire the skills, knowledge, and attitudes necessary for employment in the animal care industry.

Course work includes instruction designed to educate students in the basic sciences pertinent to animal work including legal aspects, basic management skills needed to work with both people and animals, and hands-on skills necessary for safety and health.

This course of study can offer the student a wide variety of employment options. Opportunities exist with humane organizations, kennels, city and county animal control agencies, animal shelters, zoos, residency facilities, and veterinarians.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Animal Care and Management Technology A55100**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>  <b>Required Courses:</b> ACM 110 Introduction to Animal Care            3 SHC ACM 111 Health Care for Animals                3 SHC ACM 112 Facility Management                    3 SHC ACM 113 Animal Handling                         3 SHC ACM 210 Law Pertaining to Animals            4 SHC ACM 211 Applied Animal Behavior             3 SHC ACM 212 Community Health                    3 SHC ACM 213 Euthanasia                              3 SHC  <b>Required Subject Areas:</b> None	<b>25 SHC</b>	<b>NR</b>	
<b>B. CONCENTRATION</b> ( <i>Not applicable</i> )			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ACM, ANS, BIO, BUS, CIS, CJC, COE, CSC, POL, and PSY  <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Business Administration**

Code

**A25120**

Concentration

**(not applicable)**

## ***Curriculum Description***

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*



## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Business Administration A25120

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i> <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Areas:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics.</b> Select one: ECO 151 Survey of Economics 3 SHC ECO 251 Principles of Microeconomics 3 SHC ECO 252 Principles of Macroeconomic 3 SHC  <b>*Computer Applications.</b> Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>(not applicable)</i>   <div style="text-align: right;"><i>Continued on next page</i></div>			

**Business Administration A25120 (continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM,  
ECO, HRM, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, RLS,  
and WEB

*Foreign language courses (including ASL) that are not designated as  
approved other major hours may be included in all programs up to a  
maximum of 3 semester hours of credit.*

# CURRICULUM STANDARD

*Effective Term*  
*Fall 2008*  
*[2008\*03]*

Curriculum Program Title

**Business Administration**

Code

**A2512A**

Concentration

**Banking and Finance**

## *Curriculum Description*

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Course work includes principles of banking, money and banking, lending fundamentals, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Banking and Finance A2512A**

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i> <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Area:</b> <b>*Accounting. Select one:</b> ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics. Select one:</b> ECO 151 Survey of Economics 3 SHC ECO 251 Principles of Microeconomics 3 SHC ECO 252 Principles of Macroeconomics 3 SHC  <b>*Computer Applications. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>Courses unique to a concentration are designated with **</i> <b>NOTE: Colleges with AIB certification use AIB prefix.</b> AIB 110 Principles of Banking 3 SHC <i>or</i> BAF 110 Principles of Banking 3 SHC ** AIB 131 Fund of Bank Lending 3 SHC <i>or</i> ** BAF 131 Fund of Bank Lending 3 SHC ** AIB 141 Law & Banking Principles 3 SHC <i>or</i> ** BAF 141 Law & Banking Principles 3 SHC ** AIB 222 Money and Banking 3 SHC <i>or</i> ** BAF 222 Money and Banking 3 SHC <div style="text-align: right;"><i>Continued on next page</i></div>	<b>12 SHC</b>	<b>12 SHC</b>	

**Business Administration/Banking and Finance A2512A (continued)**

<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO, HRM, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, and WEB</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			
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# CURRICULUM STANDARD

*Effective Term*  
*Fall 2008*  
*[2008\*03]*

Curriculum Program Title

**Business Administration**

Code

**A2512B**

Concentration

**Customer Service**

## ***Curriculum Description***

Customer Service is a concentration under the curriculum title of Business Administration. This curriculum provides a broad foundation of communication and interpersonal skills designed to prepare the individual for customer contact roles within a business organization.

Emphasized are concepts in retailing, credit and collections, resolving customer complaints, service follow-up, consumer law, and consumer behavior. Concepts include communicating effectively, using interpersonal skills, establishing credit worthiness, analyzing common accounting financial and credit documents, and operating a computer.

Employment opportunities include customer services representative, customer services manager, consumer relations, credit analyst, credit card specialist, credit and collection specialist, retail sales, accounts control analyst, administrative assistant, authorizations analyst, and telephone sales representative in both service- and production-oriented businesses.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Customer Service A2512B**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Area:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics.</b> Select one: ECO 151 Survey of Economics 3 SHC ECO 251 Principles of Microeconomics 3 SHC ECO 252 Principles of Macroeconomics 3 SHC  <b>*Computer Applications. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>Courses unique to a concentration are designated with **</i>  ** CSV 110 Introduction to Customer Service 3 SHC ** CSV 210 Advanced Customer Service 3 SHC CSV 220 Consumer Credit 3 SHC ** CSV 221 Letters of Credit 3 SHC MKT 222 Credit Procedures 3 SHC  <div style="text-align: right;"><i>Continued on next page</i></div>	<b>15 SHC</b>	<b>12 SHC</b>	

**Business Administration/Customer Service A2512B (continued)**

<p><b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO, INS, INT, ISC, LOG, HRM, MKT, OMT, OST, PAD, and WEB</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			
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# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Business Administration**

Code

**A2512I**

Concentration

**Electronic Commerce**

## *Curriculum Description*

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Electronic Commerce A2512I**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i> <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Areas:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics:</b> Select one. ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics 3 SHC ECO 252 Prin of Macroeconomics 3 SHC  <b>*Computer Applications:</b> Select one. CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>Courses unique to the concentration are designated with **</i> ** ECM 168 Electronic Business 3 SHC ECM 210 Introduction to E-Commerce 3 SHC ** ECM 220 E-Commerce Planning & Implementation 3 SHC ** ECM 230 Capstone Project 3 SHC WEB 110 Internet/Web Fundamentals 3 SHC  <div style="text-align: right;"><i>Continued on next page</i></div>	<b>15 SHC</b>	<b>15 SHC</b>	

**Business Administration/Electronic Commerce A2512I (continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO,  
HRM, INS, INT, ISC, ITN, LOG, MKT, OMT, OST, PAD, TAT, and WEB

*Foreign language courses (including ASL) that are not designated as  
approved other major hours may be included in all programs up to a  
maximum of 3 semester hours of credit.*

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Business Administration**

Code

**A2512C**

Concentration

**Human Resources Management**

## *Curriculum Description*

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

## *Curriculum Requirements\**

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Human Resources Management A2512C**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Area:</b> <b>*Accounting. Select one:</b> ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics. Select one:</b> ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics 3 SHC ECO 252 Prin of Macroeconomics 3 SHC  <b>*Computer Applications. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>Courses unique to the concentration are designated with **</i>  ** BUS 256 Recruit, Selection, & Per Plan 3 SHC BUS 217 Employment Law and Regs 3 SHC BUS 234 Training and Development 3 SHC ** BUS 258 Compensation and Benefits 3 SHC ** BUS 259 HRM Applications 3 SHC  <div style="text-align: right;"><i>Continued on next page</i></div>	<b>15 SHC</b>	<b>12 SHC</b>	

**Business Administration/Human Resources Management A2512C (continued)**

<p><b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO, HRM, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, and WEB</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			
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# CURRICULUM STANDARD

*Effective Term*  
*Fall 2008*  
*[2008\*03]*

Curriculum Program Title

**Business Administration**

Code

**A2512D**

Concentration

**International Business**

## ***Curriculum Description***

International Business is a concentration under the curriculum title of Business Administration. This curriculum prepares individuals for positions in international business through studies in business, social science, foreign language, and specialized courses in international marketing, law, economics, and trade practices.

Students will be expected to demonstrate language skills; a knowledge of geographic, political, and cultural differences; the ability to process import/export documentation; and a knowledge of international economics and business practices.

Employment opportunities are available in import/export departments, freight forwarder companies, customs house brokerage firms, international banking, state and federal government organizations, world organizations, and other internationally active businesses.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/International Business A2512D**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Area:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics.</b> Select one: ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics 3 SHC ECO 252 Prin of Macroeconomics 3 SHC  <b>*Computer Applications.</b> Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>Courses unique to a concentration are designated with **</i> ** ACC 270 International Accounting 3 SHC INT 110 International Business 3 SHC ** INT 210 International Trade 3 SHC ** INT 220 International Economics 3 SHC ** INT 230 International Law 3 SHC	<b>15 SHC</b>	<b>12 SHC</b>	
<i>Continued on next page</i>			



**Business Administration/International Business A2512D (continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

ACC, AIB, BAF, BUS, CIS, COE, COM, CSC, CSV, CTS, DBA, ECM,  
ECO, FRE, GEO, GER, HRM, INS, INT, ISC, ITA, LOG, MKT,  
OMT, OST, PAD, RUS, SPA, and WEB

*Foreign language courses (including ASL) that are not designated as  
approved other major hours may be included in all programs up to a  
maximum of 3 semester hours of credit.*

# CURRICULUM STANDARD

*Effective Term*  
*Fall 2008*  
*[2008\*03]*

Curriculum Program Title

**Business Administration**

Code

**A2512E**

Concentration

**Logistics Management**

## ***Curriculum Description***

Logistics Management is a concentration under the curriculum title of Business Administration. This curriculum prepares students for careers in transportation and warehousing through the study of the principles of organization and management in logistics.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in transportation, warehousing, inventory control, material handling, computerization, and federal transportation and OSHA regulations are emphasized.

Graduates should qualify for employment in logistics-related jobs such as material handling foreman, transportation supervisor, traffic manager, warehouse manager, and inventory control manager.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Logistics Management A2512E**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<p><b>A. CORE</b> <i>Courses required for the diploma are designated with *</i></p> <p><b>Required Courses:</b></p> <p>* BUS 115 Business Law I 3 SHC            * BUS 137 Principles of Management 3 SHC            * MKT 120 Principles of Marketing 3 SHC</p> <p><b>Required Subject Area:</b></p> <p><b>*Accounting.</b> Select one:            ACC 115 College Accounting 4 SHC            ACC 120 Prin of Financial Acct 4 SHC</p> <p><b>*Economics.</b> Select one:            ECO 151 Survey of Economics 3 SHC            ECO 251 Prin of Microeconomics 3 SHC            ECO 252 Prin of Macroeconomics 3 SHC</p> <p><b>*Computer Applications.</b> Select one:            CIS 110 Introduction to Computers 3 SHC            CIS 111 Basic PC Literacy 2 SHC            OST 137 Office Software Applications 3 SHC</p>	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<p><b>B. CONCENTRATION</b> <i>Courses unique to a concentration are designated with **</i></p> <p>LOG 110 Introduction to Logistics 3 SHC            ** LOG 120 Global Logistics 3 SHC            LOG 210 Fleet Management 3 SHC            ** LOG 220 Logistics Management 3 SHC            ** LOG 230 Transportation Management 3 SHC</p> <p style="text-align: right;"><i>Continued on next page</i></p>	<b>15 SHC</b>	<b>12 SHC</b>	

**Business Administration/Logistics Management A2512E (continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

ACC, AIB, BAF, BUS, CIS, COE, CSV, CTS, DBA, ECM, ECO, HRM,  
INS, INT, ISC, LOG, MKT, OMT, OST, PAD, and WEB

*Foreign language courses (including ASL) that are not designated as  
approved other major hours may be included in all programs up to a  
maximum of 3 semester hours of credit.*

# CURRICULUM STANDARD

*Effective Term*  
*Fall 2008*  
*[2008\*03]*

Curriculum Program Title

**Business Administration**

Code

**A2512F**

Concentration

**Marketing and Retailing**

## ***Curriculum Description***

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Marketing and Retailing A2512F**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Area:</b> <b>*Accounting. Select one.</b> ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics. Select one:</b> ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics 3 SHC ECO 252 Prin of Macroeconomics 3 SHC  <b>*Computer Applications. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<i>Continued on next page</i>			

**Business Administration/Marketing and Retailing A2512F (continued)**

<p><b>B. CONCENTRATION</b>  <i>Courses unique to the concentration are designated with **</i></p> <p>** MKT 122 Visual Merchandising 3 SHC  MKT 123 Fundamentals of Selling 3 SHC  MKT 220 Advertising &amp; Sales Promotion 3 SHC  ** MKT 225 Marketing Research 3 SHC</p> <p><b>**Applications. Select one:</b>  MKT 226 Retail Applications 3 SHC  MKT 227 Marketing Applications 3 SHC</p>	<p><b>15 SHC</b></p>	<p><b>12 SHC</b></p>	
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM,  ECO, ENT, HRM, INS, INT, ISC, LOG, MKT, OMT, OST,  PAD, and WEB</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			

# CURRICULUM STANDARD

*Effective Term*  
*Fall 2008*  
*[2008\*03]*

Curriculum Program Title

**Business Administration**

Code

**A2512G**

Concentration

**Operations Management**

## ***Curriculum Description***

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*



## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Operations Management A2512G**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Area:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics.</b> Select one: ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics 3 SHC ECO 252 Prin of Macroeconomics 3 SHC  <b>*Computer Applications.</b> Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<i>Continued on next page</i>			

**Business Administration/Operations Management A2512G (continued)**

<b>B. CONCENTRATION</b> <i>Courses unique to a concentration are designated with **</i>	<b>15 SHC</b>	<b>15 SHC</b>	
<p>ISC 121 Envir Health &amp; Safety 3 SHC</p> <p>** ISC 210 Oper &amp; Prod Planning 3 SHC</p> <p>** OMT 112 Materials Management 3 SHC</p> <p>** OMT 260 Issues in Operations Mgt 3 SHC</p> <p><b>Quality.</b> Select one:</p> <p>ISC 130 Introduction to Quality Control 3 SHC</p> <p>ISC 131 Quality Management 3 SHC</p> <p>ISC 132 Manufacturing Quality 3 SHC</p> <p>ISC 221 Statistical Quality Control 3 SHC</p>			
<p><b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BPR, BUS, CIS, COE, CSC, CSV, CTS, DBA, DFT, ECM, ECO, HRM, IST, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, and WEB</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Business Administration**

Code

**A2512H**

Concentration

**Public Administration**

## *Curriculum Description*

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes study and practical application in personnel administration, decision making, ethics, organizational theories, and budgetary and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role.

Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Public Administration A2512H**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Areas:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics.</b> Select one: ECO 151 Survey of Economics 3 SHC ECO 251 Prin of Microeconomics 3 SHC ECO 252 Prin of Macroeconomics 3 SHC  <b>*Computer Applications.</b> Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>Courses unique to a concentration are designated with **</i>  ** PAD 151 Intro to Public Administration 3 SHC PAD 152 Ethics in Government 3 SHC ** PAD 251 Public Finance & Budgeting 3 SHC ** PAD 252 Public Policy Analysis 3 SHC  <div style="text-align: right;"><i>Continued on next page</i></div>	<b>12 SHC</b>	<b>12 SHC</b>	

**Business Administration/Public Administration A2512H (continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO,  
HRM, ISC, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, POL,  
and WEB

*Foreign language courses (including ASL) that are not designated as  
approved other major hours may be included in all programs up to a  
maximum of 3 semester hours of credit.*

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Business Administration**

Code

**A2512J**

Concentration

**Shooting and Hunting Sports Management**

## *Curriculum Description*

Shooting and Hunting Sports Management is a concentration under the title of Business Administration. This curriculum is designed to prepare students for a career in shooting and hunting sports retail businesses.

Course work includes business concepts such as basic gunsmithing, buying and merchandising, advertising and sales promotion, introduction to shooting sports, gun shop management and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private shooting sports businesses, and shooting sports equipment manufacturing.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration/Shooting and Hunting Sports Management A2512J**

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i> <b>Required Courses:</b> * BUS 115 Business Law I 3 SHC * BUS 137 Principles of Management 3 SHC * MKT 120 Principles of Marketing 3 SHC  <b>Required Subject Areas:</b> <b>*Accounting.</b> Select one: ACC 115 College Accounting 4 SHC ACC 120 Prin of Financial Acct 4 SHC  <b>*Economics.</b> Select one: ECO 151 Survey of Economics 3 SHC ECO 251 Principles of Microeconomics 3 SHC ECO 252 Principles of Macroeconomic 3 SHC  <b>*Computer Applications.</b> Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	<b>18-19 SHC</b>	<b>18-19 SHC</b>	
<b>B. CONCENTRATION</b> <i>(not applicable)</i> <i>Courses unique to the concentration are designated with **</i>  MKT 125 Buying and Merchandising 3 SHC MKT 220 Advertising and Sales Promotion 3 SHC ** SSM 110 Introduction to Shooting Sports 4 SHC ** SSM 111 Gun Shop Management 3 SHC ** SSM 112 Sports Hunting 3 SHC ** SSM 114 Shooting Sports Mgt 5 SHC  <div style="text-align: right;"><i>Continued on next page</i></div>	<b>21 SHC</b>		

**Business Administration/Shooting and Hunting Sports Management A2512J (continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

ACC, BUS, CIS, COE, CSC, CTS, DBA, ECM, ECO, GSM, INS,  
MKT, OST, SSM and WEB

*Foreign language courses (including ASL) that are not designated as  
approved other major hours may be included in all programs up to a  
maximum of 3 semester hours of credit.*



# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Court Reporting and Captioning**

Code

**A25140**

Concentration

**(not applicable)**

## *Curriculum Description*

The Court Reporting and Captioning curriculum is designed to provide specialized training in accepted court reporting and conference procedures such as recording court proceedings in a computer-integrated courtroom, depositions, business and convention meetings, and realtime captioning activities.

Course work includes training in realtime machine shorthand theory, realtime computer software and technology, word processing, legal and medical terminology, specialized vocabularies, court procedures, dictation, and transcription.

Graduates should qualify for employment as an official court reporter, freelance reporter, television and video captioner, stenointerpreter, conference reporter, stenographer, or transcriptionist.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Court Reporting and Captioning A25140

	AAS	Diploma	Certificate																																		
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																		
<p><b>A. CORE</b>  <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CRT 111 Machine Shorthand I</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 112 Machine Shorthand II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 121 Machine Shorthand Speed Development I</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 122 Machine Shorthand Speed Development II</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 211 Machine Shorthand III</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 212 Machine Shorthand IV</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 213 Machine Shorthand V</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 215 Medical Dictation and Transcription</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CRT 221 Machine Shorthand Speed Development III</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 222 Machine Shorthand Speed Development IV</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 223 Machine Shorthand Speed Development V</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>CRT 231 Court Reporting Procedures</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>OST 136 Word Processing</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>OST 155 Legal Terminology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>OST 164 Text Editing Applications</td><td style="text-align: right;">3 SHC</td></tr> </table> <p><b>Required Subject Areas:</b>  <b>Medical Terminology. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>MED 121 Medical Terminology I</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>OST 141 Medical Terminology I-Medical Office</td><td style="text-align: right;">3 SHC</td></tr> </table>	CRT 111 Machine Shorthand I	4 SHC	CRT 112 Machine Shorthand II	4 SHC	CRT 121 Machine Shorthand Speed Development I	1 SHC	CRT 122 Machine Shorthand Speed Development II	1 SHC	CRT 211 Machine Shorthand III	4 SHC	CRT 212 Machine Shorthand IV	4 SHC	CRT 213 Machine Shorthand V	4 SHC	CRT 215 Medical Dictation and Transcription	4 SHC	CRT 221 Machine Shorthand Speed Development III	1 SHC	CRT 222 Machine Shorthand Speed Development IV	1 SHC	CRT 223 Machine Shorthand Speed Development V	1 SHC	CRT 231 Court Reporting Procedures	3 SHC	OST 136 Word Processing	3 SHC	OST 155 Legal Terminology	3 SHC	OST 164 Text Editing Applications	3 SHC	MED 121 Medical Terminology I	3 SHC	OST 141 Medical Terminology I-Medical Office	3 SHC	<b>44 SHC</b>	<b>12 SHC</b>	
CRT 111 Machine Shorthand I	4 SHC																																				
CRT 112 Machine Shorthand II	4 SHC																																				
CRT 121 Machine Shorthand Speed Development I	1 SHC																																				
CRT 122 Machine Shorthand Speed Development II	1 SHC																																				
CRT 211 Machine Shorthand III	4 SHC																																				
CRT 212 Machine Shorthand IV	4 SHC																																				
CRT 213 Machine Shorthand V	4 SHC																																				
CRT 215 Medical Dictation and Transcription	4 SHC																																				
CRT 221 Machine Shorthand Speed Development III	1 SHC																																				
CRT 222 Machine Shorthand Speed Development IV	1 SHC																																				
CRT 223 Machine Shorthand Speed Development V	1 SHC																																				
CRT 231 Court Reporting Procedures	3 SHC																																				
OST 136 Word Processing	3 SHC																																				
OST 155 Legal Terminology	3 SHC																																				
OST 164 Text Editing Applications	3 SHC																																				
MED 121 Medical Terminology I	3 SHC																																				
OST 141 Medical Terminology I-Medical Office	3 SHC																																				
<b>B. CONCENTRATION</b> (Not applicable)																																					
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>BUS, CIS, COE, CRT, CSC, MED, and OST</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>																																					

# CURRICULUM STANDARD

*Effective Term  
Spring 2007  
[2007\*01]*

Curriculum Program Title	<b>Environmental Science Technology</b>	Code	<b>A2014C</b>
Concentration	<b>Invasive Species Management</b>		

## *Curriculum Description*

Invasive Species Management is a concentration under the curriculum title of Environmental Science Technology. This curriculum prepares individuals for employment related to invasive species management in various agencies. Emphasis is placed on prevention, regulation, detection, eradication, and long-term control.

Course work includes general education, computer applications, general biology, chemistry, environmental science, environmental biology, environmental health, industrial safety, and detailed invasive species management courses related to the concentration.

Graduates should qualify for invasive species technician positions within the public and private sectors (e.g., federal, state, and local land management agencies, private conservation organizations, and invasive species management companies).

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
  
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
  
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

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\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Environmental Science Technology/Invasive Species Management A2014C**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>																																																							
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																																							
<p><b>A. CORE</b>  <i>Courses required for the diploma are designated with *</i></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">*</td> <td style="width: 10%;">BIO</td> <td style="width: 5%;">111</td> <td style="width: 60%;">General Biology I</td> <td style="width: 15%; text-align: right;">4 SHC</td> </tr> <tr> <td>*</td> <td>CHM</td> <td>131</td> <td>Introduction to Chemistry</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>*</td> <td>CHM</td> <td>131A</td> <td>Introduction to Chemistry Lab</td> <td style="text-align: right;">1 SHC</td> </tr> <tr> <td>*</td> <td>ENV</td> <td>218</td> <td>Environmental Health</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>*Science. Select one sequence.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 10%;">BIO</td> <td style="width: 5%;">140</td> <td style="width: 60%;">Environmental Biology</td> <td style="width: 15%; text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>BIO</td> <td>140A</td> <td>Environmental Biology Lab</td> <td style="text-align: right;">1 SHC</td> </tr> <tr> <td></td> <td colspan="3" style="text-align: center;"><i>or</i></td> <td></td> </tr> <tr> <td></td> <td>ENV</td> <td>110</td> <td>Environmental Science</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>*Safety. Select one.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 10%;">ISC</td> <td style="width: 5%;">112</td> <td style="width: 60%;">Industrial Safety</td> <td style="width: 15%; text-align: right;">2 SHC</td> </tr> <tr> <td></td> <td>ISC</td> <td>121</td> <td>Envir Health &amp; Safety</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>EHS</td> <td>114</td> <td>OSHA Regulations</td> <td style="text-align: right;">4 SHC</td> </tr> </table>	*	BIO	111	General Biology I	4 SHC	*	CHM	131	Introduction to Chemistry	3 SHC	*	CHM	131A	Introduction to Chemistry Lab	1 SHC	*	ENV	218	Environmental Health	3 SHC		BIO	140	Environmental Biology	3 SHC		BIO	140A	Environmental Biology Lab	1 SHC		<i>or</i>					ENV	110	Environmental Science	3 SHC		ISC	112	Industrial Safety	2 SHC		ISC	121	Envir Health & Safety	3 SHC		EHS	114	OSHA Regulations	4 SHC	<b>16-19 SHC</b>	<b>16-19 SHC</b>	
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<i>Continued on next page</i>																																																										

**Environmental Science Technology/Invasive Species Management A2014C (continued)**

<p><b>B. CONCENTRATION</b>  <i>Courses unique to the concentration are designated with **</i></p> <p><b>Required Courses:</b></p> <table border="0"> <tr> <td>GIS</td> <td>110</td> <td>Survey of GIS/GPS</td> <td>1 SHC</td> </tr> <tr> <td>IVS</td> <td>110</td> <td>Intro to Invasive Species</td> <td>3 SHC</td> </tr> <tr> <td>**</td> <td>IVS</td> <td>210</td> <td>Inv Species Mgmt Strat</td> <td>3 SHC</td> </tr> <tr> <td>**</td> <td>IVS</td> <td>211</td> <td>Inv Species Mgmt Programs</td> <td>3 SHC</td> </tr> <tr> <td>**</td> <td>IVS</td> <td>260</td> <td>State License Exam Prep</td> <td>1 SHC</td> </tr> </table> <p><b>Required Subject Area:</b>  <b>Invasive Species. Select one set</b></p> <table border="0"> <tr> <td>**</td> <td>IVS</td> <td>220</td> <td>Inv Plant Survey Methods</td> <td>4 SHC</td> </tr> <tr> <td>**</td> <td>IVS</td> <td>221</td> <td>Inv Plant Control Methods</td> <td>3 SHC</td> </tr> <tr> <td></td> <td></td> <td><i>or</i></td> <td></td> <td></td> </tr> <tr> <td>**</td> <td>IVS</td> <td>230</td> <td>Aq Nuisance Survey Meth</td> <td>4 SHC</td> </tr> <tr> <td>**</td> <td>IVS</td> <td>231</td> <td>Aq Nuisance Control Meth</td> <td>3 SHC</td> </tr> <tr> <td></td> <td></td> <td><i>or</i></td> <td></td> <td></td> </tr> <tr> <td>**</td> <td>IVS</td> <td>240</td> <td>Insect/Dis Survey Methods</td> <td>4 SHC</td> </tr> <tr> <td>**</td> <td>IVS</td> <td>241</td> <td>Insect/Dis Control Methods</td> <td>3 SHC</td> </tr> <tr> <td></td> <td></td> <td><i>or</i></td> <td></td> <td></td> </tr> <tr> <td>**</td> <td>IVS</td> <td>250</td> <td>Inj Wildlife Survey Meth</td> <td>4 SHC</td> </tr> <tr> <td>**</td> <td>IVS</td> <td>251</td> <td>Inj Wildlife Control Meth</td> <td>3 SHC</td> </tr> </table>	GIS	110	Survey of GIS/GPS	1 SHC	IVS	110	Intro to Invasive Species	3 SHC	**	IVS	210	Inv Species Mgmt Strat	3 SHC	**	IVS	211	Inv Species Mgmt Programs	3 SHC	**	IVS	260	State License Exam Prep	1 SHC	**	IVS	220	Inv Plant Survey Methods	4 SHC	**	IVS	221	Inv Plant Control Methods	3 SHC			<i>or</i>			**	IVS	230	Aq Nuisance Survey Meth	4 SHC	**	IVS	231	Aq Nuisance Control Meth	3 SHC			<i>or</i>			**	IVS	240	Insect/Dis Survey Methods	4 SHC	**	IVS	241	Insect/Dis Control Methods	3 SHC			<i>or</i>			**	IVS	250	Inj Wildlife Survey Meth	4 SHC	**	IVS	251	Inj Wildlife Control Meth	3 SHC	<p><b>18 SHC</b></p>	<p><b>18 SHC</b></p>	
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# CURRICULUM STANDARD

Effective Term  
Summer 2008  
[2008\*02]

Curriculum Program Title

**Landscape Architecture Technology**

Code

**A40260**

Concentration

**(not applicable)**

## *Curriculum Description*

The Landscape Architecture Technology curriculum prepares individuals as landscape architecture technicians in landscape design, construction, and architecture fields. The well-trained landscape technician will find excellent prospects for employment and advancement, including large-scale site design and supervision and residential landscape design.

Students receive instruction in landscape construction materials and methods, environmental planning, principles of horticulture, building codes, and computer applications. They develop drafting and computer skills through progressive hands-on courses. Students may choose from a library of courses to suit specific interest areas.

Graduates will demonstrate a working knowledge of landscape architectural practices, including site planning, storm water engineering, road and parking layouts, and grading and plant selection according to zoning/code requirements.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Landscape Architecture Technology A40260

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i>  <b>Required Courses:</b> ARC 114 Architectural CAD 2 SHC ARC 240 Site Planning 3 SHC LAR 111 Introduction to Landscape Architecture Technology 3 SHC LAR 112 Landscape Materials and Methods 4 SHC LAR 113 Residential Landscape Design 3 SHC LAR 211 Commercial Site Design 3 SHC LAR 223 Land Design Project 4 SHC LAR 230 Prin of Exterior Planting 4 SHC LAR 231 Prin of Interior Planting 3 SHC  <b>Required Subject Areas:</b> None	<b>29 SHC</b>	<b>12 SHC</b>	
<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ARC, BIO, BPR, CIS, CIV, COE, CSC, ENV, HOR, LAR, SRV, and TRF  <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

# CURRICULUM STANDARD

Effective Term  
Fall 2007  
[2007\*03]

Curriculum Program Title

**Magnetic Resonance Imaging**

Code

**A45800**

Concentration

**(not applicable)**

## *Curriculum Description*

The Magnetic Resonance Imaging (MRI) curriculum prepares students to become MRI technologist and skilled health care professionals that are trained to use magnetic energy fields to produce images of the human body.

Course work includes clinical rotations, imaging fundamentals, MRI physics, procedures, anatomy, pathology, patient care, and imaging ethics and law, in a medical environment. Students should be able to demonstrate all functional areas related to the magnetic resonance imaging field.

Graduates of accredited programs may be eligible to take the American Registry of Radiologic Technologists' (ARRT) national examination for certification and registration as MRI technologists. Graduates may be employed in hospitals, outpatient clinics, physicians' offices, government agencies, and research.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*



## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate, which is the highest credential level awarded under an approved AAS program standard, must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Magnetic Resonance Imaging A45800

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<p><b>A. CORE</b></p> <p><b>Required Courses:</b></p> <p style="padding-left: 40px;"><b>Major Courses</b></p> <p style="padding-left: 40px;">IMG 110 Fundamentals of Imag I                      4 SHC</p> <p style="padding-left: 40px;">IMG 111 Fundamentals of Imag II                      4 SHC</p> <p style="padding-left: 40px;">IMG 120 Patient Care Medical Imag                      2 SHC</p> <p style="padding-left: 40px;">IMG 130 Imaging Ethics &amp; Law                      3 SHC</p> <p style="padding-left: 40px;">MRI 213 MR Patient Care &amp; Safety                      2 SHC</p> <p style="padding-left: 40px;">MRI 214 MRI Procedures I                      2 SHC</p> <p style="padding-left: 40px;">MRI 215 MRI Procedures II                      2 SHC</p> <p style="padding-left: 40px;">MRI 216 MRI Instrumentation                      2 SHC</p> <p style="padding-left: 40px;">MRI 217 MRI Physics I                      2 SHC</p> <p style="padding-left: 40px;">MRI 218 MRI Physics II                      2 SHC</p> <p style="padding-left: 40px;">MRI 241 MRI Anatomy &amp; Path I                      2 SHC</p> <p style="padding-left: 40px;">MRI 242 MRI Anatomy &amp; Path II                      2 SHC</p> <p style="padding-left: 40px;">MRI 250 MRI Clinical Ed I                      4 SHC</p> <p style="padding-left: 40px;">MRI 260 MRI Clinical Ed II                      7 SHC</p> <p style="padding-left: 40px;">MRI 270 MRI Clinical Ed III                      8 SHC</p> <p style="padding-left: 40px;">MRI 271 MRI Capstone                      1 SHC</p> <p><b>Required Subject Areas:</b></p> <p style="padding-left: 40px;">None</p>	<b>49 SHC</b>		
<b>B. CONCENTRATION</b> ( <i>Not applicable</i> )			
<p><b>C. OTHER MAJOR HOURS</b></p> <p><i>To be selected from the following prefixes:</i></p> <p style="padding-left: 40px;">ACA, BIO, CAT, CIS, COE, CSC, IMG, MRI, MED, NMT, PHY, RAD, and RTT</p> <p style="padding-left: 40px;"><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Medical Office Administration**

Code

**A25310**

Concentration

**(not applicable)**

## *Curriculum Description*

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Medical Office Administration A25310

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<p><b>A. CORE</b> <i>Courses required for the diploma are designated with *</i></p> <p><b>Required Courses:</b></p> <p>* OST 148 Medical Coding Billing and Insurance 3 SHC</p> <p>* OST 149 Medical Legal Issues 3 SHC</p> <p><b>Required Subject Areas:</b></p> <p><b>*Formatting/Word Processing. Select one:</b></p> <p>OST 134 Text Entry and Formatting 3 SHC</p> <p>OST 136 Word Processing 3 SHC</p> <p><b>*Office Systems/Management. Select:</b> <i>the set:</i></p> <p>OST 164 Text Editing Applications 3 SHC</p> <p>OST 289 Administrative Office Mgt 3 SHC</p> <p><i>or one of the following:</i></p> <p>BUS 135 Principles of Supervision 3 SHC</p> <p>OST 181 Intro to Office Systems 3 SHC</p> <p>OST 243 Medical Office Simulation 3 SHC</p> <p><b>*Computers/Information Systems. Select:</b> <i>the set:</i></p> <p>OST 131 Keyboarding 2 SHC</p> <p>OST 137 Office Software Applications 3 SHC</p> <p><i>or one of the following:</i></p> <p>CIS 110 Introduction to Computers 3 SHC</p> <p>CIS 111 Basic PC Literacy 2 SHC</p> <p><b>*Medical Terminology. Select one set:</b></p> <p>MED 121 Medical Terminology I 3 SHC</p> <p>MED 122 Medical Terminology II 3 SHC</p> <p><i>or</i></p> <p>OST 141 Medical Terminology I-Medical Office 3 SHC</p> <p>OST 142 Medical Terminology II-Medical Office 3 SHC</p> <p style="text-align: right;"><i>Continued on next page</i></p>	<b>20-26 SHC</b>	<b>20-26 SHC</b>	

**Medical Office Administration A25310 (continued)**

<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ACC, BAF, BIO, BUS, CIS, COE, CRT, CTS, DBA, ECO, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, and WEB  <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

# CURRICULUM STANDARD

Effective Term  
Fall 1997  
[1997\*03]

Curriculum Program Title

**Medical Sonography**

Code

**A45440**

Concentration

**(not applicable)**

## ***Curriculum Description***

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Medical Sonography A45440**

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>																																																			
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																																			
<p><b>A. CORE</b>  <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>SON 110</td><td>Introduction to Sonography</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>SON 111</td><td>Sonographic Physics</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>SON 120</td><td>SON Clinical Education I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>SON 121</td><td>SON Clinical Education II</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>SON 130</td><td>Abdominal Sonography I</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>SON 131</td><td>Abdominal Sonography II</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>SON 140</td><td>Gynecologic Sonography</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>SON 220</td><td>SON Clinical Education III</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>SON 221</td><td>SON Clinical Education IV</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>SON 225</td><td>Case Studies</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>SON 241</td><td>Obstetrical Sonography I</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>SON 242</td><td>Obstetrical Sonography II</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>SON 250</td><td>Vascular Sonography</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>SON 289</td><td>Sonographic Topics</td><td style="text-align: right;">2 SHC</td></tr> </table> <p><b>Required Subject Areas:</b>  <b>Anatomy and Physiology. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>BIO 163</td><td>Basic Anatomy &amp; Physiology</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>BIO 166</td><td>Anatomy and Physiology II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>BIO 169</td><td>Anatomy and Physiology II</td><td style="text-align: right;">4 SHC</td></tr> </table>	SON 110	Introduction to Sonography	3 SHC	SON 111	Sonographic Physics	4 SHC	SON 120	SON Clinical Education I	5 SHC	SON 121	SON Clinical Education II	5 SHC	SON 130	Abdominal Sonography I	3 SHC	SON 131	Abdominal Sonography II	2 SHC	SON 140	Gynecologic Sonography	2 SHC	SON 220	SON Clinical Education III	8 SHC	SON 221	SON Clinical Education IV	8 SHC	SON 225	Case Studies	1 SHC	SON 241	Obstetrical Sonography I	2 SHC	SON 242	Obstetrical Sonography II	2 SHC	SON 250	Vascular Sonography	2 SHC	SON 289	Sonographic Topics	2 SHC	BIO 163	Basic Anatomy & Physiology	5 SHC	BIO 166	Anatomy and Physiology II	4 SHC	BIO 169	Anatomy and Physiology II	4 SHC	<b>53-54 SHC</b>	<b>12 SHC</b>	
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<b>B. CONCENTRATION</b> (Not applicable)																																																						
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>BIO, BUS, CHM, CIS, COE, CSC, CVS, ECO, HEA, HSC, MAT, PHS, PHY, and SON</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>																																																						

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Medical Transcription (Diploma)**

Code

**D25320**

Concentration

**(not applicable)**

## *Curriculum Description*

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Medical Transcription (Diploma) D25320

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>  <b>Required Courses:</b> OST 136 Word Processing 3 SHC OST 164 Text Editing Applications 3 SHC OST 201 Medical Transcription I 4 SHC OST 202 Medical Transcription II 4 SHC  <b>Required Subject Areas:</b> <b>Medical Terminology. Select one set:</b> MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Medical Terminology I-Medical Office 3 SHC OST 142 Medical Terminology II-Medical Office 3 SHC		<b>20 SHC</b>	
<b>B. CONCENTRATION</b> <i>(Not applicable)</i>			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  BIO, CIS, COE, CSC, MED, and OST  <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			



# CURRICULUM STANDARD

Effective Term  
Fall 1999  
[1999\*03]

Curriculum Program Title      **Physical Therapist Assistant (2-year program)**      Code      **A45620**  
Concentration      **(not applicable)**

## *Curriculum Description*

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

## *Curriculum Requirements\**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Physical Therapist Assistant (2-year program) A45620

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>	<b>51-52 SHC</b>	<b>NR</b>	
<b>Required Courses:</b> PTA 110 Introduction to Physical Therapy 3 SHC PTA 120 Functional Anatomy 3 SHC PTA 130 Physical Therapy Procedures I 3 SHC PTA 140 Therapeutic Exercise 4 SHC PTA 150 Physical Therapy Procedures II 3 SHC PTA 160 Physical Therapy Procedures III 3 SHC PTA 170 Pathophysiology 3 SHC PTA 212 Health Care Resources 2 SHC PTA 222 Professional Interactions 2 SHC PTA 240 Physical Therapy Procedures IV 5 SHC  <b>Required Subject Areas:</b> <b>Clinical Education.</b> select 12 - 13 SHC: PTA 180 PTA Clinical Education Introduction 3 SHC PTA 182 PTA Clinical Education I 2 SHC PTA 210 PTA Clinical Education II 2 SHC PTA 220 PTA Clinical Education III 8 SHC PTA 230 PTA Clinical Education IV 8 SHC PTA 260 Advanced PTA Clinical Education 10 SHC  <b>Anatomy and Physiology.</b> Select one sequence: BIO 165 Anatomy & Physiology I 4 SHC & BIO 166 Anatomy & Physiology II 4 SHC or BIO 168 Anatomy & Physiology I 4 SHC & BIO 169 Anatomy & Physiology II 4 SHC			
<b>B. CONCENTRATION</b> ( <i>Not applicable</i> )			

*Continued on next page*

**Physical Therapist Assistant (2-year program) A45620 (Continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

BIO, CIS, COE, HSC, PHS, PHY, and PTA

*Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Voice Writing Realtime Reporting**

Code

**A25460**

Concentration

**(not applicable)**

## ***Curriculum Description***

The Voice Writing Realtime Reporting curriculum is designed to provide specialized training in accepted realtime reporting and conference procedures such as recording court proceedings in a computer-integrated courtroom, depositions, business and convention meetings, and realtime captioning activities.

Course work includes training in realtime voice writing, realtime computer software and technology, word processing, legal and medical terminology, specialized vocabularies, realtime voice writing procedures, dictation, and transcription.

Graduates should qualify for employment as an official court reporter, freelance reporter, television and video captioner, CART (Communication Access Realtime Translation), conference reporter, stenographer, or transcriptionist.

## ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Voice Writing Realtime Reporting A25460

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with*</i> <b>Required Courses:</b> <ul style="list-style-type: none"> <li>* VWR 116 Voice Writing I 4 SHC</li> <li>* VWR 117 Voice Writing II 4 SHC</li> <li>* VWR 126 Transcript Production I 1 SHC</li> <li>* VWR 127 Transcript Production II 1 SHC</li> <li>* VWR 218 Voice Writing III 4 SHC</li> <li>* VWR 228 Transcript Production III 1 SHC</li> <li>OST 136 Word Processing 3 SHC</li> <li>OST 164 Text Editing Applications 3 SHC</li> </ul> <b>Required Subject Areas:</b> <b>Medical Terminology. Select one:</b> <ul style="list-style-type: none"> <li>MED 121 Medical Terminology I 3 SHC</li> <li>OST 141 Medical Terminology I-Medical Office 3 SHC</li> </ul>	<b>24 SHC</b>	<b>15 SHC</b>	
<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  BUS, CIS, COE, CRT, CSC, CTS, MED, OST, VWR and WEB  <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			