



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

August 26, 2009

MEMORANDUM

TO: Presidents
Chief Academic Officers

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

SUBJECT: State Board Action on August 21, 2009
Archived Curriculum Standard

On August 21, 2009, the State Board of Community Colleges approved the request to archive the following curriculum standard effective Spring 2010:

Data Entry (Certificate) (C25160)

The archived standard is 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 the State Board action item, please contact Dr. Judith C. Mann at 919-807-7108 or mannj@nccommunitycolleges.edu.

DAP/JF/swj
Attachment
c: Dr. Judith C. Mann
Dr. John Pettitt
Ms. Jennifer Frazelle
Program Coordinators

CC09-025
Email

CURRICULUM STANDARD

Effective Term
Fall 1997
[1997*03]

Curriculum Program Title

Data Entry (Certificate)

Code

C25160

Concentration

(not applicable)

Curriculum Description

The Data Entry curriculum is designed to prepare the individual for employment in the field of data entry.

Students will study data descriptions and formats, interpret source documents, develop data entry skills necessary for the manipulation of data, and become experienced using data entry devices.

Graduates should qualify for employment as a data entry operator.

*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.

Data Entry (Certificate) C25160

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: CIS 101 Data Entry I 7 SHC CIS 102 Data Entry II 7 SHC <i>or</i> CIS 103 Data Entry Operations 4 SHC <i>and</i> CIS 111 Basic PC Literacy 2 SHC Required Subject Areas: None			13-14 SHC
B. CONCENTRATION (<i>Not applicable</i>)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> BUS, CIS, COE, CSC, and OST <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			