



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

January 24, 2011

MEMORANDUM

TO: Presidents
Chief Academic Officers

FROM: Sharon E. Morrissey
Senior Vice President and Chief Academic Officer

SUBJECT: State Board Action on January 21, 2011
Curriculum Standard Revisions and Program Application Process

On January 21, 2011, the State Board of Community Colleges approved the requested revisions to the following curriculum standards:

Computer –Aided Drafting Technology (A50150)	Entertainment Technologies (A25190)
Digital Media Technology (A25210)	Medical Laboratory Technology (A45420)

Please be aware that you must implement the attached revised standards no later than one year after the effective term. You must update your college's electronic program of study and receive approval from the System Office prior to implementation of the revised program. You may view all curriculum standards by visiting the Programs website at:

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

The State Board of Community Colleges also approved the following requests submitted by the Program Application Review Committee regarding the Special Application Process:

- 1) Add all concentrations to the Special Applications List. A college must be approved to offer the parent program in order to request approval to offer the concentration using the Special Applications Procedures.
- 2) Any college applying for a concentration or program using the Special Application Procedure must send an Impact Assessment Form to colleges in contiguous counties that offer the same or similar concentration or program.
- 3) A college or the System Office Program Coordinators may request to add a program title to the Special Applications Procedures at any time by providing justification that:
 - a) there is a widespread, immediate need for the job training *and*
 - b) there will be minimal impact on college programs if multiple colleges offer the program

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Chief Academic Officers
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In addition, the State Board of Community Colleges approved the following requests submitted by the Program Application Review Committee regarding the impact assessment process utilized in traditional program applications:

- 1) The applying college is required to list all colleges approved to offer the same or similar curriculum program.
- 2) For all program applications that do *not* include a clinical requirement, the applying college is required to send completed hard copies of the Impact Assessment Form *only* to colleges in counties contiguous to its service area, if the neighboring colleges offer the same or similar curriculum program.
- 3) For all program applications that include a clinical requirement, the applying college is required to send completed hard copies of the Impact Assessment Form to all colleges approved to offer the same or similar curriculum program.

The approved requests regarding Special Applications and Impact Assessment are incorporated in the attached sections (Sections 3 and 3A) of the *Curriculum Procedures Reference Manual*.

If you have any questions concerning the State Board action item, please contact Mr. Van Wilson at 919-807-7098 or wilsonv@nccommunitycolleges.edu.

SEM/JF/gr
Attachments
c: Mr. Van Wilson
Dr. John Pettitt
Ms. Jennifer Frazelle
Program Coordinators

CC11-002
Email

CURRICULUM PROCEDURES REFERENCE MANUAL

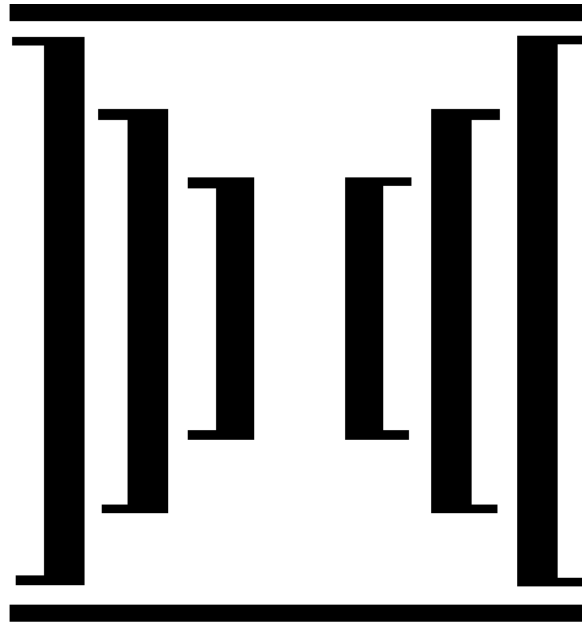
SECTION 3

Curriculum Program Application

Procedures

Revised January 21, 2011

North Carolina Community College System



CURRICULUM PROGRAM APPLICATION

PROCEDURES

(includes Procedures for Concentration Program Applications)

(Associate in Applied Science, Diploma, and Certificate)

**Originally Approved by the State Board of Community Colleges
January 21, 2000**

**Revised on April 17, 2002; March 7, 2005; August 26, 2005; November 8, 2006;
April 18, 2008; September 19, 2008 and January 21, 2011**

North Carolina Community College System
CURRICULUM PROGRAM APPLICATION PROCEDURES
(includes Procedures for Concentration Program Applications)
(Associate in Applied Science, Diploma, and Certificate)
Originally Approved by the State Board of Community Colleges
January 21, 2000

Revised on April 17, 2002; March 7, 2005; August 26, 2005; November 8, 2006;
April 18, 2008; September 19, 2008 and January 21, 2011

Please note that colleges may utilize the Special Curriculum Program Application process when applying for a concentration program if the applying college already has approval for the parent program. Please see Section 3A of the Curriculum Procedures Manual for information concerning the Special Curriculum Program Application process.

The State Board of Community Colleges is authorized in *North Carolina Administrative Code* (NCAC) 23 2E.0200 to approve programs consistent with the System's mission and to outline procedures for colleges to follow when applying for program approval.

The mission of the North Carolina Community College System, as stated in NCAC 23 2B.0104, is to provide adults in North Carolina with learning opportunities consistent with identified student and community needs. Colleges in the System plan, develop, and implement curriculum programs consistent with their local mission to provide learning experiences for adults and ultimately enhance the workforce of North Carolina.

Colleges seeking curriculum program approval should submit an application using the attached procedures. ***All items must be completed and documented as indicated before the program can be considered for approval by the State Board.*** Colleges are encouraged to contact the appropriate program coordinator at the System Office for assistance in the completion of this application.

Program applications may be submitted at any time, but should be submitted within a reasonable amount of time after the initial planning notification. Completed applications received by the first working day of the month will be processed within 90 days*.

Example: March 1 - Application received by System Office
 April Board Meeting - System Office presents to Board "**For Future Action**"
 May Board Meeting - System Office presents to Board "**For Action**"

Program applications that meet the following criteria will be “fast-tracked” and may be processed within 60 days of submission:

The curriculum request is not a new title to the System;
There are no negative impact assessments; and
The application is complete, requires no further analysis or documentation, and is received by the System Office by the first working day of the month.

Example: March 1 - Application received by System Office
April Board Meeting - System Office presents to Board as "**Fast Track For Action**"

**The approval process for applications which are received after the first working day of the month, are incomplete, or require further analysis may exceed this 90-day schedule. Since the State Board normally does not meet in June or December, application processing schedules which include these months may also exceed 90 days.*

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

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

North Carolina Community College System

CURRICULUM PROGRAM APPLICATION PROCEDURES

(includes Procedures for Concentration Program Applications)

All items must be completed and documented as indicated before the program can be considered for approval by the State Board. Please note that colleges may utilize the Special Curriculum Program Application process when applying for a concentration program if the applying college already has approval for the parent program. Please see Section 3A of the Curriculum Procedures Manual for information concerning the Special Curriculum Program Application process.

I. Program Planning

(Required for Both the "Parent" and Concentration Program Applications)

- A. Identify the planning area for the proposed program (list specific counties). The planning area will determine the counties from which the college can obtain employment and student interest data.
- B. Discuss the purpose of the proposed program and how it relates to the mission, workforce training, and Institutional Effectiveness Plan of the applying college(s).
- C. Using the *Program Planning Process Notification Format* found in Attachment 2, notify all community college presidents, all chief academic officers, and the Senior Vice President and Chief Academic Officer at the System Office that the college intends to apply for the proposed program. In the notification, please indicate the intended area (specific counties) to be served by the program (planning area), as well as the anticipated starting semester. Allow a two-week response time for those colleges interested in participating in the planning process for this program. If the planning area is redefined as part of the application process, a revised program planning notification must be sent to all parties listed above.

Attach a copy of the notification to the application.

A separate notification is required for each program application.

Note: This notification of the intent to apply for the proposed program does not imply or give proprietary right to any college to offer the proposed program.

- D. Invite representatives of all colleges expressing an interest and System Office Programs staff to a planning meeting. List the participants involved and document the date and outcome of the meeting.

- E. For the purposes of this program, complete the table below to indicate the **reasonable commuting distance** for your community. Justify your response.

Note: *Reasonable commuting distance is defined as the number of miles and the amount of time that a majority of students would consider feasible to travel to receive training in the proposed program. This distance and time are determined by individual colleges for each proposed program.*

Reasonable Commuting Distance for This Program		
Location of Program (City)	Est. Mileage	Est. Travel Time

- F. Complete an Employment Availability Survey to determine the job opportunities available for graduates of the first two classes from this program. Document in Attachment 7 the **individual employer totals** and entry-level salary information. Provide in the table below the **summary results** of the survey and the entry-level salary range for graduates that complete this program.

Summary Results of Employment Availability Survey				
<i>(Please submit individual employer totals using a separate table, as indicated in Step 2 below.)</i>				
	Currently Available	1st Graduating Class	2nd Graduating Class	Entry-Level Salary
Within Planning Area				
Within Service Area				

1. Attach a copy of the Employment Availability Survey that was used.
2. Using the format found in Attachment 7, document totaled survey responses from each employer. List the company name, contact person, address, phone number, and the number of current and projected job openings for each of the companies that completed the Employment Availability Survey.
3. If applicable, attach other sources of data that were used to support the employment openings identified in the table.
4. If applicable, attach additional information which may support employment opportunities that are not evident in the table or step 3 above.

- G. All proposed programs must have a program planning/advisory committee that includes key industry representatives involved in program planning. Attach a list of committee members involved in the planning of this program, indicating each member's title, place of employment, address, phone number, and, if applicable, credentials (RN, CPA, PE, RLS, etc.). **Document the role of the committee in the development of this program application.**
- H. Contact the Southern Association of Colleges and Schools Commission on Colleges (SACS) to determine whether the addition of the proposed program requires prior approval. Based on consultation with SACS, determine if the offering of the proposed program is considered substantive in nature. Attach documentation of correspondence with SACS.

II. Impact of the Proposed Program on Other Programs in the System
(Required for Both the "Parent" and Concentration Program Applications)

- A. List all community colleges approved to offer the same or similar training program. Curriculum program approvals are documented in the *Education Catalog*, which is available on the System Office web site at the following address:
http://www.nccommunitycolleges.edu/Programs/education_catalog.htm

Colleges Approved to Offer the Same or Similar Programs	
College Name	Title/Code of Same or Similar Program

- B. Send completed hard copies of the ***Impact Assessment Form*** only to colleges in contiguous counties which have been identified in Table above as approved to offer the same or similar program(s) if the program does NOT include a clinical requirement. These individualized Impact Assessment Forms will document the applying college's perceived impact of implementing the proposed program on the respective college's existing program(s). Attach to this application documentation confirming that Impact Assessment Forms were sent to identified college(s).
- C. Send completed hard copies of the ***Impact Assessment Form*** to all colleges identified in Table above as approved to offer the same or similar program(s) if the program includes a clinical requirement. These individualized Impact Assessment Forms will document the applying college's perceived impact of implementing the proposed program on the respective college's existing program(s). Attach to this application documentation confirming that Impact Assessment Forms were sent to identified college(s).

- D. Attach a copy of any Impact Assessment Form that is returned signed to the applying college. Include any additional documentation that contains assessment information or comments from the responding college. If no forms are returned to the applying college, please specify such in the application.
- E. If the applying college receives any negative responses (original notification or Impact Assessment Form), include further justification for implementing the proposed program. Attach documentation describing how the issue has been resolved. Any negative responses (original notification or Impact Assessment Form) must also include an Impact Assessment Resolution Form with original signatures.
- F. **Impact Assessment Conflict Resolution Appeals Process:**
If the presidents cannot reach agreement on the impact of the proposed program, the Senior Vice President and Chief Academic Officer will refer the issue to the System President. If after meeting with the System President the issues are still not resolved, the presidents may request a hearing before the Program Committee of the State Board. The Program Committee will make a recommendation to the State Board on the disposition of the proposed program. The decision for resolution of the matter by the State Board is final.

III. Feasibility Plan

(Required for the "Parent" Program Applications only; not required for Program Concentration Applications.) *Document sources for responses to items in this section. (Examples - business and industry surveys, newspaper surveys, high school aspiration surveys, minutes of meeting with college personnel, etc.).*

- A. Document the number of **potential students** (both full-time and part-time) ~~in~~ for the proposed program as indicated through a feasibility **survey**. (**All surveys should be program specific**). Describe how the survey was distributed and collected (by mail, in high school or college class, distributed by employer). Document below the total number of positive responses received from each group surveyed. Also, attach a copy of the survey(s), documenting for each question the total responses received.

Summary of Potential Student Interest*			
Name(s) of Group(s) Surveyed (examples)	Number Surveyed	Number of Positive Responses	
		Full-time	Part-time
Anytown High School			
Acme Express Company			
Current College Population			
General Population			
Totals			

*Attach a copy of the survey instrument(s) used, noting on the survey(s) the total responses received **for each question**.

- B. Based on the information obtained in IIIA, project the full-time and part-time enrollment and enter the projected enrollment for two classes in the table below. (Due to classroom and laboratory restrictions, the numbers in the tables in IIIA and IIIB will not typically be the same.) Describe any restrictions on the enrollment for this program (faculty/student ratio, limited laboratory space, clinical positions, etc.).

	Projected Program Enrollment	
	Full-time	Part-time
1st Class		
2nd Class		

- C. Describe the availability of appropriate facilities to house the proposed program, including off-campus (*i.e., industry*) facilities.
- D. Attach a list of equipment required to support this program.
- E. Describe specific requirements for the proposed program. Indicate if any of these items are not applicable.
 1. **Admission requirements** (as related to the specific program)
 2. **Accreditation/special approval requirements**
 3. **Clinical site requirements** (if applicable)
 4. **Faculty requirements**
 5. **Library resources**
 6. **Other** (as related to the specific program)

- D. Estimate the institutional costs associated with the proposed program. Indicate in the table below the start-up and ongoing costs for facilities, equipment, maintenance, and instructors. If there are no anticipated additional costs for any of the areas listed below, please explain.

Estimated Costs	
Start-up Costs <i>(facilities, equipment, etc)</i>	\$
Start-up Instructor Costs	\$
Ongoing Costs <i>(facilities, equipment, etc)</i>	\$
Ongoing Instructor Costs	\$

- G. Given the estimated start-up costs and projected ongoing costs, describe the applying college's plan for obtaining the necessary funds to initiate and maintain a viable program over a three-year period. Indicate sources of revenue (State, Federal, special grant), equivalent to the summary of costs, which will be used to support the proposed program.
- H. Provide documentation if the program is justified by other data.

IV. Implementation of Level III Instructional Service Agreement (ISA) Plan (Required for Both the "Parent" and Concentration Program Applications, if Applicable)

- A.** If the applying college intends to collaborate with one or more colleges to offer this program, describe in full the implementation plan. The Instructional Service Agreement (ISA) must include operating guidelines for all participating colleges, the location(s) of the program, the method of guaranteeing entry of qualified students from participating colleges, and the designation of cost sharing (start-up and ongoing). If applicable, include a plan for sharing all outside agency resources needed to provide students with the necessary work or clinical learning experiences. Agreement with the collaboration plan will be documented by **original** signatures of Presidents and Board of Trustees Chairs of participating colleges on the Level III Institutional Service Agreement (see Attachment 1).
- B.** A Level III ISA (see Attachment 1) must include all items from NCAC 23 2E.0604, as summarized below:
1. *Be approved by each participating board of trustees;*
 2. *Be signed by the board of trustees chair of each participating college;*
 3. *Be signed by the president of each participating college;*
 4. *Specify the program to be shared;*
 5. *Specify the plan for delivery of the program;*
 6. *Specify the proration of resources and/or FTE allocated for each college;*
 7. *Specify the conditions and time frame for termination of the agreement;*
 8. *Certify that appropriate and adequate resources are available between participating colleges. Where feasible, joint utilization of physical facilities, equipment, materials, and instructional faculty shall be considered;*
 9. *Certify that the curriculum program meets the standards of the appropriate accrediting agency or licensing authority;*
 10. *Specify which college will grant the award;*
 11. *Specify that only the college providing the instruction will record the letter grade on the student transcript;*
 12. *Be approved by the System Office President prior to implementation of the program; and*
 13. *Be maintained on file at each participating college for audit purposes.*

In order to avoid dual transcripts, the ISA must list **one** college that will record the **letter grade** for the students and be responsible for preparing the students transcripts. The remaining college(s) must use indicators for course credit other than a letter grade. (See memo CC01-081).

If an ISA becomes inactive, a termination notification must be submitted to the System Office President. (For termination form, see Section 6, Attachment 4 of the *Curriculum Procedures Reference Manual*.)

V. Curriculum Design

(Required for Both the "Parent" and Concentration Program Applications)

- A. **List the major job competencies used to design the curriculum.** Job competencies describe the performance skills required to perform the tasks or duties identified for the curriculum. If the curriculum is either a multi-level or multi-credential program, list the job competencies for each level. Describe the process used to identify the job competencies (DACUM, advisory committee, etc.).
- B. If this application is for a curriculum program that is on the **current list of program titles** approved by the State Board (see Section 7 of the **Curriculum Procedures Reference Manual**), please attach the following:
1. the currently approved Curriculum Standard;
 2. the college's proposed Program of Study; and,
 3. the college's proposed Curriculum Model (semester sequence).

The most current State Board-approved Curriculum Standard can be retrieved from the Internet by going to the Programs area at the System Office web site:

<http://www.nccommunitycolleges.edu/Programs/index.html> (*follow the links to the curriculum standards*)

The Program of Study (Attachment 4) and the Curriculum Model should be designed using the appropriate courses listed in the Combined Course Library (CCL). The most current CCL course listing can be retrieved from the Internet by going to the Programs area of the System Office web site (referenced above) and following the links to the CCL.)

Refer to Section 9 of the **Curriculum Procedures Reference Manual** for guidelines in completing a Program of Study (Note: Section 9 provides instructions for entering an electronic version of the program of study, which is done **after** the college receives official notification of program application approval. A hard copy of the intended program of study should be attached to this application using Attachment 4.)

The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.

- C. If this application is for a curriculum program that is **new to the System**, please attach the following:
1. the proposed Curriculum Standard;
 2. the proposed Program of Study;
 3. the proposed Curriculum Model; and
 4. Attachment 6 for each course that is new to the CCL.

NOTE: The creation of a new curriculum standard does not necessarily justify the creation of a new prefix and/or courses.

Curriculum Standard

The proposed Curriculum Standard should be developed following the format of Attachment 5 including:

- **Curriculum Description.** The curriculum description should briefly describe the program, including statements concerning the purpose of the curriculum, subject areas or types of courses offered, and special features associated with the program.
- **Core Courses.** List all the courses that must be included in the core as required courses for the standard. Include course credit hours and the total number of credit hours for the core. *A minimum of 12 semester credit hours is required in the core.*
- **Concentrations** (if applicable). List all courses required for the concentration under the proposed curriculum program. Identify those courses that are unique to the concentration and, therefore, may not be offered except in the concentration. Include credit hours for the courses and total hours for the concentration. *A minimum of 12 semester credit hours is required in the concentration. The majority of the credit hours must be unique to the concentration.*
- **Other Major Hours.** List all other CCL prefixes that would be appropriate for use when selecting courses to complete the local Program of Study.

Program of Study

The proposed Program of Study (see Attachment 4) should be designed using the appropriate courses listed in the CCL. Refer to Section 9 of the **Curriculum Procedures Reference Manual** for guidelines in completing a Program of Study.

New Course Descriptions

If the application contains courses new to the CCL, please submit a copy of Attachment 6 for each course. New courses will be reviewed by the State Board and are not required to be submitted to the Curriculum Review Committee (CRC).

Curriculum Model

The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.

Attachment 1

Level-Three Instructional Service Agreement (ISA)

The Level-Three ISA should be utilized when two or more colleges plan to jointly offer a curriculum program by sharing resources. Level-Three should only be used when a certificate, diploma or degree is awarded. One or more of the participating colleges must be approved to offer the curriculum program. FTE may be shared between the participating colleges. (The following agreement format is suggested.)

College Approved to Offer the Curriculum: _____

Participating College: _____

Participating College: _____

Contact Person: _____
(Name) (College) (Phone Number)

Curriculum Program Code and Title: _____

Proposed Starting Semester: **Fall** **Spring** **Summer** **Year** _____

Plan for Delivery of the Course(s):

- NC Information Highway: _____
 - Other _____
- _____
- _____
- _____

Proration of Resources: _____

Proration of FTE (if applicable): _____

Termination Time Frame and Conditions: _____

Program Planning Process Notification Format

(A separate notification is required for each program application.)

(Date of Notification)

_____ intends to initiate a planning process for _____.
College *Program*

The planning process is expected to be completed by _____, with program implementation in
Date

_____, _____. The anticipated planning area to be served by this program is _____.
Semester *Year* *Counties*

Any college interested in participating in the feasibility study and the planning process should respond to

_____ by _____. Invitations to a planning meeting will be sent to all responding colleges.
Contact Person *Date*

NOTE: This notification must be sent to all community college presidents, all chief academic officers, and the Senior Vice President and Chief Academic Officer at the System Office.

If the planning area is redefined as part of the application process, a revised program planning notification must be sent to all parties listed above.

Impact Assessment Form Format

Section A: (For Programs without a Clinical Requirement):

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Concentration Title/Code*

The college has determined that _____ is located in a contiguous county
Name of college with same or similar program

and is currently offering the same or similar program entitled and coded as _____.
Program Title/Concentration Title/ Code

Section B: (For Programs with a Clinical Requirement):

_____ intends to apply for approval to offer _____ which
Applying College *Program Title/Concentration Title/Code*

contains a clinical requirement. The college has determined that _____ is
Name of college with same or similar program

currently offering the same or similar program entitled and coded as _____.
Program Title/Concentration Title/ Code

Our college's assessment of the impact on your program is identified below:

Signature of President of Applying College

Date

Please indicate your response to this assessment within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

_____ Yes, I agree with the impact assessment.

_____ No, I do not agree with the impact assessment.

_____ Explanation (attach additional comments on other pages):

Signature of President of College with Same or Similar Program

Date

Impact Assessment Resolution Form Format

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Concentration Title/ Code*

_____ has identified that there will be an impact on its program. The identified
College with Same or Similar Program

impact is:

_____ has resolved the possible impact by:
Applying College

Signature of President of Applying College

Date

Please indicate your response to this impact assessment resolution within **two weeks of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment resolution.)**

_____ Yes, I agree with the impact assessment resolution identified above.

_____ No, I do not agree with the impact assessment resolution identified above.

_____ Explanation (attach additional comments on other pages): _____

Signature of President of College with Same or Similar Program

Date

Attachment 4

**Program of Study
Format**

College Approved or Applying to Offer Program: _____ Date: _____

Program Title: _____ Code: _____
(Not applicable if new to the System)

Concentration Title: _____
(If applicable)

Credential *(Indicate the highest credential to be awarded)*: _____ AAS Degree _____ Diploma _____ Certificate

Proposed Semester: Fall Spring Summer Year: 20__

Contact Person for Program of Study: _____

Phone (_____) _____ Extension _____ E-mail _____

Curriculum Description:

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.

1. Required Courses

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

2. Required Subject Area(s)

General Education SHC Sub-Total

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.

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.

1. Required Courses

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

2. Required Subject Area(s)

Core SHC Sub-Total

B. Concentration (if applicable)

A concentration of study must include a minimum of 12 semester hours of 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.

1. Required Courses

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

2. Required Subject Area(s)

Concentration SHC Sub-Total

C. Other Major Hours

Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, 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.

1. Required Courses

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

2. Required Subject Area(s)

Other Major Hours SHC Sub-Total

Major Hours SHC Sub-Total

III. OTHER REQUIRED COURSES

A college may require other subjects or courses to complete graduation requirements or local employer requirements. These courses may include electives, orientation, study skills courses, or other graduation/employer requirements up to a maximum of 7 semester hours of credit in a degree program, 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Any course in the Combined Course Library may be utilized in the "other required" area, as long as it is not a restricted or unique course. (Free electives are no longer allowed.)

1. Required Courses

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

Other Required Courses SHC Sub-Total

Total Semester Hours Credit in Program

College Comments

Course Substitution

Course in Program _____	Substitute Course(s) _____	SHC
--------------------------------	-----------------------------------	------------

CURRICULUM STANDARD

Effective Term
_____ 201_
[201_*0_] _____

Curriculum Program Title _____

Code _____

Concentration _____

Curriculum Description

Complete this section using the format outlined in Attachments 5A and 5B.

*Curriculum Requirements**

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

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

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours of 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.

Curriculum Title/Curriculum Code			
	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: Required Subject Areas:			
B. CONCENTRATION (<i>if applicable</i>)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i>			

Approved by the State Board of Community Colleges on _____.

CURRICULUM DESCRIPTION WORKSHEET

The curriculum description on a curriculum standard must follow the following format. The entire description should contain three paragraphs, as described below.

Intent of the Curriculum utilizing terms such as:

This curriculum (is designed to..., prepares individuals..., provides..., etc.)

Length Limit: Up to three sentences with a maximum of 40 words for the paragraph.

Curriculum Content utilizing statements such as:

Course work includes..., Students will..., etc.

Length Limit: Up to three sentences with a maximum of 40 words for the paragraph.

Graduates should qualify for or accomplish (Include certifications, licensure examinations, employment opportunities, etc.)

Length Limit: Up to three sentences with a maximum of 40 words for the paragraph.

Attachment 5B

CONCENTRATION DESCRIPTION WORKSHEET

The curriculum description for a program concentration must follow the following format. The entire description should contain three paragraphs, as described below.

_____ is a concentration under the curriculum title of _____.
(concentration title) (curriculum title)

Intent of the Curriculum utilizing terms such as:

This curriculum (is designed to..., prepares individuals..., provides..., etc.)

Length Limit: Up to three sentences with a maximum of 40 words for the paragraph.

Curriculum Content utilizing statements such as:

Course work includes..., Students will... , etc.

Length Limit: Up to three sentences with a maximum of 40 words for the paragraph.

Graduates should qualify for or accomplish (Include certifications, licensure examinations, employment opportunities, etc.)

Length Limit: Up to three sentences with a maximum of 40 words for the paragraph.

Attachment 6

REQUEST FOR NEW CCL COURSE
(page 1 of 2)

Name of College _____			
Chief Academic Officer			
(print or type)	Last Name	First Name	MI
Chief Academic Officer			
Signature			Date
Contact Person		Phone	
Rationale for New Course			
Supporting Documentation (Complete all sections.)			
Utilize the keyword search function located at http://www.nccommunitycolleges.edu/ccl.htm 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	
<i>Proposed Course Information</i>			
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 (This course provides/introduces/covers/is designed to/includes...)			
A sentence listing the major components of the course using a maximum of 25 words (Topics include/Emphasis is placed on...)			
A sentence listing the competencies of the course using a maximum of 25 words (Upon completion, students should be able to ...)			

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.*

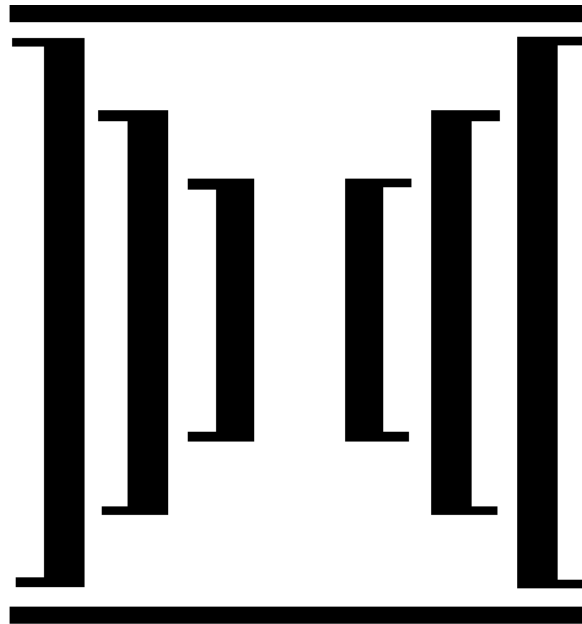
Attachment 7

Consolidated List of Employment Availability Survey Results				
a. Company/Business Name b. Name of Contact Person c. Company Address d. Company Phone Number	Currently Available	1st Graduating Class	2nd Graduating Class	Entry-Level Salary
a. b. c. d.				
a. b. c. d.				
	Total:	Total:	Total:	Average:

Attachment 8

Optional Cover Page

North Carolina Community College System



CURRICULUM PROGRAM APPLICATION

Community College Name

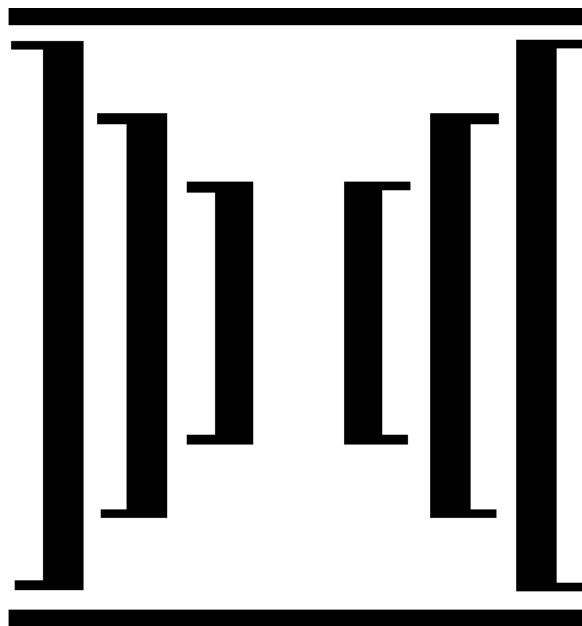
Program Title

Concentration Title (if applicable)

Date

Section 3A
Curriculum Procedures Reference Manual

North Carolina Community College System



Special
Curriculum Program Application
Procedures
for Selected Curriculum Titles

Approved by the State Board of Community Colleges

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

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

Special Application Process Criteria:

Curriculum programs recommended to the State Board for placement on the Special Curriculum Application process list by a college or by System Office staff must meet the following criteria to be eligible:

1. There is a widespread, immediate need for the job training and there will be minimal impact on college programs if multiple colleges offer the program; *or*
2. The program is a concentration (Applying college must be approved to offer the parent program.)

Special Application Process:

The applying college should submit the following:

- 1) a signed *Institutional Certification Page* (attachment 2);
- 2) a copy of the current State Board-approved Curriculum Standard;
- 3) the college's proposed Program of Study; (attachment 3)
- 4) the college's proposed Curriculum Model;
- 5) list of college's approved to offer the same or similar training (attachment 4)
- 6) impact assessment form(s) from colleges in counties contiguous to applying college's service area approved to offer the same or similar program. (attachment 4a)(attachment 4b if applicable)

Current curriculum standards are located at: http://www.nccommunitycolleges.edu/Programs/curriculum_standards.htm.

The Program of Study and the Curriculum Model should be designed using the appropriate courses listed in the Combined Course Library (CCL). Refer to Section 9 of the *Curriculum Procedures Reference Manual* for guidelines in completing a Program of Study.

The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.

The Impact Assessment instructions are located in Attachment 4.

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

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

Attachment 1
**Selected Curriculum Titles
Special Application Process**

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

- Community Spanish Interpreter (A55370)
- Entrepreneurship (A25490)
- Global Logistics (A25170)
- Industrial Systems Technology (A50240)
- Infant/Toddler Care (Certificate)(C55290)
- Information Systems Security (A25270)
- Lateral Entry (Certificate)(C55430)
- Low Impact Development (A40290)
- Medical Office Administration (A25310)
- Networking Technology (A25340)
- School-Age Care (Certificate)(C55450)
- Sustainability Technologies (A40370)
- Web Technologies (A25290)
- Welding Technology (A50420)

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

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

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

- Real Estate Licensing (Certificate) (C25480)

All concentrations have been approved by the State Board of Community Colleges for the Special Application process, but require that the college have prior approval for the parent program. See Attachment 1A for a list of concentration/parent programs.

Attachment 1A

Concentration Program Titles College must be approved for the Parent Program (Parent Program Title is Bolded)	
Program Code	Program Title
Agricultural & Natural Resources Technologies Program Area	
A15280	Applied Animal Science Technology
A1528A	Applied Animal Science Technology /Poultry Management
A1528B	Applied Animal Science Technology /Swine Management
A15240	Horticulture Technology
A1524A	Horticulture Technology/Management
A15420	Turfgrass Management Technology
A1542A	Turfgrass Management Technology/Golf Course Management
Biological and Chemical Technologies Program Area	
A20140	Environmental Science Technology
A2014A	Environmental Science Technology/Water Resources Management
A2014B	Environmental Science Technology/Environmental Management
A2014C	Environmental Science Technology/Invasive Species Management
Business Technologies Program Area	
A25120	Business Administration
A2512A	Business Administration/Banking and Finance
A2512B	Business Administration/Customer Service
A2512I	Business Administration/Electronic Commerce
A2512C	Business Administration/Human Resources Management
A2512D	Business Administration/International Business
A2512K	Business Administration/Import Export Compliance
A2512E	Business Administration/ Logistics Management
A2512F	Business Administration/Marketing and Retailing
A2512G	Business Administration/Operations Management
A2512H	Business Administration/Public Administration
A2512J	Business Administration/Shooting and Hunting Sports Management
A25270	Information Systems Security
A2527A	Information Systems Security/Operating Systems
A2527B	Information Systems Security/Security Hardware
A25370	Office Administration
A2537A	Office Administration/Legal
A2537B	Office Administration/Virtual Office Assistance
Commercial and Artistic Production Technologies Program Area	
A30180	Graphic Arts and Imaging Technology
A3018A	Graphic Arts and Imaging Technology/Flexography
A30280	Photographic Technology
A3028A	Photographic Technology/Biomedical Photography
A3028B	Photographic Technology/Commercial Photography
A3028C	Photographic Technology/Photojournalism
A3028D	Photographic Technology/Portrait Studio Management

Concentration Program Titles College must be approved for the Parent Program (Parent Program Title is Bolded)	
Program Code	Program Title
Construction Technologies Program Area	
A35260	Industrial Construction Technology
A3526A	Industrial Construction Technology/Electrical
A3526B	Industrial Construction Technology/Mechanical
Health Sciences Program Area	
A45380	Human Services Technology
A4538A	Human Services Technology/Developmental Disabilities
A4538F	Human Services Technology/Animal Assisted Interactions
A4538B	Human Services Technology/Gerontology
A4538C	Human Services Technology/Mental Health
A4538D	Human Services Technology/Social Services
A4538E	Human Services Technology/Substance Abuse
Industrial Technologies Program Area	
A50180	Furniture Production Technology
A5018A	Furniture Production Technology/Design and Product Development
A50300	Machining Technology
A5030A	Machining Technology/Tool, Die, and Mold Making
A50320	Manufacturing Technology
A5032D	Manufacturing Technology/Composites
A5032C	Manufacturing Technology/Integrated Operations
A5032A	Manufacturing Technology/Plastics
A5032B	Manufacturing Technology/Quality Assurance
A50420	Welding Technology
A5042A	Welding Technology/Underwater
Public Service Technologies Program Area	
A55180	Criminal Justice Technology
A5518A	Criminal Justice Technology/Latent Evidence
A5518B	Criminal Justice Technology/Financial Crime/Computer Fraud
Transport Systems Technologies Program Area	
A60240	Heavy Equipment and Transport Technology
A6024A	Heavy Equipment and Transport Technology/Agricultural Systems
A6024B	Heavy Equipment and Transport Technology/Construction Equipment Systems
A6024C	Heavy Equipment and Transport Technology/Marine Systems

North Carolina Community College System
CURRICULUM PROGRAM APPLICATION

Each credential granting college must complete this application

College _____ Date _____

Program Code _____

Program Title _____

Concentration Title _____
(If applicable)

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

AAS Diploma Certificate

Proposed Semester and Year of Implementation _____ 20_____

Contact Person for the Application _____

Phone _____ Extension _____ E-mail _____

Institutional Certification

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

(Community College Name)

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

Signature, President _____ *Date* _____

Signature, Board of Trustees Chair _____ *Date* _____

NCCCS Office Use Only

Date Received _____ Date Logged in _____

Date to Coordinator _____ Coordinator _____

Attachment 3
**Program of Study
Format**

College Approved or Applying to Offer Program _____ Date _____

Program Title _____ Program Code _____

Concentration Title _____
(If applicable)

Credential (Indicate the highest credential to be awarded):

____ AAS ____ Diploma ____ Certificate

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

Contact Person _____ Phone (____) _____ Extension _____

Email Address _____

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

I. GENERAL EDUCATION

Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

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

1. Required Courses

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

General Education SHC Sub-Total

II. MAJOR HOURS

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

A. Core

Please refer to the curriculum standard for the list of courses that are required for the core. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard, must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

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

1. Required Courses

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

Core SHC Sub-Total

B. Concentration (if applicable)

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

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

1. Required Courses

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

Concentration SHC Sub-Total

C. Other Major Hours

Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed. (Courses from prefixes that are utilized in the core or concentration may exceed 9 semester hours of credit).

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

1. Required Courses

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

Other Major Hours SHC Sub-Total

Major Hours SHC Sub-Total

III. OTHER REQUIRED COURSES

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

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

Other Required Courses SHC Sub-Total

Total Semester Hours Credit in Program

IV. COURSE SUBSTITUTION

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

Course in Program

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

Substitute Course(s)

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

Impact of the Proposed Program on Other Programs in the System

- A. List all community colleges approved to offer the same or similar training program. Curriculum program approvals are documented in the *Education Catalog*, which is available on the System Office web site at the following address:
http://www.nccommunitycolleges.edu/Programs/education_catalog.htm

Colleges Approved to Offer the Same or Similar Programs	
College Name	Title/Code of Same or Similar Program

- B. Send completed hard copies of the ***Impact Assessment Form (Attachment 4a)*** to colleges in contiguous counties which have been identified in the Table above as approved to offer the same or similar program(s). These individualized Impact Assessment Forms will document the applying college's perceived impact of implementing the proposed program on the respective college's existing program(s). Attach to this application documentation confirming that Impact Assessment Forms were sent to identified college(s).
- C. Attach a copy of any Impact Assessment Form that is returned signed to the applying college. Include any additional documentation that contains assessment information or comments from the responding college. If no forms are returned to the applying college, please specify such in the application.
- D. If the applying college receives any negative responses, include further justification for implementing the proposed program. Attach documentation describing how the issue has been resolved. Any negative responses must also include an Impact Assessment Resolution Form with original signatures (Attachment 4b).
- E. **Impact Assessment Conflict Resolution Appeals Process:**
 If the presidents cannot reach agreement on the impact of the proposed program, the Senior Vice President and Chief Academic Officer will refer the issue to the System President. If after meeting with the System President the issues are still not resolved, the presidents may request a hearing before the Program Committee of the State Board. The Program Committee will make a recommendation to the State Board on the disposition of the proposed program. The decision for resolution of the matter by the State Board is final.

Impact Assessment Form
Special Curriculum Application

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Concentration Title/Code*

The college has determined that _____ is located in a contiguous county
Name of college with same or similar program

and is currently offering the same or similar program entitled and coded as _____.
Program Title/Concentration Title/ Code

Our college's assessment of the impact on your program is identified below:

Signature of President of Applying College

Date

Please indicate your response to this assessment within two weeks of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment.)

_____ Yes, I agree with the impact assessment.

_____ No, I do not agree with the impact assessment.

_____ Explanation (attach additional comments on other pages):

Signature of President of College with Same or Similar Program

Date

Impact Assessment Resolution Form

_____ intends to apply for approval to offer _____.
Applying College *Program Title/Concentration Title/ Code*

_____ has identified that there will be an impact on its program. The identified
College with Same or Similar Program

impact is:

_____ has resolved the possible impact by:
Applying College

Signature of President of Applying College

Date

Please indicate your response to this impact assessment resolution within **two weeks** of the date of this form. (Failure to respond within two weeks may be construed as concurrence with the impact assessment resolution.)

_____ Yes, I agree with the impact assessment resolution identified above.

_____ No, I do not agree with the impact assessment resolution identified above.

_____ Explanation (attach additional comments on other pages): _____

Signature of President of College with Same or Similar Program

Date

CURRICULUM STANDARD

Effective Term
Fall 2011
[2011*03]

Curriculum Program Title

Entertainment Technologies

Code

A25190

Concentration

(not applicable)

Curriculum Description

This curriculum prepares individuals for entry-level employment in entertainment, particularly in the fields of sound and lighting. Instruction not only provides training in these technical aspects, but also prepares students to manage careers in this contract-to-contract type of work.

Course work includes exposure to the entire live concert and sound recording processes. Course work will also include music fundamentals, entertainment law and marketing/promotion. Students will also receive course work in electronic music.

Graduates may find employment as entry-level crew and/or production assistants in concert or event setups, with recording companies, or sound/lighting companies. Graduates will also be prepared to manage their careers (or others' careers) in the sound/lighting area or professional music entertainment.

*Curriculum Requirements**

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

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

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

Major Hours

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

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Entertainment Technologies A25190

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: ENT 111 Intro. To Entertainment 3 SHC ENT 114 Entertainment Law 3 SHC ENT 131 Live Sound Production 3 SHC ENT 135 Recording Engineering I 3 SHC ENT 151 Concert Lighting I 3 SHC ENT 211 Entertainment Promotion 3 SHC MUS 111 Fundamentals of Music 3 SHC MUS 214 Electronic Music 2 SHC Required Subject Areas: None	23 SHC		
B. CONCENTRATION <i>(Not applicable)</i>			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, BPT, BUS, CIS, COE, CSC, ELC, ENG, ENT, ISC, MNT, and MUS <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

CURRICULUM STANDARD

Effective Term
Fall 2011
[2011*03]

Curriculum Program Title

Digital Media Technology

Code

A25210

Concentration

(not applicable)

Curriculum Description

The Digital Media program prepares students for entry-level jobs in the digital design and multimedia industry. Students learn to synthesize multimedia, hypertext, computer programming, information architecture, and client/server technologies using both Internet and non-network-based media.

Students develop skills in communication, critical thinking, and problem solving as well as interface design, multimedia formats, application programming, data architecture, and client/server technologies. The program develops technical skills through practical applications that employ current and emerging standards and technologies.

Graduates should qualify for employment as web designers, graphic artists/designers, multimedia specialists, web developers, web content specialists, media specialists, information specialists, digital media specialists, animation specialists, interface designers, and many new jobs yet to be defined in this expanding field.

*Curriculum Requirements**

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

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

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

Major Hours

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

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Digital Media Technology A25210

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE Required Courses: CIS 115 Intro to Prog & Logic 3 SHC DME 110 Intro to Digital Media 3 SHC DME 115 Graphic Design Tools 3 SHC DME 120 Intro to Multimedia Applications 3 SHC DME 130 Digital Animation I 3 SHC WEB 210 Web Design 3 SHC Required Subject Areas: Basic Computer Skills. Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC	20-21 SHC		
B. CONCENTRATION <i>(not applicable)</i>			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ART, CIS, COE, CSC, CTS, DBA, DEA, DME, FVP, GIS, GRA, GRD, ITN, SGD, and WEB <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

CURRICULUM STANDARD

Effective Term
Summer 2011
[2011*02]

Curriculum Program Title

Medical Laboratory Technology

Code

A45420

Concentration

(not applicable)

Curriculum Description

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examinations given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research 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.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

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

Major Hours

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

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Laboratory Technology A45420

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE	46-56 SHC	NR	
Required Courses: MLT 110 Intro to Medical Laboratory Tech 3 SHC MLT 111 Urinalysis and Body Fluids 2 SHC MLT 120 Hematology/Hemostasis 4 SHC MLT 130 Clinical Chemistry 4 SHC			
Required Subject Areas: Microbiology. Select one set of courses. MLT 140 Introduction to Microbiology 3 SHC MLT 240 Special Clinical Microbiology 3 SHC <i>or</i> BIO 175 General Microbiology I 3 SHC MLT 141 General Clinical Microbiology 3 SHC			
Anatomy & Physiology. Select one course/sequence: BIO 163 Basic Anatomy and Physiology 5 SHC <i>or</i> 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 <i>or</i> MLT 116 Anatomy and Medical Terminology 5 SHC			
Immunohematology. Select 5 SHC: MLT 125 Immunohematology I 5 SHC MLT 126 Immunology and Serology 2 SHC MLT 127 Transfusion Medicine 3 SHC			
<i>Continued on next page</i>			

Medical Laboratory Technology A45420 (Continued)

<p>Chemistry. Select one course/sequence:</p> <p>CHM 130 General, Organic and Biochemistry 3 SHC & CHM 130A General, Organic, and Biochemistry 1 SHC <i>or</i></p> <p>CHM 131 Introduction to Chemistry 3 SHC & CHM 131A Introduction to Chemistry Lab 1 SHC & CHM 132 Organic and Biochemistry 4 SHC <i>or</i></p> <p>CHM 151 General Chemistry I 4 SHC & CHM 152 General Chemistry II 4 SHC <i>or</i> MLT 118 Medical Laboratory Chemistry 3 SHC</p> <p>Clinical Experience. Select at least 13 SHC:</p> <p>MLT 251 MLT Practicum I 1 SHC MLT 252 MLT Practicum I 2 SHC MLT 253 MLT Practicum I 3 SHC MLT 254 MLT Practicum I 4 SHC MLT 255 MLT Practicum I 5 SHC MLT 256 MLT Practicum I 6 SHC MLT 257 MLT Practicum I 8 SHC MLT 258 MLT Practicum I 10 SHC MLT 259 MLT Practicum I 11 SHC MLT 282 MLT Practicum I 12 SHC MLT 283 MLT Practicum I 13 SHC MLT 261 MLT Practicum II 1 SHC MLT 262 MLT Practicum II 2 SHC MLT 263 MLT Practicum II 3 SHC MLT 264 MLT Practicum II 4 SHC MLT 265 MLT Practicum II 5 SHC MLT 266 MLT Practicum II 6 SHC MLT 267 MLT Practicum II 8 SHC MLT 268 MLT Practicum II 10 SHC MLT 269 MLT Practicum II 11 SHC MLT 284 MLT Practicum II 12 SHC MLT 285 MLT Practicum II 13 SHC MLT 271 MLT Practicum III 1 SHC MLT 272 MLT Practicum III 2 SHC MLT 273 MLT Practicum III 3 SHC MLT 274 MLT Practicum III 4 SHC MLT 275 MLT Practicum III 5 SHC MLT 276 MLT Practicum III 6 SHC MLT 277 MLT Practicum III 8 SHC MLT 278 MLT Practicum III 10 SHC MLT 279 MLT Practicum III 11 SHC MLT 286 MLT Practicum III 12 SHC MLT 287 MLT Practicum III 13 SHC</p>			
<p>B. CONCENTRATION (Not applicable)</p>			
<p>C. OTHER MAJORS <i>To be selected from the following prefixes:</i></p> <p>BIO, BTC, CHM, CIS, COE, CSC, HSC, and MLT</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
Summer 2011
[2011*02]

Curriculum Program Title

Computer-Aided Drafting Technology

Code

A50150

Concentration

(not applicable)

Curriculum Description

This curriculum prepares individuals for employment as computer-aided drafting technicians. Graduates should be prepared for a wide variety of jobs that involve managing the hardware and software of a CAD system. Emphasis is placed on developing the student's ability to interface with computer hardware and software in a CAD office.

Students will use CAD workstations to create and manage two and three-dimensional models for a wide variety of fields. Students will link CAD documents to other applications such as a database, GIS maps, spreadsheets, word processing, or CNC machining systems. Course work includes the study of drafting, computer hardware and operating systems, two- and three- dimensional computer models, solid modeling, rendering, and engineering systems.

Graduates should qualify for CAD jobs in a wide variety of fields that use computer-aided drafting technology. Job titles include CAD technician, CAD manager, CAD drafter and detail drafter.

Curriculum Requirements*

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

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

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

Major Hours

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

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Computer-Aided Drafting Technology A50150

	AAS	Diploma	Certificate																																				
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																																				
<p>A. CORE Courses required for the diploma are designated with *</p> <p>Required Courses:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">*</td> <td style="width: 40%;">DFT 151 CAD I</td> <td style="width: 10%; text-align: right;">3 SHC</td> <td style="width: 39%;"></td> </tr> <tr> <td>*</td> <td>DFT 152 CAD II</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td>*</td> <td>DFT 153 CAD III</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <p>Required Subject Areas:</p> <p>*Basic Drafting. Select One.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 40%;">DFT 110 Intro to Drafting Technology</td> <td style="width: 10%; text-align: right;">2 SHC</td> <td style="width: 39%;"></td> </tr> <tr> <td></td> <td>DFT 111 Technical Drafting I</td> <td style="text-align: right;">2 SHC</td> <td></td> </tr> <tr> <td></td> <td>DFT 170 Engineering Graphics</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> <tr> <td></td> <td>ARC 111 Intro to Arch. Drafting</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table> <p>*Solid Modeling. Select One.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 40%;">DDF 252 Advanced Solid Modeling</td> <td style="width: 10%; text-align: right;">3 SHC</td> <td style="width: 39%;"></td> </tr> <tr> <td></td> <td>DFT 154 Intro to Solid Modeling</td> <td style="text-align: right;">3 SHC</td> <td></td> </tr> </table>	*	DFT 151 CAD I	3 SHC		*	DFT 152 CAD II	3 SHC		*	DFT 153 CAD III	3 SHC			DFT 110 Intro to Drafting Technology	2 SHC			DFT 111 Technical Drafting I	2 SHC			DFT 170 Engineering Graphics	3 SHC			ARC 111 Intro to Arch. Drafting	3 SHC			DDF 252 Advanced Solid Modeling	3 SHC			DFT 154 Intro to Solid Modeling	3 SHC		14-15 SHC	14-15 SHC	
*	DFT 151 CAD I	3 SHC																																					
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	DFT 110 Intro to Drafting Technology	2 SHC																																					
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B. CONCENTRATION (Not applicable)																																							
<p>C. OTHER MAJOR HOURS To be selected from the following prefixes:</p> <p>ARC, ART, BPR, BUS, CET, CIS, CIV, COE, CSC, CST, DDF, DFT, EGR, GIS, INT, LAR, MAC, MEC, and SRV</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>																																							