



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Dr. R. Scott Ralls, President*

June 26, 2008

### MEMORANDUM

TO: Presidents  
Chief Academic Officers

FROM: Delores A. Parker  
Senior Vice President  
Chief Academic Officer

SUBJECT: State Board Action on June 20, 2008  
New and Revised Curriculum Standards  
New and Archived Nursing (NUR) Courses

The State Board of Community Colleges reviewed and approved the recommendations submitted as part of the Associate Degree Nursing Curriculum Improvement Project (CIP). These recommendations included:

Archive the following curriculum standards:

Associate Degree Nursing (Integrated)(A45100)  
Associate Degree Nursing (Non-Integrated)(A45120)

Approve the following curriculum standard:

Associate Degree Nursing (A45110)

Archive the following Nursing (NUR) courses:

NUR 110 Nursing I	NUR 115 Fundamentals of Nursing
NUR 116 Nursing of Older Adults	NUR 120 Nursing II
NUR 125 Maternal-Child Nursing	NUR 130 Nursing III
NUR 135 Adult Nursing I	NUR 185 Mental Health Nursing
NUR 186 Clinical Supplement	NUR 188 Nursing in the Community
NUR 210 Nursing IV	NUR 220 Nursing V
NUR 235 Adult Nursing II	NUR 244 Issues and Trends
NUR 255 Professional Issues	

Approve the following new Nursing (NUR) courses:

NUR 111 Intro to Health Concepts	NUR 112 Health-Illness Concepts
NUR 113 Family Health Concepts	NUR 114 Holistic Health Concepts
NUR 211 Health Care Concepts	NUR 212 Health System Concepts
NUR 213 Complex Health Concepts	

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Email

Presidents  
Chief Academic Officers  
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Please note that any college that is currently approved for the Associate Degree Nursing (Integrated)(A45100) program or the Associate Degree Nursing (Non-Integrated)(A45120) program will receive automatic approval for the Associate Degree Nursing (A45110) program with an effective term of Fall 2009.

The State Board of Community Colleges also approved the requested revisions to the following curriculum standards on June 20, 2008:

Emergency Preparedness Technology (A55420)  
Interventional Cardiac and Vascular Technology (A45410)

Additionally, the State Board of Community Colleges approved the requested revisions to the following curriculum standards which also involved program title and code changes:

Office Systems Technology (A25360) will become  
Office Administration (A25370)

Office Systems Technology/Legal (A2536A) will become  
Office Administration/Legal (A2537A)

Office Systems Technology/Virtual Office Assistance (A2536C) will become  
Office Administration/Virtual Office Assistance (A2537B)

Therapeutic Recreation (A45760) will become  
Therapeutic Recreation Assistant (A45770)

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 and new standards and the NUR courses are attached for your convenience. You may view all curriculum standards and courses by visiting the Programs website:

<http://www.nccommunitycolleges.edu/Programs/index.html>

If you have questions concerning the revised and new standards or courses, please contact Dr. Judith C. Mann at 919-807-7108 or [mannj@nccommunitycolleges.edu](mailto:mannj@nccommunitycolleges.edu).

DAP/jf  
Attachments  
c: Dr. Judith C. Mann  
Dr. John Pettitt  
Ms. Jennifer Frazelle  
Ms. Tracy McPherson  
Program Coordinators

# CURRICULUM STANDARD

*Effective Term*  
Fall 2009  
[2009\*03]

Curriculum Program Title	<b>Associate Degree Nursing</b>	Code	<b>A45110</b>
Concentration	<b>(not applicable)</b>		

## ***Curriculum Description***

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

## ***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.

### Associate Degree Nursing A45110

	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> NUR 111 Intro to Health Concepts 8 SHC NUR 112 Health-Illness Concepts 5 SHC NUR 113 Family Health Concepts 5 SHC NUR 114 Holistic Health Concepts 5 SHC NUR 211 Health Care Concepts 5 SHC NUR 212 Health System Concepts 5 SHC NUR 213 Complex Health Concepts 10 SHC	<b>43 SHC</b>	<b>NR</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>  BIO, CIS, COE, CSC, HEA, HSC, NUR, PSY, and SOC  <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

<i>Effective Term</i> Spring 2009 [2009*01]
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Curriculum Program Title	<b>Emergency Preparedness Technology</b>	Code	<b>A55420</b>
Concentration	<b>(not applicable)</b>		

### *Curriculum Description*

The Emergency Preparedness Technology curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

### *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>

## *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.

### Emergency Preparedness Technology A55420

	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>27 SHC</b>																																			
<p><b>Required Courses:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">EPT 120</td> <td style="width: 65%;">Sociology of Disaster</td> <td style="width: 20%; text-align: right;">3 SHC</td> </tr> <tr> <td>EPT 130</td> <td>Mitigation &amp; Preparedness</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>EPT 210</td> <td>Response &amp; Recovery</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>EPT 220</td> <td>Terrorism and Emer. Mgm't</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>EPT 275</td> <td>Emergency Ops Center Mgm't</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>FIP 228</td> <td>Local Government Finance</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td>FIP 236</td> <td>Emergency Management</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>Incident Management. Select one course from the following:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">EPT 150</td> <td style="width: 65%;">Incident Management</td> <td style="width: 20%; text-align: right;">3 SHC</td> </tr> <tr> <td>CJC 170</td> <td>Crit Inc Mgt for Pub Saf</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>Law and Ethics. Select one course from the following:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">EPT 124</td> <td style="width: 65%;">EM Services Law &amp; Ethics</td> <td style="width: 20%; text-align: right;">3 SHC</td> </tr> <tr> <td>FIP 152</td> <td>Fire Protection Law</td> <td style="text-align: right;">3 SHC</td> </tr> </table>	EPT 120	Sociology of Disaster	3 SHC	EPT 130	Mitigation & Preparedness	3 SHC	EPT 210	Response & Recovery	3 SHC	EPT 220	Terrorism and Emer. Mgm't	3 SHC	EPT 275	Emergency Ops Center Mgm't	3 SHC	FIP 228	Local Government Finance	3 SHC	FIP 236	Emergency Management	3 SHC	EPT 150	Incident Management	3 SHC	CJC 170	Crit Inc Mgt for Pub Saf	3 SHC	EPT 124	EM Services Law & Ethics	3 SHC	FIP 152	Fire Protection Law	3 SHC			
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<b>B. CONCENTRATION (Not applicable)</b>																																				
<p><b>C. OTHER MAJOR HOURS</b></p> <p><i>To be selected from the following prefixes:</i></p> <p>BUS, CIS, CJC, COE, CSC, EHS, EMS, EPT, FIP, HEA, NET, and POL</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	<b>Interventional Cardiac and Vascular Technology</b>	Code	<b>A45410</b>
Concentration	<b>(not applicable)</b>	e	

### ***Curriculum Description***

The Interventional Cardiac and Vascular Technology curriculum provides individuals with the knowledge and skills necessary to qualify as an entry-level Intervention Cardiac and Vascular Specialist.

Course work will include radiographic physics, radiation protection, patient care, ECG, pharmacology, anatomy and pathology. Clinical rotations will provide experiences with advanced radiographic imaging equipment and medications used to visualize human vasculature and organs.

Graduates should qualify for eligibility to apply for and take the Registered Cardiovascular Intervention Technology (RCIS) exams given by the Cardiovascular Credentialing International (CCI).

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

- II. 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>



## *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.

### Interventional Cardiac and Vascular Technology (A45410)

	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 style="width: 15%;">ICV 110</td><td style="width: 65%;">Patient Care/Fundamentals</td><td style="width: 20%; text-align: right;">3 SHC</td></tr> <tr><td>ICV 111</td><td>ICV Electrocardiography</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>ICV 112</td><td>ICV Ionizing RAD Effects</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>ICV 113</td><td>Inter Neuro Radiography</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>ICV 114</td><td>ICV Physics I</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>ICV 214</td><td>ICV Physics II</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>ICV 120</td><td>ICV Clinical Ed I</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>ICV 125</td><td>ICV Clinical Ed II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>ICV 130</td><td>ICV Clinical Ed III</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>ICV 216</td><td>ICV Pharmacology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ICV 217</td><td>Inter Equip &amp; Supplies</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ICV 218</td><td>Cardiac Physiology &amp; Proc</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ICV 219</td><td>Vascular Physiology &amp; Proc</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>ICV 220</td><td>ICV Clinical Ed IV</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>ICV 230</td><td>ICV Clinical Ed V</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>ICV 241</td><td>ICV Pathology Review</td><td style="text-align: right;">2 SHC</td></tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>Anatomy and Physiology. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">BIO 166</td><td style="width: 65%;">Anatomy and Physiology II</td><td style="width: 20%; 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> <p><b>Exam Prep. Select one:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">ICV 261</td><td style="width: 65%;">ICV Cardiac Exam Prep</td><td style="width: 20%; text-align: right;">1 SHC</td></tr> <tr><td>ICV 262</td><td>ICV Vascular Exam Prep</td><td style="text-align: right;">1 SHC</td></tr> </table>	ICV 110	Patient Care/Fundamentals	3 SHC	ICV 111	ICV Electrocardiography	1 SHC	ICV 112	ICV Ionizing RAD Effects	2 SHC	ICV 113	Inter Neuro Radiography	2 SHC	ICV 114	ICV Physics I	2 SHC	ICV 214	ICV Physics II	2 SHC	ICV 120	ICV Clinical Ed I	2 SHC	ICV 125	ICV Clinical Ed II	4 SHC	ICV 130	ICV Clinical Ed III	4 SHC	ICV 216	ICV Pharmacology	3 SHC	ICV 217	Inter Equip & Supplies	3 SHC	ICV 218	Cardiac Physiology & Proc	3 SHC	ICV 219	Vascular Physiology & Proc	3 SHC	ICV 220	ICV Clinical Ed IV	8 SHC	ICV 230	ICV Clinical Ed V	8 SHC	ICV 241	ICV Pathology Review	2 SHC	BIO 166	Anatomy and Physiology II	4 SHC	BIO 169	Anatomy and Physiology II	4 SHC	ICV 261	ICV Cardiac Exam Prep	1 SHC	ICV 262	ICV Vascular Exam Prep	1 SHC	<b>57 SHC</b>	<b>12 SHC</b>	
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*Continued on next page*

**Interventional Cardiac and Vascular Technology (A45410) (continued)**

<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, CVS, ICT, ICV, IMG, NAN, NMT, NUR, RAD, RCP, RTT, SON, and SUR  <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>			

*Effective Term – Fall 1998 [1998\*03]*

<b>NUR 101</b>	<b>Practical Nursing I</b>	7	6	6	11
Prerequisites:	None				
Corequisites:	None				

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course*

*Effective Term – Summer 1997 [1997\*02]*

NUR 101	Practical Nursing I	7	6	6	11
Prerequisites:	Enrollment in the Practical Nursing program				
Corequisites:	None				

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/ maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

*Effective Term – Summer 1997 [1997\*02]*

<b>NUR 102</b>	<b>Practical Nursing II</b>	8	0	12	12
Prerequisites:	None				
Corequisites:	None				

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

*Effective Term – Summer 1997 [1997\*02]*

<b>NUR 103</b>	<b>Practical Nursing III</b>	6	0	12	10
Prerequisites:	None				
Corequisites:	None				

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/ maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

*Effective Term – Fall 1999 [1999\*01]*

<b>NUR 105</b>	<b>LPN Refresher</b>	8	6	6	12
Prerequisites:	None				
Corequisites:	None				

This refresher course is designed to provide a review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. *This is a diploma-level course.*

*Effective Term – Spring 1998 [1998\*01]*

NUR 105	Integrated LPN Refresher	8	6	6	12
Prerequisites:	None				
Corequisites:	None				

This refresher course is designed to provide a review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. *This is a diploma-level course.*

*Effective Term – Fall 1999 [1999\*03]*

<b>NUR 106</b>	<b>Nonintegrated LPN Refresher</b>	7	3	6	10
Prerequisites:	None				
Corequisites:	None				

This refresher course is designed to provide a review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. *This is a diploma-level course.*

*Effective Term – Spring 1998 [1998\*01]*

NUR 106	Noninteg LPN Refresher	7	3	6	10
Prerequisites:	None				
Corequisites:	None				

This refresher course is designed to provide a review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. *This is a diploma-level course.*

*Effective Term – Fall 1999 [1999\*03]*

<b>NUR 107</b>	<b>LPN Refresher</b>	9	0	9	12
Prerequisites:	None				
Corequisites:	None				

This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. *This is a diploma-level course.*

*Effective Term – Spring 1998 [1998\*00]*

NUR 107	LPN Refresher	9	0	9	12
Prerequisites:	None				
Corequisites:	None				

This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. *This is a diploma-level course.*

*Effective Term – Fall 1998 [1998\*03]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 110</b>	<b>Nursing I</b>	5	3	6	8
Prerequisites:	None				
Corequisites:	None				

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

*Effective Term – Summer 1997 [1997\*02]*

NUR 110	Nursing I	5	3	6	8
Prerequisites:	Admission to the Associate Degree Nursing program				
Corequisites:	None				

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

*Effective Term – Fall 2009 [2009\*03] – SBCC 06/20/08*

<b>NUR 111</b>	<b>Intro to Health Concepts</b>				4
6	6	8			
Prerequisites:	None				
Corequisites:	None				

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

*Effective Term – Fall 2009 [2009\*03] – SBCC 06/20/08*

**NUR 112      Health-Illness Concepts** 3  
 0      6      5  
 Prerequisites: NUR 111  
 Corequisites:      None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

*Effective Term – Fall 2009 [2009\*03] – SBCC 06/20/08*

**NUR 113      Family Health Concepts** 3      0  
 6      5  
 Prerequisites: NUR 111  
 Corequisites:      None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

*Effective Term – Fall 2009 [2009\*03] – SBCC 06/20/08*

**NUR 114      Holistic Health Concepts** 3  
 0      6      5  
 Prerequisites: NUR 111  
 Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.



*Effective Term – Summer 1997 [1997\*02]*

NUR 115	Fundamentals of Nursing	2	3	6	5
Prerequisites:	Admission to the Associate Degree Nursing program				
Corequisites:	None				

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 116</b>	<b>Nursing of Older Adults</b>	2	3	3	4
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

*Effective Term – Fall 2003 [2003\*03] – CRC 10/09/02*

<b>NUR 117</b>	<b>Pharmacology</b>	1	3	0	2
Prerequisites:	None				
Corequisites:	None				

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

*Effective Term – Summer 1997 [1997\*02]*

NUR 117	Pharmacology	1	3	0	2
Prerequisites:	None				
Corequisites:	None				

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.



*Effective Term – Summer 1997 [1997\*02]*

<b>NUR 118</b>	<b>Nutrition/Diet Therapy</b>	2	0	0	2
Prerequisites:	None				
Corequisites:	None				

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 120</b>	<b>Nursing II</b>	5	3	6	8
Prerequisites:	NUR 110				
Corequisites:	None				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 125</b>	<b>Maternal-Child Nursing</b>	5	3	6	8
Prerequisites:	NUR 115				
Corequisites:	None				

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 130</b>	<b>Nursing III</b>	4	3	6	7
Prerequisites:	NUR 120				
Corequisites:	None				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health.

*Effective Term – Fall 2001 [2001\*03] – CRC 04/17/01*

<b>NUR 133</b>	<b>Nursing Assessment</b>	2	3	0	3
Prerequisites:	None				
Corequisites:	None				

This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

*Effective Term – Summer 1997 [1997\*02]*

NUR 133	Nursing Assessment	2	3	0	3
Prerequisites:	None				
Corequisites:	None				

This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 135</b>	<b>Adult Nursing I</b>	5	3	9	9
Prerequisites:	NUR 115				
Corequisites:	None				

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 185</b>	<b>Mental Health Nursing</b>	3	0	6	5
Prerequisites:	NUR 115				
Corequisites:	None				

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

*Effective Term – Fall 2001 [2001\*03]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 186</b>	<b>Clinical Supplement</b>	0	0	3	1
Prerequisites:	None				
Corequisites:	NUR 110, NUR 115, NUR 120, NUR 125, NUR 130, NUR 135, NUR 185, NUR 210, NUR 220, or NUR 235				

This course is designed to be offered as a corequisite to any core NUR course. Emphasis is placed on applying the nursing process in a clinical setting. Upon completion, students should be able to demonstrate delivery of nursing care at the level required for the core NUR course.

*Effective Term – Spring 1999 [1999\*03]*

<b>NUR 187</b>	<b>Transition Practicum</b>	0	0	6	2
Prerequisites:	None				
Corequisites:	None				

This course provides a clinical practice component designed to assist the licensed practical nurse to transition to the role of the associate degree nurse. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate competency in the delivery of nursing care for individuals with common alterations in health.

*Effective Term – Fall 2001 [2001\*03]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 188</b>	<b>Nursing in the Community</b>	1	0	6	3
Prerequisites:	None				
Corequisites:	None				

This course is designed to introduce basic concepts and practices of community-based nursing. Emphasis is placed on roles and functions of nurses as members of interdisciplinary teams in the community and utilization of the nursing process to meet the needs or problems of individuals and groups in the community. Upon completion, students should be able to provide nursing care to individuals and/or groups in community-based settings.

*Effective Term – Spring 2001 [2001\*01]*

<b>NUR 188</b>	<b>Nursing in the Community</b>	1	0	6	3
Prerequisites:	None				
Corequisites:	None				

This course introduces concepts and practices of community-based nursing care across the life span. Topics include home care history, agency regulation/standards, nurse's roles, the interdisciplinary team, and the application of nursing care to the community setting. Upon completion, students should be able to provide nursing care, manage nursing care, and function as a member of the discipline in home health care.

*Effective Term – Summer 1997 [1997\*02]*

NUR 188	Nursing in the Community	1	0	6	3
Prerequisites:	NUR 115				
Corequisites:	None				

This course introduces concepts and practices of community-based nursing care across the life span. Topics include home care history, agency regulation/standards, nurse's roles, the interdisciplinary team, and the application of nursing care to the community setting. Upon completion, students should be able to provide nursing care, manage nursing care, and function as a member of the discipline in home health care.

*Effective Term – Summer 1997 [1997\*02]*

<b>NUR 189</b>	<b>Nursing Transition</b>	1	3	0	2
Prerequisites:	None				
Corequisites:	None				

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 210</b>	<b>Nursing IV</b>	5	3	12	10
Prerequisites:	NUR 130				
Corequisites:	None				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.

*Effective Term – Fall 2009 [2009\*03] – SBCC 06/20/08*

<b>NUR 211</b>	<b>Health Care Concepts</b>	6	5	3	0
Prerequisites:	NUR 111				
Corequisites:	None				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

*Effective Term – Fall 2009 [2009\*03] – SBCC 06/20/08*

**NUR 212 Health System Concepts** 3  
0 6 5  
Prerequisites: NUR 111  
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

*Effective Term – Fall 2009 [2009\*03] – SBCC 06/20/08*

**NUR 213 Complex Health Concepts** 4 3  
15 10  
Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212  
Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

**NUR 220 Nursing V** 4 3 15 10  
Prerequisites: NUR 210  
Corequisites: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.

*Effective Term – Fall 2004 [2004\*03] – CRC 03/09/04*

**NUR 222 LPN to AD Nursing I** 6 0 6 8  
Prerequisites: PSY 241  
Corequisites: None

This course is designed to assist the licensed practical nurse in transition to the independent role of the associate degree nurse. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to utilize the nursing process to deliver nursing care for a diverse group of individuals with alterations in health.

*Effective Term – Fall 2007 [2007\*03] – CRC 09/20/06*

<b>NUR 224</b>	<b>LPN to AD Nursing II</b>	6	0	9	9
Prerequisites:	NUR 222				
Corequisites:	None				

This course is designed to increase the licensed practical nurse's knowledge and application of advanced medical/surgical concepts. Emphasis is placed on developing the nurse's role as provider of care, manager of care and member of discipline of nursing. Upon completion, students should be able to utilize the nursing process to deliver care for a diverse group of individuals with complex alterations in health.

*Effective Term – Fall 2004 [2004\*03] – CRC 03/09/04*

NUR 224	LPN to AD Nursing II	6	0	6	8
Prerequisites:	NUR 222				
Corequisites:	None				

This course is designed to increase the licensed practical nurse's knowledge and application of advanced medical/surgical concepts. Emphasis is placed on developing the nurse's role as provider of care, manager of care and member of discipline of nursing. Upon completion, students should be able to utilize the nursing process to deliver care for a diverse group of individuals with complex alterations in health.

*Effective Term—Spring 2001 [2001\*01]*

<b>NUR 233</b>	<b>Leadership in Nursing</b>	2	0	0	2
Prerequisites:	None				
Corequisites:	None				

This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings.

*Effective Term – Summer 1997 [1997\*02]*

NUR 233	Leadership in Nursing	2	0	0	2
Prerequisites:	NUR 135				
Corequisites:	None				

This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 235</b>	<b>Adult Nursing II</b>	4	3	15	10
Prerequisites:	NUR 135				
Corequisites:	None				

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 244</b>	<b>Issues and Trends</b>	2	0	0	2
Prerequisites:	None				
Corequisites:	None				

This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing.

*Effective Term – Summer 1997 [1997\*02]*

*End Term – Summer 2010 [2010\*02] – SBCC 06/20/08*

<b>NUR 255</b>	<b>Professional Issues</b>	3	0	0	3
Prerequisites:	None				
Corequisites:	None				

This course explores basic concepts of practice in the management of patient care in a complex health care system. Emphasis is placed on professional, legal, ethical, and political issues and management concepts. Upon completion, students should be able to articulate professional and management concepts.

*See the SEL and SEM prefixes for generic Selected Topics and Seminar course descriptions.*

# CURRICULUM STANDARD

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

Curriculum Program	<b>Office Administration</b>	Code	<b><u>A25370</u></b>
Title			
Concentration	<b>(not applicable)</b>		

## ***Curriculum Description***

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle 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>



## *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.

### Office Administration A25370

	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> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">*</td> <td style="width: 80%;">OST 164 Text Editing Applications</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td>*</td> <td>OST 184 Records Management</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>*Formatting/Word Processing. Select one:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;"></td> <td style="width: 80%;">OST 134 Text Entry &amp; Formatting</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>OST 136 Word Processing</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>*Office Systems/Management. Select one:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;"></td> <td style="width: 80%;">BUS 135 Principles of Supervision</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>OST 181 Intro to Office Systems</td> <td style="text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>OST 289 Administrative Office Mgt</td> <td style="text-align: right;">3 SHC</td> </tr> </table> <p><b>*Computers/Information Systems. Select one:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;"></td> <td style="width: 80%;">CIS 110 Introduction to Computers</td> <td style="width: 10%; text-align: right;">3 SHC</td> </tr> <tr> <td></td> <td>CIS 111 Basic PC Literacy</td> <td style="text-align: right;">2 SHC</td> </tr> <tr> <td></td> <td>OST 137 Office Software Applications</td> <td style="text-align: right;">3 SHC</td> </tr> </table>	*	OST 164 Text Editing Applications	3 SHC	*	OST 184 Records Management	3 SHC		OST 134 Text Entry & Formatting	3 SHC		OST 136 Word Processing	3 SHC		BUS 135 Principles of Supervision	3 SHC		OST 181 Intro to Office Systems	3 SHC		OST 289 Administrative Office Mgt	3 SHC		CIS 110 Introduction to Computers	3 SHC		CIS 111 Basic PC Literacy	2 SHC		OST 137 Office Software Applications	3 SHC	<b>14-15 SHC</b>	<b>14-15 SHC</b>	
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	OST 137 Office Software Applications	3 SHC																															
<b>B. CONCENTRATION</b> ( <i>Not applicable</i> )																																	
<p><b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BUS, BAF, CIS, COE, CRT, CSC, CTS, DBA, ECM, ECO, ISC, ITN, MED, MKT, NET, OMT, OST, PSY, 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  
Concentration

**Office Administration**  

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**Legal**

Code **A2537A**

## ***Curriculum Description***

Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

## ***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>

## 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.

### Office Administration/Legal A2537A

	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 164 Text Editing Applications 3 SHC * OST 184 Records Management 3 SHC</p> <p><b>Required Subject Areas:</b></p> <p><b>*Formatting/Word Processing. Select one:</b> OST 134 Text Entry &amp; Formatting 3 SHC OST 136 Word Processing 3 SHC</p> <p><b>*Office Systems/Management. Select one:</b> BUS 135 Principles of Supervision 3 SHC OST 181 Intro to Office Systems 3 SHC OST 289 Administrative Office Mgt 3 SHC</p> <p><b>*Computers/Information Systems. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC</p>	<b>14-15 SHC</b>	<b>14-15 SHC</b>	
<p><b>B. CONCENTRATION</b> <i>Courses unique to a concentration are designated with **</i></p> <p>BUS 115 Business Law 3 SHC ** OST 155 Legal Terminology 3 SHC ** OST 156 Legal Office Procedures 3 SHC ** OST 252 Legal Transcription I 3 SHC</p>	<b>12 SHC</b>	<b>12 SHC</b>	
<p><b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i> ACC, BUS, BAF, CIS, CJC, COE, CRT, CSC, CTS, LEX, ECO, ISC, MKT, NET, OMT, OST, PSY, and SEC</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	<b>Office Administration</b>	Code	<b><u>A2537B</u></b>
Title			
Concentration	<b>Virtual Office Assistance</b>		

## ***Curriculum Description***

Virtual Office Assistance is a concentration under the curriculum title of Office Administration. The curriculum is designed to prepare individuals to become independent contractors who possess the ability to offer administrative support services via e-mail, courier, fax, and telephone.

Students will acquire office skills required in today's business environment including utilization of word processing, spreadsheets, desktop publishing, and presentation graphics software. Coursework includes an introduction to the implementation of electronic commerce via the Internet and an introduction to telecommunications.

Graduates are prepared to pass examinations for Microsoft Office User Specialist Certification and are able to become self-employed contractors or work for an established virtual office service. Some graduates will prefer to gain experience working in a traditional office environment.

## ***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

**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.

### Office Administration/Virtual Office Assistance A2537B

	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> * OST 164 Text Editing Applications 3 SHC * OST 184 Records Management 3 SHC  <b>Required Subject Areas:</b> <b>*Formatting/Word Processing. Select one:</b> OST 134 Text Entry & Formatting 3 SHC OST 136 Word Processing 3 SHC <b>*Computers/Information Systems. Select one:</b> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 3 SHC OST 137 Administrative Office Mgt 3 SHC <b>*Office Systems/Management. Select one:</b> BUS 135 Principles of Supervision 3 SHC OST 181 Intro to Office System 2 SHC OST 289 Office Systems Management 3 SHC	<b>14-15 SHC</b>	<b>14-15 SHC</b>	
<b>B. CONCENTRATION</b> <i>**indicates the courses that are unique to the concentration</i>  <b>Required Courses:</b> ECM 210 Introduction to E-Commerce 3 SHC OST 162 Executive Terminology 3 SHC <b>** OST 171 Intro to Virtual Office 3 SHC</b> <b>** OST 271 Office Web Technologies 3 SHC</b> <b>** OST 272 Virtual Office Capstone 2 SHC</b>	<b>14 SHC</b>	<b>14 SHC</b>	
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ACC, AIB, BUS, BAF, CIS, COE, CRT, CSC, CTS, ECM, ECO, ISC, ITN, MKT, NET, OMT, 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	<b>Therapeutic Recreation Assistant</b>	Code	<b>A45770</b>
Concentration	<b>(not applicable)</b>		

## ***Curriculum Description***

The therapeutic recreation assistant curriculum prepares individuals to plan, implement, and document therapeutic recreation interventions, according to national standards of practice. The curriculum emphasizes the use of recreation as treatment designed to (re)habilitate a client's level of functioning and independence.

Course work includes facilitating adaptive, inclusive and universal activities (ropes courses, creative arts, water sports, etc) and leading or co-leading recreational therapy sessions (social skills, team building, problem solving, leisure education etc.) for people with disabilities and their families.

Graduates should qualify for a LRTA license from the North Carolina Board for Recreational Therapy Licensure. Employment opportunities include group homes, retirement facilities, agencies serving people with developmental disabilities, psychiatric or mental health agencies, and other rehabilitation facilities.

## ***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

## *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.

<b>Therapeutic Recreation Assistant A45770</b>			
	<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>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> TRE 110 Introduction to Therapeutic Recreation 3 SHC TRE 112 Inclusive Programming 3 SHC TRE 210 Therapeutic Recreation Programming 3 SHC TRE 211 Therapeutic Recreation Professionalism 3 SHC  <b>Required Subject Areas:</b> <b>Therapeutic Recreation.</b> Select 10 SHC of TRE courses. 10 SHC  <b>Clinical/work Experience. Select 8-12 SHC:</b> TRE 288 Therapeutic Recreation Internship III 8 SHC TRE 289 Therapeutic Recreation Internship IV 12 SHC	<b>30-34 SHC</b>	<b>12 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, HEA, HSC, MED, PED, PSY, REC, SOC, and TRE  <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>			