



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 18, 2008

MEMORANDUM

TO: Presidents
Chief Academic Officers

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

SUBJECT: State Board Action on April 18, 2008
Revised Curriculum Standards

The State Board of Community Colleges approved the requested revisions to the following curriculum standards on April 18, 2008:

Building Construction Technology (A35140)
Health Unit Coordinator (Certificate) (C25220)

Please be aware that you must implement these changes no later than one year after the effective term. You must update your college's electronic program of study and receive approval from the System Office prior to implementation of the revised program.

The revised standards are attached for your convenience. You may view all curriculum standards by visiting the Programs website:

http://www.nccommunitycolleges.edu/Programs/curriculum_standards.htm

If you have questions concerning the revised standards, please contact Dr. Judith C. Mann at 919-807-7108 or mannj@nccommunitycolleges.edu.

DAP/JF/swj

Attachments

c: Dr. Vincent Revels, Interim
Dr. Judith C. Mann
Ms. Jennifer Frazelle
Ms. Tracy McPherson
Program Coordinators

CC08-090
Email

CURRICULUM STANDARD

Effective Term
Fall 2008
 [2008*03]

Curriculum Program Title	Health Unit Coordinator (Certificate)	Code	<u>C25220</u>
Concentration	(not applicable)		

Curriculum Description

The Health Unit Coordinator curriculum prepares the individual to perform routine clerical and receptionist tasks in an inpatient or outpatient health care facility. The Health Unit Coordinator organizes the activities for the unit and manages nonclinical functions to enhance the delivery of health care.

The course work includes material management of the unit; transcription of the health care teams' orders; health record management; interdepartment and interpersonal communication techniques; significance of confidentiality of the health records data; and organizational skills and prioritization of tasks.

Graduates should qualify for entry-level clerical and receptionist positions in hospitals, long term care facilities, and other health care 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.

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

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.

Health Unit Coordinator (Certificate) C25220

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: PSY 102 Human Relations 2 SHC Required Subject Areas: Medical Terminology. Select one: OST 103 Basic Medical Terminology 3 SHC MED 121 Medical Terminology 3 SHC MED 120 Survey of Medical Terminology 2 SHC Health Unit Coordinator. Select one: HUC 100 HUC Procedures 6 SHC HUC 101 HUC Theory and Practice 12 SHC			10-17 SHC
B. CONCENTRATION (<i>Not applicable</i>)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> COE, HUC, MED, OST, 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 Health Unit Coordinator (Certificate) Code C25220
Concentration (not applicable)

Curriculum Description

The Health Unit Coordinator curriculum prepares the individual to perform routine clerical and receptionist tasks in an inpatient or outpatient health care facility. The Health Unit Coordinator organizes the activities for the unit and manages nonclinical functions to enhance the delivery of health care.

The course work includes material management of the unit; transcription of the health care teams' orders; health record management; interdepartment and interpersonal communication techniques; significance of confidentiality of the health records data; and organizational skills and prioritization of tasks.

Graduates should qualify for entry-level clerical and receptionist positions in hospitals, long term care facilities, and other health care 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.

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

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.

Health Unit Coordinator (Certificate) C25220

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: PSY 102 Human Relations 2 SHC Required Subject Areas: Medical Terminology. Select one: OST 103 Basic Medical Terminology 3 SHC MED 121 Medical Terminology 3 SHC MED 120 Survey of Medical Terminology 2 SHC Health Unit Coordinator. Select one: HUC 100 HUC Procedures 6 SHC HUC 101 HUC Theory and Practice 12 SHC			10-17 SHC
B. CONCENTRATION (<i>Not applicable</i>)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> COE, HUC, MED, OST, 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>			