



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

November 3, 2010

**To:** Presidents  
Chief Academic Officers

**From:** Sharon E. Morrissey, Ed. D.  
Senior Vice President and Chief Academic Officer

**Subject:** Curriculum Review Committee Course Approvals

The Curriculum Review Committee (CRC) has the responsibility for maintaining the curriculum courses in the Combined Course Library (CCL). The approved course requests from the Fall 2010 meeting are attached for your information.

The State Board of Community Colleges has delegated authority to the Senior Vice President and Chief Academic Officer to approve curriculum standard changes involving **core course title and/or credit hour changes** resulting from CRC action. The standards listed below have been revised as a result of such CRC-approved changes to one or more core courses:

Health Information Technology (A45360)  
Medical Assisting (A45400)  
Nanotechnology (A20190)

The CRC also approved requests to revise the **course description, prerequisite(s), corequisite(s), and/or class/lab hours** of core courses found on the curriculum standard(s) listed below. Please note that the only change indicated on the printed standard will be the inclusion of the statement *CRC Revised-Electronic Only 09/28/10*, since only the electronic version of the standard template will be revised.

Cardiovascular Sonography (A45160)  
Human Services Technology/Gerontology (A4538B)  
Manufacturing Technology/Integrated Operations (A5032C)

Many of the course revisions involved the removal of required prerequisites or corequisites. Please note that colleges may add local prerequisites and/or corequisites if they determine a need exists.

The revised standards noted above are attached for your convenience.

CC10-045  
E-mail

The following curriculum standard(s) involved CRC-approved core course revisions **and additional standard revision requests** that will be reviewed at the November State Board meeting:

Baking and Pastry Arts (A55130)  
Biomedical Equipment Technology (A50100)  
Cardiovascular Technology (Invasive and Non-Invasive) (A45170)  
Culinary Technology (A55200)  
Food Service Technology (Diploma) (D55250)  
Hotel and Restaurant Management (A25240)  
Machining Technology (A50300)  
Machining Technology/Tool, Die, and Mold Making (A5030A)

The following newly approved course(s) will be sent to the Transfer Advisory Committee (TAC) and the Independent Transfer Advisory Committee (ITAC) for consideration of college transfer designation:

HIS 237 The American Revolution  
HIS 275 History of Terrorism  
POL 250 Intro to Political Theory

The Curriculum Review Committee has been meeting twice a year. In an effort to expedite the course the course approval process, the CRC has decided to meet three times a year to review course requests. The new schedule and deadlines are reflected in the attached, revised section of the *Curriculum Procedures Reference Manual*.

Curriculum standards, curriculum courses and procedures for submitting requests to the CRC are available at <http://www.nccommunitycolleges.edu/programs>. If you need assistance or clarification, please contact Mr. Van Wilson, Associate Vice President, Student Learning and Success, at [wilsonv@nccommunitycolleges.edu](mailto:wilsonv@nccommunitycolleges.edu) or (919) 807-7098.

SEM/sds

Attachments

C: Curriculum Review Committee

Dr. John Pettitt  
Mr. Bill Randall  
Mr. Van Wilson  
Ms. Jennifer Frazelle  
Program Coordinators

**New and Revised Curriculum Courses Approved By the Curriculum Review Committee (CRC)  
on September 28, 2010**

Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
AUC 116	Custom Mobile Electronics	New course approved	2011*01	n/a
AUC 117	Custom Airbrushing	New course approved	2011*01	n/a
BMT 111	Intro to Biomed Field	Changed hours from "1-0-0-1" to "2-0-0-2"	2011*02	A50100
BPA 120	Petit Fours & Pastries	Changed course description	2011*03	n/a
BPA 130	European Cakes and Tortes	Changed course description	2011*03	n/a
BPA 165	Hot and Cold Desserts	Changed prerequisites from "None" to "CUL 110 and CUL 160"; Changed corequisites from "CUL 110" to "None"; Changed course description	2011*03	n/a
BPA 210	Cake Design & Decorating	Changed course description	2011*03	A55130
BPA 230	Chocolate Artistry	Changed course description	2011*03	n/a
BPA 230A	Chocolate Artistry Lab	New course approved	2011*03	n/a
BPA 240	Plated Desserts	Changed course description	2011*03	n/a
BPA 250	Dessert & Bread Prod	Changed title to "Dessert/Bread Production"; Changed prerequisites from "CUL 110 and CUL 160" to "BPA 150 and BPA 210"; Changed course description	2011*03	A55130
BPA 260	Pastry & Baking Marketing	Changed prerequisites from "BPA 250" to "BPA 150 and BPA 210"; Changed corequisites from "None" to "BPA 250"; Changed course description	2011*03	A55130
CJC 161	Intro Homeland Security	New course approved	2011*01	n/a
CJC 162	Intel Analysis & Sec Mgmt	New course approved	2011*01	n/a
CJC 163	Trans and Border Security	New course approved	2011*01	n/a
CUL 110	Sanitation & Safety	Changed course description	2011*03	A55130 A55200 A25240
CUL 110A	Sanitation & Safety Lab	Changed course description	2011*03	n/a
CUL 111	Success in Hosp Studies	New course approved	2011*03	n/a
CUL 112	Nutrition for Foodservice	Changed course description	2011*03	A55200
CUL 112A	Nutrition for Fdsv Lab	New course approved	2011*03	n/a
CUL 120	Purchasing	Changed course description	2011*03	A55200

+ Early Implementation

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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
CUL 120A	Purchasing Lab	Changed course description	2011*03	n/a
CUL 125	Hospitality Info Sys	Archived course	2011*03 [End Term]	n/a
CUL 130	Menu Design	Changed course description	2011*03	n/a
CUL 135	Food & Beverage Service	Changed course description	2011*03	A55200
CUL 135A	Food & Beverage Serv Lab	Changed course description	2011*03	n/a
CUL 140	Basic Culinary Skills	Changed title to "Culinary Skills I"; Changed corequisites from "None" to "CUL 110"; Changed course description	2011*03	A55200
CUL 140A	Culinary Skills Lab I	New course approved	2011*03	n/a
CUL 142	Fundamentals of Food	Changed corequisites from "None" to "CUL 110"; Changed course description	2011*03	D55250
CUL 150	Food Science	Changed course description	2011*03	n/a
CUL 150A	Food Science Lab	New course approved	2011*03	n/a
CUL 160	Baking I	Changed corequisites from "None" to "CUL 110"; Changed course description	2011*03	A55130 A55200
CUL 160A	Baking I Lab	Changed corequisites from "CUL 160" to "CUL 110 and CUL 160"; Changed course description	2011*03	n/a
CUL 170	Garde Manger I	Changed corequisites from "None" to "CUL 110"; Changed course description	2011*03	n/a
CUL 170A	Garde Manger I Lab	Changed corequisites from "CUL 170" to "CUL 110 and CUL 170"; Changed course description	2011*03	n/a
CUL 180	Internat & Amer Reg Cuisine	Archived course	2011*03 [End Term]	n/a
CUL 180A	Inter & Amer Reg Cuis Lab	Archived course	2011*03 [End Term]	n/a

+ Early Implementation

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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
CUL 185	Spa Cuisine	Changed title to "Nutritional Cuisine"; Changed hours from "2-4-4" to "1-8-5-"; Changed prerequisites from "CUL 110" to "CUL 110 and CUL 140"; Changed course description	2011*03	n/a
CUL 210	Food Service for Spec Pop	Archived course	2011*03 [End Term]	n/a
CUL 214	Wine Appreciation	Changed course description	2011*03	n/a
CUL 220	Food Service for Spec Ops	Archived course	2011*03 [End Term]	n/a
CUL 230	Global Cuisines	New course approved	2011*03	n/a
CUL 230A	Global Cuisines Lab	New course approved	2011*03	n/a
CUL 240	Advan. Culinary Skills	Changed title to "Culinary Skills II"; Changed corequisites from "CUL 140" to "CUL 110 and CUL 140"; Changed course description	2011*03	n/a
CUL 240A	Adv Culinary Skills Lab	Changed title to "Culinary Skills II Lab"; Changed corequisites from "CUL 140" to "CUL 110 and CUL 140"; Changed course description	2011*03	n/a
CLU 245	Contemporary Cuisines	New course approved	2011*03	n/a
CUL 245A	Contemporary Cuisines Lab	New course approved	2011*03	n/a
CUL 250	Classical Cuisine	Changed prerequisites from "CUL 140 and CUL 240" to "CUL 110 and CUL 140 and CUL 240"; Changed course description	2011*03	n/a
CUL 250A	Classical Cuisine Lab	Changed prerequisites from "CUL 140 and CUL 240" to "CUL 110 and CUL 140 and CUL 240"; Changed course description	2011*03	n/a
CUL 260	Baking II	Changed prerequisites from "CUL 160" to "CUL 110 and CUL 160"; Changed course description	2011*03	n/a

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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
CUL 260A	Baking II Lab	Changed prerequisites from "CUL 160" to "CUL 110 and CUL 160"; Changed course description	2011*03	n/a
CUL 270	Garde Manger II	Changed prerequisites from "CUL 170" to "CUL 110 and CUL 140 and CUL 170"; Changed course description	2011*03	n/a
CUL 270A	Garde Manger II Lab	Changed prerequisites from "CUL 170" to "CUL 110 and CUL 140 and CUL 170"; Changed course description	2011*03	n/a
CUL 273	Career Development	New course approved	2011*03	n/a
CUL 275	Catering Cuisine	Changed prerequisites from "CUL 140 and CUL 240" to "CUL 110 and CUL 140 and CUL 240"; Changed course description	2011*03	n/a
CUL 280	Pastry and Confections	Changed prerequisites from "CUL 160" to "CUL 110 and CUL 140 and CUL 160"; Changed course description	2011*03	n/a
CUL 280A	Pastry & Confections Lab	Changed prerequisites from "CUL 160" to "CUL 110 and CUL 140 and CUL 160"; Changed course description	2011*03	n/a
CUL 283	Farm-to-Table	New course approved	2011*03	n/a
CUL 283A	Farm-to-Table Lab	New course approved	2011*03	n/a
CUL 287	Cultural Experience	New course approved	2011*03	n/a
CUL 287A	Cultural Experience Lab	New course approved	2011*03	n/a
CVS 160	CVS Clinical Ed I	Changed prerequisites from "CVS 163" to "None"	2011*03	A45160
CVS 277	Cardiovascular Topics	Changed prerequisites from "CVS 163" to "None"	2011*03	n/a
ENG 081	Fast Track Writing Found	Created state-level equate to ENG 080	2010*02	n/a
ENG 091	Fast Track Comp Strateg	Created state-level equate to ENG 090	2010*02	n/a
FST 100	Intro to Foodservice	Changed corequisites from "FST 103" to "None"; Changed course description	2011*03	D55250

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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
FST 101	Intro to Baking	Changed title to 'Quantity Baking I'; Changed corequisties from "FST 103" to "FST 103 or CUL 110"; "Changed course description; Removed restriction	2011*03	D55250
FST 102	Basic Foodservice Skills	Changed title to "Foodservice Skills I"; Changed corequisties from "FST 103" to "FST 103 or CUL 110"; "Changed course description; Removed restriction	2011*03	D55250
FST 103	Safety and Sanitation	Changed title to "Foodservice Sanitation"; Changed hours from "2-2-3" to "2-0-2"; Changed course description; Removed restriction	2011*03	D55250
FST 103A	Fdservice Sanitation Lab	New course approved	2011*03	n/a
FST 105	Menu Planning	Changed hours from "4-2-5" to "3-0-3"; Removed restriction	2011*03	D55250
FST 105A	Menu Planning Lab	New course approved	2011*03	n/a
FST 106	Adv Foodservice Skills	Changed title from to "Foodservice Skills II"; Changed prerequisites from "None" to "Take one set": 1. FST 102 and FST 103 2. FST 102 and CUL 110 3. CUL 140 and CUL 170 and FST 103 4. CUL 140 and CUL 170 and CUL 110 5. CUL 142 and CUL 170 and FST 103 6. CUL 142 and CUL 170 and CUL 110"; Removed restriction; Changed course description	2011*03	D55250

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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
FST 107	Advanced Baking	Changed title to "Quantity Baking II"; Changed prerequisites from "None" to "(FST 103 or CUL 110) and (FST 101 or CUL 160)"; Changed course description; Removed restriction	2011*03	D55250
FST 108	Cost Control	Changed title to "Purchasing & Cost Control"; Changed course description; Removed restriction	2011*03	D55250
FST 110	Foodservice for Spec Pop	New course approved	2011*03	n/a
FST 120	Fdservice for Special Ops	New course approved	2011*03	n/a
GRO 120	Gerontology	Changed prerequisites from "PSY 150" to None"	2011*03	A4538B
HIS 237	The American Revolution	New course approved	2011*01	n/a
HIS 275	History of Terrorism	New course approved	2011*01	n/a
HIT 110	Fundamentals of HIM	Changed hours from "2-0-0-2" to "3-0-0-3"; Changed course description	2011*03	A45360
HIT 114	Health Data Sys/Standards	Changed course description	2011*03	A45360
HIT 124	Prof. Practice Exp. II	Changed hours from "1-0-3-2" to "0-0-3-1"	2011*03	n/a
HIT 211	ICD Coding	New course approved	2011*03	n/a
HIT 212	ICD-9 Coding	Archived Course	2011*03 [End Term]	n/a
HIT 215	Reimbursement Methodology	Changed hours from "1-3-0-2" to "1-2-0-2"	2011*03	n/a
HIT 220	Computers in Healthcare	Changed course title from "Computers in Healthcare" to "Health Informatics & EHRs"; Changed course description	2011*03	n/a
HIT 224	Prof. Practice Exp. IV	Changed hours from "1-0-6-3" to "0-0-6-2"	2011*03	n/a
HPT 130	Hist Painting & Finishing	New course approved	2011*01	n/a
HPT 133	Historic Bldg Analysis	New course approved	2011*01	n/a
HPT 230	Historic Roof Structures	New course approved	2011*01	n/a
HRM 110	Intro to Hospitality	Changed title to "Intro to Hosp & Tourism"; Changed hours from "2-0-2" to "3-0-3"; Changed course description	2011*03	A25240

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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
HRM 115	Housekeeping	Changed course description	2011*03	n/a
HRM115A	housekeeping lab	Changed course description	2011*03	n/a
HRM 120	Front Office Procedures	Changed course description	2011*03	n/a
HRM 120A	Front Office Procedures Lab	Changed course description	2011*03	n/a
HRM 122	Casino/Gaming Management	Changed hours from "2-0-2" to "3-0-3"; Changed course description	2011*03	n/a
HRM 124	Intro to Service Mgt	Changed title to "Guest Service Management" Changed course description	2011*03	n/a
HRM 125	Hospitality Etiquette	Changed title to "Etiquette for Hospitality"	2011*03	n/a
HRM 130	Bed & Breakfast Mgmt	Changed hours from "2-0-2" to "3-0-3"	2011*03	n/a
HRM 135	Facilities Management	Changed hours from "2-0-2" to "3-0-3"; Changed course description	2011*03	n/a
HRM 140	Hospitality Tourism Law	Changed title to "Legal Issues-Hospitality"; Changed course description	2011*03	A25240
HRM 145	Hospitality Supervision	Archived course	2011*03 [End Term]	n/a
HRM 150	Hospitality Training	Changed title to "Training for Hospitality"; Changed course description	2011*03	n/a
HRM 160	Info Systems for Hosp	New course approved	2011*03	n/a
HRM 210	Meetings and Conventions	Changed title to Meeting & Event Planning"; Changed course description	2011*03	n/a
HRM 215	Restaurant Management	Changed prerequisites from "CUL 135" to "CUL 135 or HRM 124"; Changed course description	2011*03	n/a
HRM 215A	Restaurant Management Lab	Changed prerequisites from "CUL 135" to "CUL 135 or HRM 124"; Changed course description	2011*03	n/a
HRM 220	Food & Beverage Controls	Changed title to "Cost Control-Food & Bev"; Changed course description	2011*03	A25240
HRM 220A	Food & Bev Control Lab	Changed title to "Cost Control-Food & Bev Lab"; Changed course description	2011*03	n/a

+ Early Implementation

**New and Revised Curriculum Courses Approved By the Curriculum Review Committee (CRC)  
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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
HRM 225	Beverage Management	Changed hours from "2-0-2" to "3-0-3"; Changed course description	2011*03	n/a
HRM 228	Mixology	New course approved	2011*03	n/a
HRM 230	Club & Resort Management	Changed hours from "2-0-2" to "3-0-3"; Changed course description	2011*03	n/a
HRM 235	Hospitality Quality Mgmt	Changed title to "Quality Mgmt-Hospitality"	2011*03	n/a
HRM 240	Hospitality Marketing	Changed title to "Marketing for Hospitality"; Changed course description	2011*03	A25240
HRM 245	Hosp Human Resource Mgt	Changed title to "Human Resource Mgmt-Hosp"; Changed course description	2011*03	n/a
HRM 260	Procurement for Hosp	New course approved	2011*03	n/a
HRM 275	Leadership - Hospitality	New course approved	2011*03	n/a
HRM 280	Hospitality Mgmt Problems	Changed title to "Mgmt Problems-Hospitality"; Changed course description	2011*03	A25240
HRM 285	Service Projects-Hosp	New course approved	2011*03	n/a
ICT 114	Intro Cardiovascular Tech	Changed course hours from "3-0-0-3" to "2-0-0-2"; Changed course description	2011*03	A45170
ICT 134	CV Anatomy and Physiology	Changed course hours from "2-0-0-2" to "4-0-0-4"; Changed course description	2011*03	A45170
ICT 244	Peripheral Vascular Cath	New course approved	2011*01	n/a
ICT 254	Intro to Cardiac EP	New course approved	2011*01	n/a
MAC 112	Machining Technology II	Changed prerequisites from "MAC 111" to "None"	2011*03	A50300 A5030A
MAC 113	Machining Technology III	Changed prerequisites from "MAC 112" to "None"	2011*03	A50300 A5030A
MAC 115	Grinding Operations	Changed prerequisites from "MAC 114" to "None"	2011*03	A5032C
MAC 132	Blueprint Reading/Mach II	Changed prerequisites from "MAC 131" to "None"	2011*03	A50300 A5030A
MAC 141	Machining Applications I	New course approved	2011*03	n/a
MAC 141A	Machining Appl I Lab	New course approved	2011*03	n/a
MAC 142	Machining Applications II	New course approved	2011*03	n/a
MAC 142A	Machining Appl II Lab	New course approved	2011*03	n/a

+ Early Implementation

**New and Revised Curriculum Courses Approved By the Curriculum Review Committee (CRC)  
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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
MAC 143	Machining Appl III	New course approved	2011*03	n/a
MAC 143A	Machining Appl III Lab	New course approved	2011*03	n/a
MAC 171	Measure/Material & Safety	New course approved	2011*03	n/a
MAC 172	Job Plan, Bench & Layout	New course approved	2011*03	n/a
MAC 173	Manual Milling/Drilling	New course approved	2011*03	n/a
MAC 174	Manual Turning	New course approved	2011*03	n/a
MAC 176	Manual Surface Grinding	New course approved	2011*03	n/a
MAC 178	CNC Turning: Operator	New course approved	2011*03	n/a
MAC 179	CNC Milling: Operator	New course approved	2011*03	n/a
MAC 180	CNC Turn: Prog Set & Oper	New course approved	2011*03	n/a
MAC 181	CNC Mill: Prog Set & Oper	New course approved	2011*03	n/a
MAC 214	Machining Technology IV	Changed prerequisites from "MAC 112" to "None"	2011*03	n/a
MAC 215	Machining Technology V	Changed prerequisites from "MAC 214" to "None"	2011*03	n/a
MAC 222	Advanced CNC Turning	Changed prerequisites from "MAC 122" to "None"	2011*03	A50300 A5030A
MAC 224	Advanced CNC Milling	Changed prerequisites from "MAC 124" to "None"	2011*03	A50300 A5030A
MAC 229	CNC Programming	Changed prerequisites from "MAC 121, MAC 122, MAC 124 or MAC 226" to "None"	2011*03	A50300 A5030A
MAC 231	CNC Graphics Prog: Turning	Changed title to "CAM: CNC Turning"; Changed prerequisites from "MAC 121 or MAC 124" to "None"	2011*03	n/a
MAC 232	CNC Graphics Prog: Milling	Changed title to "CAM: CNC Milling"; Changed prerequisites from "MAC 121 or MAC 124" to "None"	2011*03	n/a
MAC 234	Adv Four/Five-Axis Machin	Changed title to "Adv Multi-Axi Machin"; Changed hours from "3-6-9" to "2-3-3"; Changed course description	2011*03	n/a
MAC 234A	Adv Multi-Axis Machin Lab	New course approved	2011*03	n/a
MAC 241	Jigs & Fixtures I	Changed prerequisites from "MAC 112" to "None"	2011*03	n/a
MAC 242	Jigs & Fixtures II	Changed prerequisites from "MAC 241" to "None"	2011*03	n/a
MAC 243	Die Making I	Changed prerequisites from "MAC 112" to "None"	2011*03	A5030A

+ Early Implementation

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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
MAC 244	Die Making II	Changed prerequisites from "MAC 243" to "None"	2011*03	A5030A
MAC 245	Mold Construction I	Changed prerequisites from "MAC 112" to "None"	2011*03	A5030A
MAC 246	Mold Construction II	Changed prerequisites from "MAC 245" to "None"	2011*03	A5030A
MAC 247	Production Tooling	Changed prerequisites from "MAC 111" to "None"	2011*03	n/a
MAT 051	Fast Track Basic Math	Created state-level equate to MAT 050	2010*02	n/a
MAT 061	Fast Track Essential Math	Created state-level equate to MAT 060	2010*02	n/a
MAT 071	Fast Track Intro Algebra	Created state-level equate to MAT 070	2010*02	n/a
MAT 081	Fast Track Intermed Alg	Created state-level equate to MAT 080	2010*02	n/a
MED 260	Medical Clinical Externship	Changed course title from "Medical Clinical Externship" to "MED Clinical Practicum"	2011*03	A45400
MTH 222	Massage Clinical Ed	New course approved	2011*01	n/a
NAN 112	Fundamentals of Nanosci	Changed prerequisites from "CHM 151 and BIO 111" to "None"; Changed corequisites from "PHY 131" to "None"; Changed course description	2011*01+	A20190
NAN 131	Materials, Safety, & Equip	Changed course title from "Materials, Safety, & Equip" to "Nano Safety Practices"; Changed prerequisites from "NAN 112" to "None"; Changed course description	2011*01+	A20190
NAN 132	Controlled Materials	Changed course title from "Controlled Materials" to "Nano Regulations & Ethics"; Changed prerequisites from "NAN 131" to "None"; Changed course description	2011*01+	A20190
NAN 252	Spectroscopic Methods	New course approved	2011*01	n/a
NAN 253	Nano Electronics	New course approved	2011*01	n/a
NCT 113	Electrocardiography	Changed hours from "2-2-0-3" to "3-2-0-4"; Changed course description	2011*03	A45170
NCT 133	Noninvasive Cardiovascular Fundamentals	Changed course title from "Noninvasive Cardiovascular Fundamentals" to "CV Ultrasound Prin"; Changed hours from "2-2-0-3" to "3-0-0-3"; Changed course description	2011*03	A45170

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**New and Revised Curriculum Courses Approved By the Curriculum Review Committee (CRC)  
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Course Prefix/Number	Title	CRC Action	Effective Semester	Curriculum Standard Core Course
NCT 273	Echocardiography III	Changed hours from "2-0-30-12" to "3-2-30-14"; Changed course description	2011*03	A45170
NDE 210	NDE Procedure Development	Changed prerequisites from "NDE 132, NDE 221, and NDE 251" to "NDE 132 and NDE 122"	2011*03	n/a
POL 250	Intro to Political Theory	New course approved	2011*01	n/a
PSF 214	Health and Fitness Law	New course approved	2011*01	n/a
RED 081	Fast Track Intro Coll Rgd	Created state-level equate to RED 080	2010*02	n/a
RED 091	Fast Track Imprv Coll Rdg	Created state-level equate to RED 090	2010*02	n/a

+ Early Implementation

# CURRICULUM STANDARD

Effective Term  
Fall 2009  
[2009\*03]

Curriculum Program Title

**Cardiovascular Sonography**

Code

**A45160**

Concentration

**(not applicable)**

## ***Curriculum Description***

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

## ***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.

	<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 (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*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.

### Cardiovascular Sonography A45160

	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: none;"> <tr><td>CVS 160</td><td>CVS Clinical Education I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>CVS 161</td><td>CVS Clinical Education II</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>CVS 162</td><td>CVS Clinical Education III</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>CVS 163</td><td>Echo I</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CVS 164</td><td>Echo II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>CVS 260</td><td>CVS Clinical Education IV</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>CVS 261</td><td>CVS Clinical Education V</td><td style="text-align: right;">8 SHC</td></tr> <tr><td>SON 111</td><td>Sonographic Physics</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>SON 250</td><td>Vascular Sonography</td><td style="text-align: right;">2 SHC</td></tr> </table> <p><b>Required Subject Areas:</b>  <b>Anatomy and Physiology. Select one:</b></p> <table style="width: 100%; border: none;"> <tr><td>BIO 163</td><td>Basic Anatomy &amp; Physiology</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>BIO 166</td><td>Anatomy and Physiology II</td><td style="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>	CVS 160	CVS Clinical Education I	5 SHC	CVS 161	CVS Clinical Education II	8 SHC	CVS 162	CVS Clinical Education III	5 SHC	CVS 163	Echo I	4 SHC	CVS 164	Echo II	4 SHC	CVS 260	CVS Clinical Education IV	8 SHC	CVS 261	CVS Clinical Education V	8 SHC	SON 111	Sonographic Physics	4 SHC	SON 250	Vascular Sonography	2 SHC	BIO 163	Basic Anatomy & Physiology	5 SHC	BIO 166	Anatomy and Physiology II	4 SHC	BIO 169	Anatomy and Physiology II	4 SHC	<b>52-53 SHC</b>	<b>12 SHC</b>	
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BIO 169	Anatomy and Physiology II	4 SHC																																					
<b>B. CONCENTRATION</b> (Not applicable)																																							
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>BIO, BUS, CHM, CIS, COE, COM, CSC, CVS, ENG, HSC, MAT, PHY, PSY, SOC, and SON</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 2011  
[2011\*03]

Curriculum Program Title	<b>Health Information Technology</b>	Code	<b>A45360</b>
Concentration	<b>(not applicable)</b>		

## *Curriculum Description*

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

## *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.

	<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 (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

\*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.

### Health Information Technology A45360

	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> HIT 110 Fundamentals of HIM 3 SHC * HIT 112 Health Law and Ethics 3 SHC * HIT 114 Health Data Sys/Standards 3 SHC HIT 210 Healthcare Statistics 3 SHC * HIT 212 ICD-9-CM Coding 4 SHC * HIT 214 CPT/Other Coding Systems 2 SHC HIT 216 Quality Management 2 SHC HIT 280 Professional Issues 2 SHC * MED 121 Medical Terminology I 3 SHC * MED 122 Medical Terminology II 3 SHC  * BIO 271 Pathophysiology 3 SHC <i>or</i> * HIT 226 Principles of Disease 3 SHC  <b>REQUIRED SUBJECT AREAS:</b> <b>ANATOMY &amp; PHYSIOLOGY. Select one sequence:</b> BIO 165 Anatomy and Physiology I 4 SHC & BIO 166 Anatomy and Physiology II 4 SHC <i>or</i>  BIO 168 Anatomy and Physiology I 4 SHC & BIO 169 Anatomy and Physiology II 4 SHC <b>MANAGEMENT. Select one:</b> BUS 135 Principles of Supervision 3 SHC BUS 137 Principles of Management 3 SHC HIT 218 Mgmt Principles in HIT 3 SHC <b>DIRECTED PRACTICE. Select 1-8 SHC:</b> HIT 122 Prof Practice Exp I 1 SHC * HIT 124 Prof Practice Exp II 2 SHC * HIT 222 Prof Practice Exp III 2 SHC HIT 224 Prof Practice Exp IV 3 SHC	<b>42-49 SHC</b>	<b>25 SHC</b>	
<b>B. CONCENTRATION</b> (Not applicable)			

**Health Information Technology A45360 (Continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

BIO, BUS, CIS, COE, CSC, CTS, DBA, HIT, HSC, MED, and OST

*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

Effective Term  
Fall 1999  
[1999\*03]

Curriculum Program Title

**Human Services Technology**

Code

**A4538B**

Concentration

**Gerontology**

## *Curriculum Description*

The Human Services Technology/Gerontology concentration prepares students to specialize in direct service delivery work to older adults and their families. The curriculum provides both theoretical and applied models for understanding issues of aging.

Course work includes physical, psychological, and social aspects of the aging process; as well as health, wellness, nutrition, diet, exercise, and well-being. Fieldwork experiences provide opportunities to work in a variety of public and private agencies.

Graduates should qualify for employment in nursing and rest homes, specialized adult care services, respite services, and other programs servicing older adults and their families. Graduates choosing to continue their education may select a variety of programs at senior institutions.

## *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.

	<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 (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*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.

## Human Services Technology/Gerontology A4538B

	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: none;"> <tr><td>HSE 110</td><td>Introduction to Human Services</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>HSE 112</td><td>Group Process I</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>HSE 123</td><td>Interviewing Techniques</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>HSE 125</td><td>Counseling</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>HSE 210</td><td>Human Services Issues</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>HSE 225</td><td>Crisis Intervention</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>PSY 150</td><td>General Psychology</td><td style="text-align: right;">3 SHC</td></tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>Psychology. Select one:</b></p> <table style="width: 100%; border: none;"> <tr><td>PSY 110</td><td>Life Span Development</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>PSY 241</td><td>Developmental Psychology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>PSY 281</td><td>Abnormal Psychology</td><td style="text-align: right;">3 SHC</td></tr> </table> <p><b>Sociology. Select one:</b></p> <table style="width: 100%; border: none;"> <tr><td>SOC 210</td><td>Introduction to Sociology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>SOC 213</td><td>Sociology of the Family</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>SOC 220</td><td>Social Problems</td><td style="text-align: right;">3 SHC</td></tr> </table>	HSE 110	Introduction to Human Services	3 SHC	HSE 112	Group Process I	2 SHC	HSE 123	Interviewing Techniques	3 SHC	HSE 125	Counseling	3 SHC	HSE 210	Human Services Issues	2 SHC	HSE 225	Crisis Intervention	3 SHC	PSY 150	General Psychology	3 SHC	PSY 110	Life Span Development	3 SHC	PSY 241	Developmental Psychology	3 SHC	PSY 281	Abnormal Psychology	3 SHC	SOC 210	Introduction to Sociology	3 SHC	SOC 213	Sociology of the Family	3 SHC	SOC 220	Social Problems	3 SHC	<b>25 SHC</b>	<b>12 SHC</b>	
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<p><b>B. CONCENTRATION</b>  <i>Courses unique to the concentration are designated with **</i></p> <table style="width: 100%; border: none;"> <tr><td>COE 111</td><td>Co-op Work Experience I</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>COE 115</td><td>Work Experience Seminar I</td><td style="text-align: right;">1 SHC</td></tr> <tr><td>GRO 120</td><td>Gerontology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>** GRO 220</td><td>Psychosocial Aspects of Aging</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>** GRO 230</td><td>Health, Wellness, and Nutrition</td><td style="text-align: right;">4 SHC</td></tr> </table>	COE 111	Co-op Work Experience I	1 SHC	COE 115	Work Experience Seminar I	1 SHC	GRO 120	Gerontology	3 SHC	** GRO 220	Psychosocial Aspects of Aging	3 SHC	** GRO 230	Health, Wellness, and Nutrition	4 SHC	<b>12 SHC</b>	<b>12 SHC</b>																									
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<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p style="text-align: right;"><i>Continued on next page</i></p>																																										

**Human Services Technology/Gerontology A4538B (Continued)**

BIO, BUS, CIS, COE, CSC, DDT, GRO, HEA, HCT, HSC, HSE, MED, MHA, NAS, OST, PBT, PSY, SAB, SOC, and SWK

*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

Effective Term  
Spring 2005  
[2005\*01]

Curriculum Program Title

**Manufacturing Technology**

Code

**A5032C**

Concentration

**Integrated Operations**

## *Curriculum Description*

Integrated Operations is a concentration under the curriculum title of Manufacturing Technology. This curriculum is designed to develop core machining skills combined with manufacturing processes.

Students will learn both theory and hands-on analysis of pneumatics, hydraulics, and trouble-shooting mechanical systems. They will learn to use precision measuring devices; set up and operate conventional and CNC equipment; construct and troubleshoot pneumatic and hydraulic component systems; and use vertical mill, surface grinder, heat treatment, and other shop machinery.

Graduates should qualify for employment in a variety of manufacturing environments, especially metals industries.

## *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.

	<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 (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*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.*



## Manufacturing Technology/Integrated Operations A5032C (continued)

<p><b>B. CONCENTRATION</b>  <i>Courses unique to a concentration are designated with **</i></p> <p>MAC 115 Grinding Operations 3 SHC  ** MEC 115 Mfg Tooling Maintenance 6 SHC  ** MEC 150 Intro Auto Mfg Contr Sys 2 SHC  MEC 151 Mechanical Mfg Systems 2 SHC  ** MEC 287 Applied Mfg Operations 2 SHC  MNT 263 Electro-Pneu Components 4 SHC</p>	<b>31 SHC</b>	<b>NR</b>	
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ATR, BPR, CIS, COE, CSC, DFT, ELC, ELN, FUR, HYD, ISC, MAC,  MEC, OMT, PLA, TEX, and WLD</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  
Spring 2009  
[2009\*01]

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
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*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																																																									
<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: 10%;">MED 110</td><td style="width: 70%;">Orientation to Medical Assisting</td><td style="width: 20%; text-align: right;">1 SHC</td></tr> <tr><td>MED 130</td><td>Administrative Office Procedures I</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>MED 131</td><td>Administrative Office Procedures II</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>MED 140</td><td>Exam Room Procedures I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>MED 150</td><td>Lab Procedures I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>MED 260</td><td>Medical Clinical Practicum</td><td style="text-align: right;">5 SHC</td></tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>Anatomy &amp; Physiology.</b> Select one:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">BIO 160</td><td style="width: 70%;">Introductory Life Science</td><td style="width: 20%; text-align: right;">3 SHC</td></tr> <tr><td>BIO 161</td><td>Introduction to Human Biology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>BIO 163</td><td>Basic Anatomy &amp; Physiology</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>BIO 166</td><td>Anatomy and Physiology II</td><td style="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> <tr><td>MED 116</td><td>Introduction to Anatomy &amp; Physiology</td><td style="text-align: right;">4 SHC</td></tr> </table> <p><b>Medical/Legal Issues.</b> Select one:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 118</td><td style="width: 70%;">Medical Law and Ethics</td><td style="width: 20%; text-align: right;">2 SHC</td></tr> <tr><td>OST 149</td><td>Med Legal Issues</td><td style="text-align: right;">3 SHC</td></tr> </table> <p><b>Terminology.</b> Select one sequence:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 121</td><td style="width: 70%;">Medical Terminology I</td><td style="width: 20%; text-align: right;">3 SHC &amp;</td></tr> <tr><td>MED 122</td><td>Medical Terminology II</td><td style="text-align: right;">3 SHC</td></tr> <tr><td colspan="3" style="text-align: center;"><i>or</i></td></tr> <tr><td>OST 141</td><td>Medical Terminology I- Medical Office</td><td style="text-align: right;">3 SHC &amp;</td></tr> <tr><td>OST 142</td><td>Medical Terminology II- Medical Office</td><td style="text-align: right;">3 SHC</td></tr> </table>	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	Medical Clinical Practicum	5 SHC	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	MED 118	Medical Law and Ethics	2 SHC	OST 149	Med Legal Issues	3 SHC	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	<b>31-34 SHC</b>	<b>12 SHC</b>	
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<b>B. CONCENTRATION</b> (Not applicable)																																																												
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes</i>            ACC, BIO, BUS, CIS, COE, CSC, CTS, HIT, HSC, MED, NUR, NUT, OST, and SPA</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  
Spring 2011  
[2011\*01]

Curriculum Program Title

Nanotechnology

Code

A20190

Concentration

(not applicable)

## *Curriculum Description*

The Nanotechnology curriculum prepares students to characterize and fabricate materials for biological, textile, chemical, and electrical applications at the atomic level.

Course work includes biology, chemistry, physics, mathematics, and an extensive array of very detailed nanotechnology-specific courses, using high-tech equipment and complying with high-precision quality control and clean-room protocols with a multidisciplinary focus.

Graduates should qualify for various positions in industry and government, including research and development, materials testing and processing, optics and sensors, electron microscopy, and emerging nanotechnology industries.

## *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.

	<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 (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*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.

### Nanotechnology A20190

	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>41 SHC</b>	<b>12 SHC</b>	
<b>Required Courses:</b>			
NAN 111 Introduction to Nanotechnology	3 SHC		
NAN 112 Fundamentals of Nanoscience	3 SHC		
NAN 131 Nano Safety Practices	2 SHC		
NAN 132 Nano Regulations & Ethics	2 SHC		
NAN 241 Nanofabrication of Mixtures	4 SHC		
NAN 242 Nanofabrication of Thin Films	4 SHC		
NAN 243 Atomic-Force Microscopy	4 SHC		
NAN 244 Electron Microscopy	4 SHC		
<b>Required Subject Areas:</b>			
<b>Biology: Select one course.</b>			
BIO 110 Principles of Biology	4 SHC		
BIO 111 General Biology I	4 SHC		
<b>Chemistry: Select one set.</b>			
CHM 131 Introduction to Chemistry &	3 SHC		
CHM 131A Introduction to Chemistry Lab	1 SHC <i>or</i>		
CHM 151 General Chemistry I	4 SHC		
<b>Mathematics: Select one course.</b>			
MAT 122 Algebra/Trigonometry II	3 SHC		
MAT 162 College Trigonometry	3 SHC		
<b>Physics: Select one course.</b>			
PHY 131 Physics – Mechanics	4 SHC		
PHY 151 College Physics I	4 SHC		
<i>Continued on next page</i>			

**Nanotechnology A20190 (continued)**

<b>B. CONCENTRATION</b> <i>(Not applicable)</i>			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ATR, BIO, BPM, BTC, CET, CHM, CIS, COE, CPT, CSC, CTC, CTR, CYT, EGR, ELC, ELN, ENV, HPC, ICT, ISC, LEO, MAC, MAT, MEC, MLG, NAN, NET, PHY, PLA, PTC, SGR, SUR, and WAT  <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**

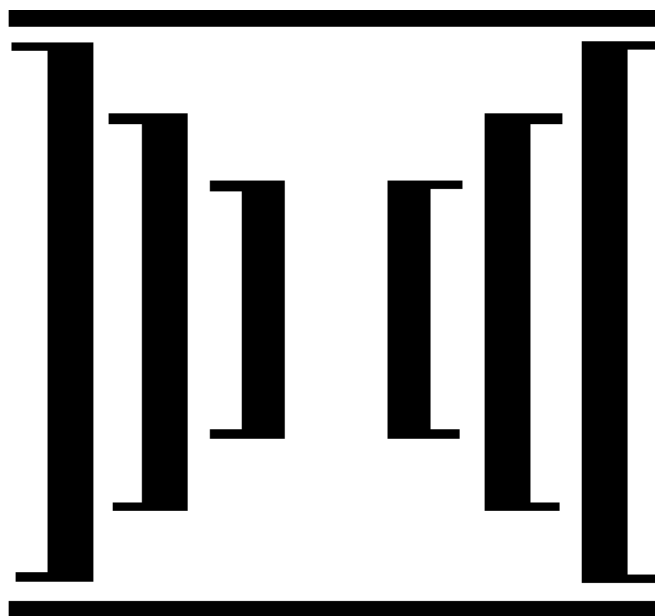
**SECTION 15**

**Curriculum Review Committee**

**Procedures**

Revised  
September 28, 2010

*North Carolina Community College System*



**CURRICULUM REVIEW COMMITTEE**

**PROCEDURES**

Revised  
September 28, 2010

# **Curriculum Review Committee Procedures**

*Revised September 28, 2010*

## **Assumptions and Philosophy**

### **Purpose**

The Curriculum Review Committee (CRC) is committed to maintaining and sustaining the viability of the Combined Course Library (CCL). The CRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CRC has the authority for approving changes, additions, and deletions to the CCL.

### **Objectives**

The CRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

## **Procedures**

### **Curriculum Review Committee**

A Curriculum Review Committee was established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) Combined Course Library.

The committee will normally be composed of ten community college administrators and two presidents. The chairperson of the North Carolina Association of Community College Instructional Administrators (NCACCIA) will submit nominations to the Vice President for Academic and Student Services, who will appoint ten college administrators to the committee. The Presidents Association will appoint two members to the committee.

- (1) The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).
- (2) The committee members will serve three-year terms with four of the members rotating off each year, effective January 1, 2005. The current CRC members are listed in Attachment 1.
- (3) The Associate Vice President, Student Learning and Success, at the System Office will also serve on the committee, as a non-voting member.



If committee members are unable to fulfill their obligations/terms, then the chairperson of the NCACCIA or the president of the Presidents Association will submit nominations to the Senior Vice President/Chief Academic Officer for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee normally meets three times a year. Meeting and submission dates are identified in Attachment 2.

### **Role of System Office Staff**

College requests are submitted through the office of the Senior Vice President/Chief Academic Officer for Academic and Student Services.

System Office Staff has the following responsibilities prior to the CRC meeting:

- (1) Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).
- (2) Send the request to applicable colleges for a formal vote.
- (3) Prepare an analysis of the request to be transmitted to the CRC.
- (4) Present the requests at the CRC meeting, answering CRC members' questions and providing additional information, as needed.
- (5) Notify colleges of the results of the CRC meeting.
- (6) Coordinate applicable curriculum standard revisions by the State Board of Community Colleges or the Senior Vice President/Chief Academic Officer for Academic and Student Services, as appropriate.
- (7) Enter courses and curriculum standards information into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

## **New Course Approvals**

Colleges may submit requests for new CCL course approvals using Form 15-1 (Attachment 3). "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CRC at the next scheduled meeting.

The CRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

The State Board will act upon new courses that are included in applications for curriculum programs new to the System. The System Office will notify colleges of the State Board actions.

## **Revision of CCL Courses**

Colleges may submit requests for revisions to CCL courses using Form 15-2 (Attachment 4). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to revise CCL courses.

Requests received after the due dates will be acknowledged and placed on the agenda for the next meeting. The revisions are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course revision. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

## **Reclassification of Courses**

Colleges may submit requests for reclassification of CCL courses using Form 15-3 (Attachment 5). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The reclassifications are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed reclassification will be reviewed by all colleges which list the course on an approved Curriculum Review Committee Procedure

Rev. 09/28/10

program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course reclassification. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

### **Curriculum Review Committee Process**

The Curriculum Review Committee (CRC) has the responsibility and authority to approve all changes to the Combined Course Library (CCL). The CRC process insures that all requests for changes receive a thorough, timely, and impartial peer review-

Upon review of each request, the CRC has the following options:

- (1) CRC approves request. The System Office staff notifies colleges. New and revised courses are sent electronically to all colleges.
- (2) CRC tables request. The Program Coordinator will consult with the requesting college to provide additional information requested by CRC.
- (3) CRC does not approve request. The System Office Staff notifies the requesting college. The Program Coordinator will consult with requesting college to clarify the CRC's position and/or to explore alternative ways to meet the objectives of the requested change.

### **Resubmission of Denied Request**

If the college still seeks further review of a denied request, the following additional review steps may be used:

- (1) Requesting college modifies request based on CRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)
- (2) Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CRC has the following options:

- (1) CRC approves request. Colleges are notified by the System Office staff of the action. New and revised courses are sent electronically to all colleges.
- (2) CRC does not approve request. The requesting college is notified by the System Office staff of the decision.

## **Appeals Process**

If the CRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CRC. A college has ten (10) working days from receipt of the CRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President, Student Learning and Success, who will forward the request to the chair of the CRC. The chair of the CRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President, Student Learning and Success. A majority of CRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President, Student Learning and Success within ten (10) working days from the date of receiving the CRC's final decision. The positions of both the requesting college and the CRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

## **Archiving and Deleting Courses from the CCL**

Any course not offered for a period of three years will be removed from the CCL and archived.

- (1) Colleges will be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year will be purged at the end of the third year.
- (2) The courses that are purged from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of a purged course remain intact and may not be used for any other course.
- (3) If a college wants to use a purged course, the course will be given a new effective term/date. The course will now begin a new three-year cycle.

**Attachment 1  
Curriculum Review Committee  
Effective September 2010**

<p>Ms. Robin McCree Vice President of Instruction Stanly Community College 141 College Drive Albemarle, NC 28001 Phone: (910) 582-7181 FAX: (910) 582-7028 <b>Term Expires December 2013</b></p>	<p>Mr. Dewey H. Lewis Vice President for Instruction and Information Resources Coastal Carolina Community College 444 Western Boulevard Jacksonville, NC 28546 Phone: (910) 938-6225 FAX: (910) 455-7027 <b>Term Expires December 2013</b></p>
<p>Dr. Angela R. Ballentine Vice President of Instruction Vance-Granville Community College PO Box 917 Henderson, NC 27536-0917 Phone: (252) 738-3283 FAX: (252) 430-0460 <b>Term Expires December 2013</b></p>	<p>Ms. Althea A. Riddick Vice President of Instruction College of The Albemarle Post Office Box 2327 Elizabeth City, NC 27906-2327 Phone: (252) 335-0821 Ext. 2241 FAX: (252) 335-2011 <b>Term Expires December 2011</b></p>
<p>Dr. William S. Carver, II President Nash Community College Post Office Box 7488 Rocky Mount, NC 27804-0488 Phone: (252) 443-4011 EXT 229 FAX: (252) 443-0176 <b>Term Expires December 2011</b></p>	<p>Ms. Shirley Brown Vice President for Learning McDowell Technical Community College 54 College Drive Marion NC 28752 Phone: (828) 652-0676 FAX: (828) 623-1014 <b>Term Expires December 2011</b></p>

**Attachment 1 (Continued)**  
**Curriculum Review Committee**  
**Effective September 2010**

<p>Dr. David Shockley  Executive Vice President  Caldwell Community College &amp; Tech. Institute  2855 Hickory Blvd.  Hudson, NC 28638-2397  Phone: (828) 726-2214  FAX: (828) 726-2216  <b>Term Expires December 2011</b></p>	<p>Mr. Wesley Beddard, Chair  Dean of Instruction  Beaufort County Community College  PO Box 1069  Washington, NC 27889-1069  Phone: (252) 940-6226  FAX: (252) 946-0271  <b>Term Expires December 2012</b></p>
<p>Dr. Jim Burnett  President  Western Piedmont Community College  1001 Burkemont Avenue  Morganton, NC 28655  Phone: (828) 438-6000  FAX: (828) 438-6015  <b>Term Expires December 2012</b></p>	<p>Dr. Don Ammons  Vice President for Academic Affairs  Gaston College  201 Highway 321 South  Dallas, NC 28034-1499  Phone: (704) 922-6239  FAX: (704) 922-6309  <b>Term Expires December 2012</b></p>
<p>Dr. Lisa M. Chapman  Vice President of Academic Affairs  Central Carolina Community College  1105 Kelly Drive  Sanford, NC 27330-1105  Phone: (919) 718-7295  FAX: (919) 718-7456  <b>Term Expires December 2013</b></p>	<p>Vacant</p>

**Attachment 2  
Curriculum Review Committee  
Submission Deadlines**

The Curriculum Review Committee will meet three times (fall, spring and summer) each calendar year. The meeting dates and submission deadlines are as follows:

<b>Items Due to System Office</b>	<b>Action by Committee</b>	<b>Implementation Dates for Revised Courses</b>
From January 27, 2010 thru July 28, 2010	September 2010	Fall Semester 2011 (2011*03)
From July 29, 2010 thru December 5, 2010	February 2011	Spring Semester 2012 (2011*03)
From December 6, 2010 thru March 15, 2011	May 2011	Summer Semester 2012 (2012*02)
From March 16, 2011 thru July 28, 2011	September or October 2011	Fall Semester 2012 (2010*03)
From July 29, 2011 thru December 5, 2011	February 2012	Spring Semester 2013 (2013*01)
From December 6, 2011 thru March 15, 2012	May 2012	Summer Semester 2013 (2013*02)
From March 16, 2012 thru July 28, 2012	September or October 2012	Fall Semester 2013 (2013*03)

*New Courses are effective beginning with the semester immediately following the CRC meeting*

**NOTE:** Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.

**Attachment 3**  
**FORM 15-1**  
**Request for New Combined Course Library (CCL) Course**  
(page 1 of 2)

<b>Name of College</b>			
<b>Chief Academic Officer</b>			
(print or type)	Last Name	First Name	MI
<b>Chief Academic Officer</b>			
Signature		Date	
<b>Contact Person</b>		<b>Phone</b>	
<b>Rationale for New Course</b>			
<b>Supporting Documentation (Complete all sections.)</b>			
Utilize the keyword search function located at <a href="http://www.nccommunitycolleges.edu/ccl.htm">http://www.nccommunitycolleges.edu/ccl.htm</a> to locate similar courses.			
List a current CCL course that is most similar to the requested course. Also list any other similar CCL course(s).		How Is New Course Significantly Different from the identified courses?	
Colleges That Have Been Consulted		Response From Consulted College	
<b>Proposed Course Information</b>			
Three-Letter Prefix:		Three-Digit Number:	
Short Title (25 characters including spaces)			
Long Title (for clarification)			
Hours:	Classroom	Lab/Shop	Clinical
			Work Experience
			Total Credit
Prerequisite(s):		Corequisite(s):	
Description:			
A sentence summary of the course using a maximum of 25 words ( <i>This course provides/introduces/covers/is designed to/includes...</i> )			
A sentence listing the major components of the course using a maximum of 25 words ( <i>Topics include/Emphasis is placed on...</i> )			
A sentence listing the competencies of the course using a maximum of 25 words ( <i>Upon completion, students should be able to ...</i> )			



# REQUEST FOR NEW CCL COURSE

(page 2 of 2)

Identify the curriculum(s) for which this course is intended:

Check the appropriate box to indicate the area where this new course will be offered:

## General Education

Communications

Humanities/Fine Arts

Mathematics

Social/Behavioral Sciences

Natural Sciences

## Major Hours

Core

Concentration

Other Major Hours

Premajor/Elective (AA/AS/AFA only)

Restrict to Major

Restrict to Concentration

## Other

Please specify \_\_\_\_\_

Identify all the credential levels for which this course is intended:

AAS

Diploma

Certificate

AA/AS/AFA\*

*\*If approved by the Curriculum Review Committee (CRC), course will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement.*

**Instructions for Completing and Submitting  
FORM 15-1  
Request for New Combined Course Library (CCL) Course**

**General Information**

- Previous versions of this form are obsolete. All requests for new courses must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

**Instructions for Completing Form**

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for New Course** – Enter explicit statement of the process that led the college to decide that a new course is needed. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is no appropriate course already existing in the Combined Course Library and that the need for the new course is system-wide. The four parts of the documentation are as follows:
  - **Course(s) Similar to Requested Course** – List all courses that appear to be similar to the requested course. The requesting college should research the Combined Course Library to determine which courses already exist that may be similar to the proposed course. This can be done with keyword searches or by checking the prefixes allowed in Other Major Hours on the curriculum standard for the program in which the college plans to use the course.
  - **How Is New Course Significantly Different** – Be specific about the differences and indicate why they are significant differences.
  - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested course. It is expected that the course submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.

- **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
8. **Proposed New Course Information** – Provide information for all sections. The Curriculum Review Committee may amend the information as needed to make course consistent with CCL guidelines and established CRC practices.
    - **Three-Letter Prefix** – Enter a prefix you think most appropriate for the new course.
    - **Three-Digit Number** – Enter a suggested number or enter 1xx or 2xx to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
    - **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 25 characters. Abbreviations may be required in order to meet the 25 character maximum.
    - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations. The long title is only utilized to provide clarification to CRC members and will not appear in the CCL.
    - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be a multiple of 10.
    - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
    - **Description** – Enter the proposed description using the following guidelines: The first sentence is an overview of the course. It must begin with, *“This course provides/introduces/covers/is designed to/includes...”*. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, *“Topics include/Emphasis is placed on...”*. The third sentence should describe measurable outcomes for the course. It must begin with, *“Upon completion, students should be able to...”*. Make sure wording is clear and appropriately describes the course. Each sentence may not include more than 25 words.
  9. **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
  10. **Program area boxes** – Choose appropriate general education, major hours, or other area. There should be only one box checked, unless the college is also requesting that the course be restricted to a major or concentration.
  11. **Credential levels** – Check all that apply. Requests for AA, AS, or AFA credential will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement, if the Curriculum Review Committee approves the course for inclusion in the CCL.

## **Submitting the Request**

Submit the completed request form by email to “CRC Request” address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016

**Attachment 4  
FORM 15-2  
Request for Combined Course Library (CCL) Revision**

<b>Name of College</b> _____				
<b>Chief Academic Officer</b>				
(print or type)		Last Name	First Name	MI
<b>Chief Academic Officer</b>				
Signature			Date	
<b>Contact Person</b>			<b>Phone:</b>	
<b>Rationale for Course Change</b>				
<b>Supporting Documentation</b>				
Colleges That Have Been Consulted		Response From Consulted College		
<b>Current Course Information</b>				
Three-Letter Prefix: _____		Three-Digit Number: _____		
Course Title: _____				
Hours:	Classroom	Lab/Shop	Clinical	Work Experience
	_____	_____	_____	_____
Prerequisites: _____		Corequisites: _____		
Description: _____				
Curriculum Standard(s) with course in core: _____				
<b>Proposed Course Information</b>				
Three-Letter Prefix: _____		Three-Digit Number: _____		
Short Title (25 characters including spaces): _____				
Long Title (for clarification): _____				
Hours:	Classroom	Lab/Shop	Clinical	Work Experience
	_____	_____	_____	_____
Prerequisites: _____		Corequisites: _____		
Description: <input type="checkbox"/> No Change <input type="checkbox"/> Change Indicated Below				
A sentence summary of the course using a maximum of 25 words ( <i>This course provides/introduces/covers/is designed to/includes...</i> )				
A sentence listing the major components of the course using a maximum of 25 words ( <i>Topics include/Emphasis is placed on...</i> )				
A sentence listing the competencies of the course using a maximum of 25 words ( <i>Upon completion, students should be able to ...</i> )				

**Instructions for Completing and Submitting  
FORM 15-2  
Request for Combined Course Library (CCL) Revision**

**General Information**

- Previous versions of this form are obsolete. All requests for course revisions must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

**Instructions for Completing Form**

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for Course Revision** – Enter explicit statement of the process that led the college to decide that the course needs revision. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that the need for the revised course is system-wide. The required items of documentation are as follows:
  - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that utilize the course. It is expected that the course revision submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.
  - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
8. **Current Course Information** - Complete all sections, using the current information as it appears in the Combined Course Library.

9. **Proposed Course Information** – Provide information for all sections. The Curriculum Review Committee may amend the information as needed to make the course consistent with CCL guidelines and established CRC practices.
- **Three-Letter Prefix** – Enter the current prefix or an alternate prefix that more appropriately fits the course as revised.
  - **Three-Digit Number** – Enter the current three-digit number a number that more appropriately fits the course as revised. Number should be in 1xx or 2xx format to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
  - **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 25 characters. Abbreviations may be required in order to meet the 25 character maximum.
  - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations The long title is only utilized to provide clarification to CRC members and will not appear in the CCL.
  - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be multiples of 10.
  - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
  - **Description** – Enter the proposed description using the following the guidelines: The first sentence is an overview of the course. It must begin with, “*This course provides/introduces/covers/is designed to/includes...*”. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, “*Topics include/Emphasis is placed on...*”. The third sentence should describe measurable outcomes for the course. It must begin with, “*Upon completion, students should be able to...*”. Make sure wording is clear and appropriately describes the course. Each sentence may not include more than 25 words.

## **Submitting the Request**

Submit the completed request form by email to “CRC Request” address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016





**Instructions for Completing and Submitting  
FORM 15-3  
Request for Combined Course Library (CCL) Course Reclassification**

**General Information**

- All requests for course reclassifications must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

**Instructions for Completing Form**

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for Reclassification** – Enter explicit statement of the process that led the college to decide that the course needs reclassification. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is a need to change the classification of the course and that the need for the reclassification of this course is system-wide. The documentation is as follows:
  - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested reclassification. It is expected that the reclassification request will be refined through this process and will have more widespread usefulness as a result of this collaboration.
  - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.

8. **Current Course Information** – Enter Course Prefix, Course Number and Course Title exactly as in the Combined Course Library.
9. **Requested Action**
  - **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
  - **Action Requested** - Mark the appropriate box(es) to indicate the requested action, entering "A" for addition or "R" for removal of the classification.
  - **Credential Levels** – Check all that apply. Please note that reclassification requests for AA, AS, or AFA courses should be submitted via a letter of request sent to the Senior Vice President/Chief Academic Officer (see address below). These requests will be forwarded to the Transfer Advisory Committee and Independent Transfer Advisory Committee for consideration.

### **Submitting the Request**

Submit the completed request form by email to the “CRC Request” located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016