



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

July 21, 2008

MEMORANDUM

TO: Presidents
Chief Academic Officers

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

SUBJECT: State Board Action on July 18, 2008
Addition to Special Application List and New/Revised Curriculum Standards

On July 18, 2008, the State Board approved Welding Technology (A50420) for addition to the special curriculum program application process. Information on this process is attached.

The State Board of Community Colleges approved the following new curriculum standard:

Project Management Technology (A25390)

The State Board of Community Colleges approved the requested revisions to the following curriculum standards:

Medical Office Administration (A25310)*
Pharmacy Technology (Diploma) (D45580)*

*Please be aware that you must implement the standard revision 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 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 special curriculum program application process or curriculum standards, please contact Dr. Judith C. Mann at 919-807-7108 or mannj@nccommunitycolleges.edu.

DAP/JF/swj

Attachments

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

CC08 -163
Email

MAILING ADDRESS: 5016 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5016

Street Address: 200 West Jones ~ Raleigh, NC 27603 ~ 919-807-7100 ~ Fax 919-807-7164

AN EQUAL OPPORTUNITY EMPLOYER

PROJECT MANAGEMENT TECHNOLOGY

PMT 110 Intro to Project Mgmt 3 0 3
 Prerequisites: None
 Corequisites: None

This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling nonroutine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management.

PMT 111 Proj Mgmt Assessing Risk 3 0 3
 Prerequisites: None
 Corequisites: None

This course provides various ways to identify, analyze, and mitigate the full range of project risks. Topics include risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, as well as risk monitoring and control. Upon completion, students should be able to demonstrate knowledge of risk management processes and application of risk management techniques to case study problems.

PMT 210 Proj Mgmt Issues 2 2 3
 Prerequisites: None
 Corequisites: None

This course is designed to explore various development and management techniques and tools of integrated project schedules and plans. Emphasis is placed on project control methods from a scheduling perspective, including critical path networking, float analysis, and schedule performance predictability and accomplishment. Upon completion, students should have a clear understanding of accepted techniques for schedule development and management.

PMT 215 Proj Mgmt Leadership 3 0 3
 Prerequisites: None
 Corequisites: None

This course provides an overview of the importance of project teams and human resource management in the planning, scheduling, and controlling of multi-project programs. Topics include the role of projects in organizations; alternative organizational systems; program management methodologies; team management and leadership; legal/ethical issues; and conflict identification/resolution. Upon completion, students should be able to identify and exhibit the behaviors needed for effective project management and team leadership.

PMT 220 Proj Mgmt Capstone 3 0 3
 Prerequisites: PMT 110, PMT 111, and PMT 215
 Corequisites: None

This course is designed to integrate knowledge and skills learned throughout the project management program, including performance, schedule and budget requirements. Emphasis is placed on the use of project simulation exercises for students to develop, design, present, utilize status reports, justify, and adjust for unplanned occurrences. Upon completion, students should be able to demonstrate knowledge of project management processes and techniques.

CURRICULUM STANDARD

Effective Term
Fall 2008
[2008*03]

Curriculum Program Title	Project Management Technology	Code	A25390
Concentration	(not applicable)		

Curriculum Description

The Project Management Technology curriculum is designed to introduce students to processes of initiating, planning/executing, monitoring/controlling, and closing projects. Students will be provided the nine knowledge areas of Project Management (integration, scope, time/cost, quality, human resources, risk/procurement management, and communication).

Course work may include concepts in accounting, finance, information systems, human resource management, project management, organizational behavior, purchasing, business ethics, and economics. The curriculum develops project management skills that may be used in all lines of work.

Graduates may qualify for positions requiring project management in governmental, nonprofit, merchandising, manufacturing, utilities, and construction agencies and industries. Students should be able to apply the Body of Knowledge areas established by the Project Management Institute.

*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

*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.

Project Management Technology A25390

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for a diploma are marked with *</i> Required Courses: * PMT 110 Intro to Project Mgmt 3 SHC * PMT 111 Proj Mgmt Assessing Risk 3 SHC * PMT 210 Proj Mgmt Issues 3 SHC * PMT 215 Proj Mgmt Leadership 3 SHC * PMT 220 Proj Mgmt Capstone 3 SHC Required Subject Areas: Business. Select a minimum of 12 SHC: BUS 115 Business Law I 3 SHC BUS 137 Prin of Management 3 SHC BUS 225 Business Finance 3 SHC BUS 240 Business Ethics 3 SHC BUS 253 Leadership & Mgt Skills 3 SHC BUS 255 Org Behavior in Business 3 SHC Computer Applications. Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC	29-30 SHC	15 SHC	
B. CONCENTRATION (<i>not applicable</i>)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, AIB, ARC, BAF, BUS, CIS, COE, CSC, CTS, DBA, ECO, HRM, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, PMT, RLS, SPA, 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
Spring 2009
[2009*01]

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.

	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

**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
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
<p>A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: * OST 148 Medical Coding Billing and Insurance 3 SHC * OST 149 Medical Legal Issues 3 SHC * OST 243 Medical Office Simulation 3 SHC</p> <p>Required Subject Areas: *Document Processing. OST 164 Text Editing Applications 3 SHC <i>and one of the following</i> OST 134 Text Entry and Formatting 3 SHC <i>or</i> OST 136 Word Processing 3 SHC</p> <p>*Office Administration. Select one: OST 181 Intro to Office Systems 3 SHC OST 281 Emerg Issues in Med Ofc 3 SHC OST 289 Administrative Office Mgt 3 SHC MED 130 Admin Office Procedures I 2 SHC</p> <p>*Computers/Information Systems. Set 1: Select one of the following: OST 130 Comprehensive Keyboarding 3 SHC <i>or</i> OST 131 Keyboarding 2 SHC <i>or</i> OST 132 Keyboard Skill Building 2 SHC</p> <p>Set 2: Select one of the following: CIS 110 Introduction to Computers 3 SHC <i>or</i> CIS 111 Basic PC Literacy 2 SHC <i>or</i> OST 137 Office Software Applications 3 SHC</p> <p>*Medical Terminology. Select one set: 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</p> <p style="text-align: right;"><i>Continued on next page</i></p>	27-30 SHC	27-30 SHC	

Medical Office Administration A25310 (continued)

B. CONCENTRATION (Not applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, BAF, BIO, BUS, CIS, COE, CRT, CTS, DBA, DEN, ECO, HEA, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, PBT, SPA 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 2008
*[2008*03]*

Curriculum Program Title

Pharmacy Technology

Code

A45580

Concentration

(not applicable)

Curriculum Description

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

*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

**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.

Pharmacy Technology A45580

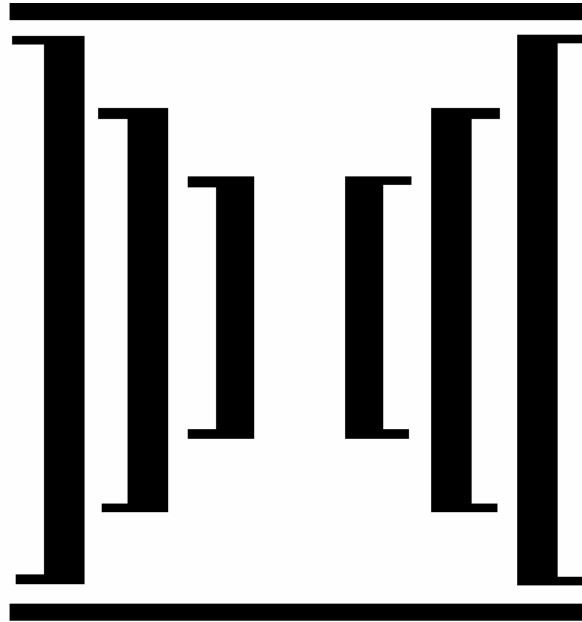
	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: <ul style="list-style-type: none"> *PHM 110 Introduction to Pharmacy 3 SHC *PHM 111 Pharmacy Practice I 4 SHC *PHM 115 Pharmacy Calculations 3 SHC *PHM 118 Sterile Products 4 SHC *PHM 120 Pharmacology I 3 SHC *PHM 125 Pharmacology II 3 SHC *PHM 140 Trends in Pharmacy 2 SHC PHM 150 Hospital Pharmacy 4 SHC PHM 155 Community Pharmacy 3 SHC PHM 160 Pharm Dosage Forms 3 SHC *PHM 165 Pharmacy Prof Practice 2 SHC Required Subject Area: *Pharmacy Clinical. Select a minimum of 14 SHC: Select a minimum of 2 SHC for Diploma or Certificate: <ul style="list-style-type: none"> PHM 132 Pharmacy Clinical 2 SHC PHM 133 Pharmacy Clinical 3 SHC PHM 134 Pharmacy Clinical 4 SHC PHM 135 Pharmacy Clinical 5 SHC PHM 136 Pharmacy Clinical 6 SHC PHM 138 Pharmacy Clinical 8 SHC 	48 SHC	26 SHC	12 SHC
B. CONCENTRATION (Not applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> BUS, CIS, COE, CSC, HSC, PBT, PHM, 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 PROCEDURES REFERENCE MANUAL

SECTION 3A

**Special
Curriculum Program Application
Procedures**

North Carolina Community College System



Special Curriculum Program Application Procedures for Selected Curriculums

Approved by the State Board of Community Colleges

North Carolina Community College System Special Curriculum Program Application Process for Selected Curriculum Titles

The State Board of Community Colleges is authorized in to approve curriculum programs (23 NCAC 02E .0201). The State Board has delegated to the President of the North Carolina Community College System the authority to approve new curriculum programs utilizing the special application process for the selected titles that are listed in Attachment 1.

Special Application Process Rationale and Criteria

The following rationale and criteria are used by the System Office staff to assist in determining which curriculum programs should be recommended to the State Board Program Services Committee for placement on the Special Application process list.

Rationale:

There is an immediate or critical need for graduates from the identified program. The special application process allows colleges to respond to industry needs in a timely manner.

Criteria:

Curriculum programs recommended to the State Board for placement on the Special Curriculum Application process list must meet the following criteria to be eligible:

- 1) There is an urgent and/or critical need for graduates from the identified program or there is a change in licensure requirements by an outside agency that requires immediate compliance.
- 2) The perceived system-wide impact of the program to colleges is minimal.

The rationale and criteria above were approved by the State Board of Community Colleges on September 13, 2002.

Special Application Process

Colleges should submit:

- 1) a signed *Institutional Certification Page* (attachment 2);
- 2) a copy of the current State Board-approved Curriculum Standard;
- 3) the college's proposed Program of Study; and,
- 4) the college's proposed Curriculum Model.

The current State Board-approved Curriculum Standard can be retrieved from the Internet by going to the Programs area at the System Office web site: <http://www.nccommunitycolleges.edu/Programs/index.html> (follow the links to the curriculum standards.)

The Program of Study (see the Attachment 3 format) and the Curriculum Model should be designed using the appropriate courses listed in the Combined Course Library (CCL). Refer to Section 9 of the **Curriculum Procedures Reference Manual** for guidelines in completing a Program of Study. The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.

Two (2) copies of the application with original signatures on each copy should be submitted to:

Vice President for Academic and Student Services
North Carolina Community Colleges System Office
5016 Mail Service Center
Raleigh, North Carolina 27699-5016

Attachment 1

Selected Curriculum Titles Special Application Process

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process:

- Community Spanish Interpreter (A55370)
- Entrepreneurship (A25490)
- Industrial Systems Technology (A50240)
- Infant/Toddler Care (Certificate)(C55290)
- Information Systems Security (A25270)
- Lateral Entry (Certificate)(C55430)
- Networking Technology (A25340)
- Web Technologies (A25290)
- Welding Technology (A50420)

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process but require that the college have prior approval for the Cosmetology (A55140) program:

- Cosmetology Instructor (Certificate)(C55160)
- Esthetics Instructor (Certificate)(C55270)
- Esthetics Technology (Certificate)(C55230)
- Manicuring Instructor (Certificate)(C55380)
- Manicuring/Nail Technology (Certificate)(C55400)

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process but require that the college have prior approval for the Early Childhood Associate (A55220) program:

- Early Childhood Associate/Special Education (A5522A)
- Early Childhood Associate/Teacher Associate (A5522B)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process but requires that the college have prior approval for the Business Administration (A25120) program:

- Business Administration/Electronic Commerce (A2512I)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process but requires that the college have prior approval for the Associate Degree Nursing-Integrated (A45100) program:

- Associate Degree Nursing – Non-Integrated (A45120)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process but requires that the college have prior approval for the Associate Degree Nursing – Non-Integrated (A45120) program:

- Associate Degree Nursing – Integrated (A45100)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process but requires that the college have prior approval for the Associate Degree Real Estate (A25400) program:

- Real Estate Licensing (Certificate) (C25480)

Attachment 2

North Carolina Community College System
CURRICULUM PROGRAM APPLICATION

Each credential granting college must complete this application

College _____ Date _____

Program Code _____

Program Title _____

Concentration Title _____
(If applicable)

Credential *(Indicate the highest credential to be awarded)*

AAS Diploma Certificate

Proposed Semester and Year of Implementation _____ 20_____

Contact Person for the Application _____

Phone _____ Extension _____ E-mail _____

Institutional Certification

This curriculum program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.

(Community College Name)

has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.

Signature, President

Date

Signature, Board of Trustees Chair

Date

NCCCS Office Use Only

Date Received _____

Date Logged in _____

Date to Coordinator _____

Coordinator _____

Attachment 3
**Program of Study
Format**

College Approved or Applying to Offer Program _____ Date _____

Program Title _____ Program Code _____

Concentration Title _____
(If applicable)

Credential (Indicate the highest credential to be awarded):

____ AAS ____ Diploma ____ Certificate

Proposed Semester and Year of Implementation ____ Fall ____ Spring ____ Summer 20____

Contact Person _____ Phone (____) _____ Extension _____

Email Address _____

Curriculum Description: (The curriculum description should be the description as listed on the curriculum standard.)

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.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

General Education SHC Sub-Total

II. MAJOR HOURS

The "Major Hours" category includes the core, the concentration (if applicable) and "other major" hours. Work experience, including cooperative education, practicums, and internships, may be included in a degree program up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours; and in a certificate program up to a maximum of 2 semester hours.

A. Core

Please refer to the curriculum standard for the list of courses that are required for the core. 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.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

Core SHC Sub-Total

B. Concentration (if applicable)

Please refer to the curriculum standard for the list of courses that are required for the concentration.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

Concentration SHC Sub-Total

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. (Courses from prefixes that are utilized in the core or concentration may exceed 9 semester hours of credit).

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

Other Major Hours SHC Sub-Total

Major Hours SHC Sub-Total

III. OTHER REQUIRED COURSES

A college may include up to a maximum of 7 semester hours of credit in a degree program, 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program of additional course(s) to meet graduation or local employer requirements. Any course in the Combined Course Library may be utilized in the "other required" area, as long as it is not a restricted or unique course and is determined to be educationally sound for the program.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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Other Required Courses SHC Sub-Total

Total Semester Hours Credit in Program

IV. COURSE SUBSTITUTION

Course substitutions may not be made if the credit hours of the course will cause the total credit hours of the program to exceed the maximum hours on the curriculum standard. Core course substitutions may be made only for courses in the arts and sciences discipline area and require the approval of System Office staff.

Course in Program

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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Substitute Course(s)

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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