NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

November 25, 2008

MEMORANDUM

TO: Presidents
                   Chief Academic Officers

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

SUBJECT: State Board Action on November 21, 2008
                   Addition to Special Application List
                   New, Revised and Archived Curriculum Standards

On November 21, 2008, the following curriculum was approved by the State Board of Community Colleges for the Special Application process:

> Human Services Technology/Social Services (A4538D)

In order to utilize the special application process for Human Services Technology/Social Services (A4538D), the college must already have approval for the parent program, Human Services Technology (A45380).

The State Board of Community Colleges also approved archiving the following curriculum standards which your college is required to stop offering prior to Fall 2010:

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

The following new curriculum standard was approved by the State Board:

> School-Age Education (A55440)

All colleges that currently have approval for the Early Childhood Education/Teacher Associate (A5522B) program will receive automatic approval for the School-Age Education (A55440) program. If your college decides against officering the School-Age Education program, please submit a program termination request utilizing the form included in the attached program termination package.

                                           CC08-242
                                           Email

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

> Construction Management Technology (A35190)
> Early Childhood Education (A55220)
> Infant/Toddler Care (Certificate) (C55290)*
> Medical Assisting (A45400)

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.

Please note that the only change to this curriculum standard involved a description change and, therefore, does not require an update to your colleges' electronic program of study.

The new and revised standards and information about the special application process are attached for your convenience. You may view all curriculum standards by visiting the Programs website at:

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

If you have any questions concerning these State Board action items, 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

CURRICULUM STANDARD

Curriculum Program Title	**Construction Management Technology**	Code	**A35190**
Concentration	**(not applicable)**		

Curriculum Description

This curriculum is designed to prepare individuals for careers in the construction management field. Such positions may include project manager, superintendent, estimator, or foreman.

Course work includes safety, planning, scheduling, cost control, productivity, human relations, estimating, and building codes. Students will also gain proficiency in specific construction related skills.

Graduates should qualify for entry-level positions in the field of construction management.

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*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

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 (SHC)	**64-76**	**36-48**	**12-18**

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

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

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.

Construction Management Technology A35190

	AAS	Diploma	Certificate
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. CORE *Courses required for a diploma are marked with **	**25-28 SHC**	**25-28 SHC**	

Required Courses:

*	BPR 130	Blueprint Reading/Construction	2 SHC
*	CMT 210	Professional Construction Supervision	3 SHC
*	CMT 212	Total Safety Performance	3 SHC
*	CMT 214	Planning and Scheduling	3 SHC
*	CMT 216	Cost and Productivity	3 SHC
*	CMT 218	Human Relations Issues	3 SHC

Required Subject Areas:

***Estimating.   Select 2-3 SHC:**

CAR 115	Residential Planning/Estimating	3 SHC
CST 241	Planning/Estimating I	3 SHC
ELC 121	Electrical Estimating	2 SHC
PLU 160	Plumbing Estimating	2 SHC

***Advanced Estimating.   Select 3-4 SHC:**

CIV 230	Construction Estimating	3 SHC
CST 242	Planning/Estimating II	4 SHC

***Accounting.   Select 3-4 SHC:**

ACC 111	Financial Accounting	3 SHC
ACC 115	College Accounting	4 SHC
ACC 120	Prin of Financial Acct	4 SHC

B.   CONCENTRATION *(Not applicable)*

C.   OTHER MAJOR HOURS
To be selected from the following prefixes:
   ACC, ARC, AHR, BPR, BUS, CAR, CIS, CIV, CMT, COE, CSC, CST, DFT, EGR, ELC, MAS, PLU, REF, SPA, SRV, WLD, and WOL

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

CURRICULUM STANDARD

Curriculum Program Title	**Early Childhood Education**	Code	**A55220**

Concentration · **(not applicable)**

Curriculum Description

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

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 (SHC)	**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
[ref. 23 NCAC 02E.0204(3)]

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.

Early Childhood Education A55220

	AAS	Diploma	Certificate
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. CORE	**35 SHC**	**25 SHC**	

*Courses required for the diploma are designated with ***

Required Courses:

*	EDU 119	Intro to Early Childhood Education	4 SHC
*	EDU 131	Children, Family, and Community	3 SHC
*	EDU 146	Child Guidance	3 SHC
*	EDU 151	Creative Activities	3 SHC
*	EDU 153	Health, Safety and Nutrition	3 SHC
*	EDU 221	Children with Exceptionalities	3 SHC
	EDU 271	Educational Technology	3 SHC
	EDU 280	Language & Literacy Experiences	3 SHC
	EDU 284	Early Child Capstone Practicum	4 SHC

Required Subject Area:

***Child Development. Select one set:**

	EDU 144	Child Development I	3 SHC
&	EDU 145	Child Development II	3 SHC
	OR		
	PSY 244	Child Development I	3 SHC
&	PSY 245	Child Development II	3 SHC

B.   CONCENTRATION *(Not applicable)*

C.   OTHER MAJOR HOURS
The remaining other major hours may be chosen from the following prefixes:

> ACC, ART, ANT, ASL, AST, BIO, BUS, CHM, CIS, COE, COM, CSC, CTS, DAN, DBA, DRA, ECO, EDU, ENG, FRE, GEO, GER, HEA, HIS, HUM, MUS, PED, OST, PHI, PHS, POL, PSY, REL, SCI, SOC, SPA, and WEB

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

CURRICULUM STANDARD

Curriculum Program Title	**Infant/Toddler Care (Certificate)**	Code	**C55290**
Concentration	**(not applicable)**		

Curriculum Description

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

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 (SHC)	**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

[ref. 23 NCAC 02E.0204(3)]

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.

Infant/Toddler Care (Certificate) C55290			
	AAS	**Diploma**	**Certificate**
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. CORE **Required Courses:** EDU 119 Intro to Early Childhood Ed 4 SHC EDU 144 Child Development I 3 SHC or PSY 244 Child Development I 3 SHC EDU 131 Child, Family & Community 3 SHC EDU 153 Health, Safety, & Nutrition 3 SHC EDU 234 Infant, Toddlers, and Twos 3 SHC **Required Subject Areas:** None			**16 SHC**
B. CONCENTRATION *(Not applicable)*			
C. OTHER MAJOR HOURS *To be selected from the following prefixes:* ACC, ART, ASL, BIO, BUS, CHM, CIS, COE, CSC, DAN, EDU, HEA, HIS, MUS, OST, PHS, PSY, SCI, and SOC *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*			

CURRICULUM STANDARD

Curriculum Program Title	**Medical Assisting**	Code	**A45400**
Concentration	**(not applicable)**		

Curriculum Description

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

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 (SHC)	**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

[ref. 23 NCAC 02E.0204(3)]

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 Assisting A45400

	AAS	Diploma	Certificate
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. **CORE** *A diploma offered under this AAS degree requires a minimum of* *12 SHC extracted from the required subject/course core of the AAS degree.*	**31-34 SHC**	**12 SHC**	
Required Courses: MED 110 Orientation to Medical Assisting 1 SHC MED 130 Administrative Office Procedures I 2 SHC MED 131 Administrative Office Procedures II 2 SHC MED 140 Exam Room Procedures I 5 SHC MED 150 Lab Procedures I 5 SHC MED 260 MED Clinical Externship 5 SHC **Required Subject Areas:** **Anatomy & Physiology.** Select one: BIO 160 Introductory Life Science 3 SHC BIO 161 Introduction to Human Biology 3 SHC BIO 163 Basic Anatomy & Physiology 5 SHC BIO 166 Anatomy and Physiology II 4 SHC BIO 169 Anatomy and Physiology II 4 SHC MED 116 Introduction to Anatomy & Physiology 4 SHC **Medical/Legal Issues.** Select one: MED 118 Medical Law and Ethics 2 SHC OST 149 Med Legal Issues 3 SHC **Terminology.** Select one sequence: MED 121 Medical Terminology I 3 SHC & MED 122 Medical Terminology II 3 SHC *or* OST 141 Medical Terminology I- Medical Office 3 SHC & OST 142 Medical Terminology II- Medical Office 3 SHC			
B. **CONCENTRATION** *(Not applicable)*			
C. **OTHER MAJOR HOURS** *To be selected from the following prefixes* ACC, BIO, BUS, CIS, COE, CSC, CTS, HIT, HSC, MED, NUR, NUT, OST, and SPA *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*			

CURRICULUM STANDARD

Curriculum Program Title | **School-Age Education** | Code | **A55440**

Concentration | (not applicable)

Curriculum Description

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/ private schools, recreational centers, and other programs that work with school-age populations.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

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 a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours. *(see back of page for Major Hours requirements)*

III. **Other Required Hours.** A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

	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.
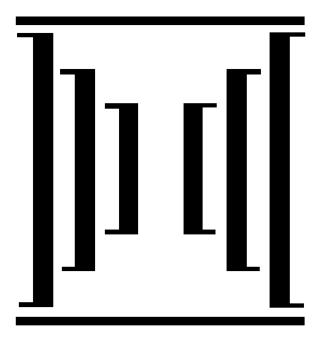
Major Hours

[ref. 23 NCAC 02E.0204(3)]

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 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 degree and diploma curriculum programs up to a maximum of 8 semester hours credit and in certificate programs up to a maximum of 2 semester hours credit.

School-Age Education A55440		AAS	Diploma	Certificate
Minimum Major Hours Required		**49 SHC**	**30 SHC**	**12 SHC**

A.   CORE
 Courses required for the diploma are designated with *
 Required Courses:
 *EDU 131   Child Family and Community   3 SHC
 *EDU 163   Classroom Mgt. & Instruction   3 SHC
 *EDU 271   Educational Technology   3 SHC
 *EDU 285   Internship Experience School-age   4 SHC
  EDU 289   Adv. Issues/School age Populations   2 SHC
 	
 Required Subject Areas:
 *Child Development. Select one set:
  EDU 144   Child Development I   3 SHC
 & EDU 145   Child Development II   3 SHC
                         or
   PSY 244   Child Development I   3 SHC
 & PSY 245   Child Development II   3 SHC
 	
 *Special Education. Select one of the following:
  EDU 161   Intro. To Exceptional Child   3 SHC
                        or
  EDU 221   Intro. To Exceptional Child   3 SHC
 	
 *Education Overview.   Select one of the following:
  EDU 118   Principles and Practices of Inst. Assistant 3 SHC
                         or
  EDU 216   Foundations of Education   4 SHC
		27-28 SHC	**25-26 SHC**	

B. CONCENTRATION *(Not applicable)*				
C. OTHER MAJOR HOURS *To be selected from the following prefixes:* ACC, ANT, ART, ASL, AST, BIO, BUS, CHM, CIS, COE, COM, CSC, CTS, DAN, DBA, DRA, ECO, EDU, ENG, FRE, GEO, GER, HEA, HIS, HUM, MAT, MUS, PED, OST, PHI, PHS, POL, PSY, REL, SCI, SOC, SPA, and WEB *Foreign Language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*				

Approved by the State Board of Community Colleges on November 21, 2008.

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:

>   Senior Vice President and Chief Academic Officer
>   North Carolina Community Colleges System Office
>   5016 Mail Service Center
>   Raleigh, North Carolina   27699-5016

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 _____
<div align="center">*(If applicable)*</div>

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.

_____
<div align="center">(Community College Name)</div>

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 _____

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
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.

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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

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

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

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.

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Course Number/Title	**Class**	**Lab**	**Clinic/Exp**	**Credits**

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 <u>only</u> 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**

Substitute Course(s)

Course Number/Title	**Class**	**Lab**	**Clinic/Exp**	**Credits**

SECTION 5

Curriculum Program Termination and Level III Instructional Service Agreement Termination

Procedures

Section 5

Curriculum Program and Level III Instructional Service Agreement Termination Procedures

Termination of Curriculum Programs
The college shall terminate a curriculum program when there has been no enrollment for two years; a college may request an one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. Each college planning to terminate a curriculum program shall inform the System President by submitting a termination notice. The System President shall have the program removed from the college's program approval list. Program terminations shall be reported to the State Board two times a year.
(23 NCAC 02E. 0201(b))

It is incumbent upon the college terminating the program to:

1) Complete the attached *Curriculum Program Termination Form* (see Attachment A) and have it signed by the President and the Chairman of the Board of Trustees.

2) Notify the Equipment Coordinator at the college if equipment is to be transferred to another department within the college or to another institution.

3) Be aware that if a college decides to reinstate a terminated program, a full program application will need to be submitted to the System Office for State Board action.

4) Have the completed and signed termination form sent to:

> Dr. Delores A. Parker
> Senior Vice President and Chief Academic Officer
> Academic and Student Services
> 5016 Mail Service Center
> Raleigh, NC 27699-5016

Termination of Level III Instructional Service Agreements
Notification of termination of a level three agreement shall be sent to the System Office President by the college which grants the award, prior to the effective date.(23 NCAC 02E.0604(c)(3))

It is incumbent upon the host and participating college(s) terminating the program to:

1) Adhere to the conditions and time frame for termination according to the terms of the agreement.

2) Complete the attached *Collaborative and/or Level III Instructional Service Agreement Termination Form* (see attachment B) and have it signed by the President at the host and participating college(s).

3) Have the completed and signed termination form sent to:

> R. Scott Ralls, President
> NC Community College System Office
> 5001 Mail Service Center
> Raleigh, NC 27699-5001

(Attachment A)
North Carolina Community College System
Curriculum Program Termination Form

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name:_____ **Date:**_____

Curriculum Title:_____ **Curriculum Code:** _____

Termination Semester: ☐ **Fall** ☐ **Spring** ☐ **Summer** **20**_____

Termination is for (check appropriate items): _____ **Campus** _____ **Captive/Co-opted Facility**

    If termination is for captive/co-opted setting, please list facility name: _____

    Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: _____ **Low Enrollment*** _____ **No Enrollment***

    _____**Other** **(Please explain):** _____
    _____

***If the reason for termination of the program is low or no enrollment, please describe what factors contributed to the lack of enrollment:** _____

_____

Is the curriculum program part of a collaborative/Level III ISA plan? _____ **Yes** _____ **No**

    Have applicable collaborative colleges been notified of termination? _____ **Yes** _____ **No**

**Will the program or any courses in the program be moved to
Continuing Education?** _____ **Yes** _____ **No**

Is equipment available for transfer? _____ **Yes** _____ **No**

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

*Additional Comments:*_____

_____

This is a formal notice to terminate the curriculum program as identified above.

_____   _____
    Signature, President   *Date*

_____   _____
    Signature, Board of Trustees Chair   *Date*

(Attachment B)
North Carolina Community College System

Collaborative and/or Level III Instructional Service Agreement
Termination Form

Program Title: _____

Program Code: _____   Requested Termination Date: _____

_____   _____
  Host College   Signature, College President   Date

_____   _____
  Participating College   Signature, College President   Date

_____   _____
  Participating College   Signature, College President   Date

_____   _____
  Participating College   Signature, College President   Date

_____   _____
  Participating College   Signature, College President   Date

The president of the host college and the president of each participating college should sign and date the termination form. Signing this document certifies concurrence in the decision to terminate the agreement and compliance of any termination terms specific to the agreement.

Once the termination form has been received and reviewed, System Office staff will update internal records and will send the host and participating college(s) a letter of acknowledgement.

Please send the original, completed form to: R. Scott Ralls, President
                                                                              NC Community College System Office
                                                                              5001 Mail Service Center
                                                                              Raleigh, NC 27699-5001