



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

February 20, 2012

MEMORANDUM

TO: Presidents
Chief Academic Officers

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

SUBJECT: State Board Action on February 17, 2012

On February 17, 2012, the State Board of Community Colleges approved the requested revision to the following curriculum standard:

Office Administration/Virtual Office Assistance (A2537B)

Please be aware that you must implement the revised standard no later than one year after the effective term. You must update your college's electronic programs of study and receive approval from the System Office prior to implementation of the revised program.

In addition, the State Board of Community Colleges approved curriculum courses and a curriculum standard for the following new curriculum program:

Business Analytics (A25350)

The curriculum standards and new courses are attached for your convenience. You may view all curriculum standards and courses by visiting the Academic Programs website at:

<http://www.nccommunitycolleges.edu/Programs/index.html>

On July 15, 2011, the State Board of Community Colleges adopted the 2011-2012 State Aid Allocations and Budget Policies, which included implementation of the Tiered Funding Formula. To implement the Tiered Funding Formula, all existing curriculum and continuing education course prefixes were assigned to one of three funding levels: Tier 1 included selected high-cost curriculum courses, Tier 2 included all other curriculum courses and selected continuing education courses that are mapped to a third-party credential or certification, and Tier 3 included all other continuing education occupational extension courses.

The Presidents' Association Program Committee Chair appointed a committee of presidents, a chief academic officer, and a chief continuing education officer to develop guidelines for the assignment of *new-to-the-System* curriculum and continuing education prefixes to the Tiered Funding Formula.

The following guidelines were approved by the Presidents' Association on October 28, 2011 and approved by the State Board of Community Colleges on January 20, 2012:

Tier 1

- Curriculum Health Science Prefixes
- Curriculum Technical Education Prefixes (Construction, Engineering, Industrial Systems and Transportation Systems)
- Curriculum Lab-Based Science Prefixes
- Other Curriculum Prefixes Based on the Following Considerations:
 - Faculty requirements
 - Equipment start-up costs
 - Equipment ongoing costs
 - Supply and software start-up costs
 - Supply and software ongoing costs
 - Enrollment limitations resulting from student/faculty ratios or program enrollment caps
 - Instructor costs resulting from SACS requirements
 - Required licensure or certification
 - Market demand

Tier 2

- All other Curriculum Prefixes
- Continuing Education Occupational Extension Prefixes for each course that is scheduled for 96 or more hours and is mapped to a third-party credential, certificate, or industry-designed curriculum

Tier 3

- All other continuing Education Occupational Extension Prefixes

Using the above approved Tier guidelines, the State Board of Community Colleges approved the following new-to-the-System prefixes for the following Tier classifications:

Tier I:

EUS – Electric Utility Substation

Tier II:

BAS – Business Analytics

DMA – Developmental Math

NPO – Nonprofit Leadership and Mgt.

An updated *Curriculum Course Prefixes by Funding Tiers* list has been included for your convenience. This list can also be located by visiting the Academic Programs website at:

<http://www.nccommunitycolleges.edu/Programs/prefixes.htm>

If you have any questions concerning the State Board action items, please contact Ms. Jennifer Frazelle at (919) 807-7120 or frazellej@nccommunitycolleges.edu.

SEM/JF/gr

Attachments

c: Van Wilson

Jennifer Haygood

Elizabeth Self

Jennifer Frazelle

Program Coordinators

CC12-005

Email

BUSINESS ANALYTICS

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 120 – Business Analytics I 3 0 3

Prerequisites: None

Corequisites: None

This course introduces basic concepts of business analytics. Topics include an overview of data and text mining, forecasting and optimization techniques, data visualization, data security, and ethics. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 121 – Analytics Methods I 3 0 3

Prerequisites: None

Corequisites: BUS 228 or MAT 151 or MAT 155

This course introduces basic methods in business analytics. Topics include exploratory data analysis, regression, linear programming, and statistical methods for process improvement. Upon completion, students should be able to demonstrate an understanding of problem-solving techniques for business decision-making.

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 150 – Analytics Tools I 2 2 3

Prerequisites: BAS 121

Corequisites: None

This course introduces basic statistical and analytic tools for use in business decision-making. Topics include utilization of business analytics and/or statistical software packages. Upon completion, students should be able to use computer software packages to solve basic business analytical problems.

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 220 – Business Analytics II 3 0 3

Prerequisites: BUS 110 and BAS 120

Corequisites: None

This course provides an in-depth exploration of business analytics. Topics include application of analytic methods to finance, marketing, web, geospatial data, logistics, information systems, and statistical analysis of databases. Upon completion, students should be able to demonstrate competence in analytics and be proficient at using software to aid in business decisions.

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 221 – Analytics Methods II 3 0 3

Prerequisites: BAS 150

Corequisites: None

This course introduces advanced statistical methods in business analytics and its applications. Topics include exploratory data analysis, linear regression, linear programming, and statistical methods for process improvement. Upon completion, students should be able to apply statistical problem-solving to business decision-making.

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 230 – Business Analytics III 2 2 3

Prerequisites: BAS 220

Corequisites: None

This course covers advanced concepts in business analytics. Topics include analytics and pertinent applications to project management, theory, advanced modeling, legal issues and responsibility, technical writing, and problem-solving skills. Upon completion, students should be able to utilize their knowledge and skills in business analytics to independently guide decision makers.

Class Lab Credit

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 250 – Analytics Tools II

2 2 3

Prerequisites: BAS 150

Corequisites: None

This course introduces advanced statistical and analytic tools for use in business decision-making. Topics include utilization of computer software packages for business decision-making. Upon completion, students should be able to use analytic tools to solve business-related problems.

*Effective Term – Fall 2012 [2012*03] – SBCC February 17, 2012*

BAS 270 – Analytics Practicum

2 3 3

Prerequisites: BAS 220

Corequisites: None

This course is designed to use a case study method to simulate a comprehensive application of business analytics. Emphasis is placed on relevant data collection, evaluation, presentation skills, analysis, teamwork, and conflict resolution skills. Upon completion, students should be able to demonstrate their ability to apply business analytic methods and best practices in a simulated business setting.

CURRICULUM STANDARD

Effective Term
Fall 2012
*[2012*03]*

Curriculum Program Title	Business Analytics	Code	A25350
Concentration	(not applicable)		

Curriculum Description

The Business Analytics curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in analytical professions. Business analysts process and analyze essential information about business operations and also assimilate data for forecasting purposes.

Students will complete course work in business analytics, including general theory, best practices, data mining, data warehousing, predictive modeling, project and operations management, statistical analysis, and software packages. Related skills include business communication, critical thinking and decision making.

Graduates should qualify for employment as data technicians, data scientists, business and data analytics engineers, and business analysts in the fields of finance, banking, logistics, marketing, healthcare, manufacturing, information technology, and government organizations.

Curriculum Requirements*

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

- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

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

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

Major Hours

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

Business Analytics (A25350)

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: <ul style="list-style-type: none"> * BAS 120 Business Analytics I 3 SHC * BAS 121 Analytics Methods I 3 SHC * BAS 150 Analytics Tools I 3 SHC * BAS 220 Business Analytics II 3 SHC BAS 270 Analytics Practicum 3 SHC BUS 110 Introduction to Business 3 SHC CTS 130 Spreadsheet 3 SHC DBA 110 Database Concepts 3 SHC Required Subject Areas: Basic Computer Skills(Select one): <ul style="list-style-type: none"> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applicat. 3 SHC *Statistics(Select One) <ul style="list-style-type: none"> BUS 228 Business Statistics 3 SHC MAT 151 Statistics I 4 SHC MAT 155 Statistical Analysis 4 SHC Data Management(Select one) <ul style="list-style-type: none"> DBA 115 Database Applications 3 SHC DBA 120 Database Programming I 3 SHC HBI 250 Data Mgmt and Utilization 3 SHC 	32-34 SHC	15-16 SHC	
B. CONCENTRATION (if applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, AIB, BAF, BAS, BUS, CIS, CJC, COE, CSC, CTI, CTS, DBA, ECM, ECO, ETR, GIS, HBI, HRM, INS, INT, ISC, ITN, LOG, MAT, MKT, OMT, OST, PAD, RLS, 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 2012
[2012*02]

Curriculum Program Title

Office Administration

Code

A2537B

Concentration

Virtual Office Assistance

Curriculum Description

Virtual Office Assistance is a concentration under the curriculum title of Office Administration. The curriculum is designed to prepare individuals to become independent contractors who possess the ability to offer administrative support services via e-mail, courier, fax, and telephone.

Students will acquire office skills required in today's business environment including utilization of word processing, spreadsheets, desktop publishing, and presentation graphics software. Coursework includes an introduction to the implementation of electronic commerce via the Internet and an introduction to telecommunications.

Graduates are prepared to pass examinations for Microsoft Office User Specialist Certification and are able to become self-employed contractors or work for an established virtual office service. Some graduates will prefer to gain experience working in a traditional office environment.

*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.

Office Administration/Virtual Office Assistance A2537B

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: * OST 164 Text Editing Applications 3 SHC * OST 184 Records Management 3 SHC Required Subject Areas: *Formatting/Word Processing. Select one: OST 134 Text Entry & Formatting 3 SHC OST 136 Word Processing 3 SHC *Computers/Information Systems. Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 3 SHC OST 137 Administrative Office Mgt 3 SHC *Office Systems/Management. Select one: BUS 135 Principles of Supervision 3 SHC OST 181 Intro to Office System 2 SHC OST 289 Office Systems Management 3 SHC	14-15 SHC	14-15 SHC	
B. CONCENTRATION <i>Courses unique to a concentration are designated with **</i> Required Courses: ECM 210 Introduction to E-Commerce 3 SHC OST 153 Office Finance Solutions 2 SHC ** OST 171 Intro to Virtual Office 3 SHC ** OST 271 Office Web Technologies 3 SHC ** OST 272 Virtual Office Capstone 2 SHC	13 SHC	13 SHC	
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, AIB, BUS, BAF, CIS, COE, CRT, CSC, CTS, ECM, ECO, ISC, ITN, MKT, NET, OMT, OST, and PSY <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>			

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CURRICULUM COURSE PREFIXES BY FUNDING TIERS: FY 2012-13
(02/17/12)

TIER 1 - Health, Tech Ed, Science (Lab-based) Prefixes		TIER 2 - All Other Curriculum Prefixes	
Prefix	Subject Area	Prefix	Subject Area
AER	Aerospace & Flight Training	AAI	Animal Assisted Interactions
AHR	Air Cond/Heating/Refrig	ACA	Academic Related
ALT	Alternative Energy	ACC	Accounting
ANS	Animal Science	ACM	Animal Care and Management
ARC	Architecture	AGR	Agriculture
ARS	Automotive Restoration	AIB	American Institute of Banking
ASM	Aerostructure	ANT	Anthropology
ATR	Automation and Robotics	APS	Automotive Parts Sales
AUB	Automotive Body Repair	AQU	Aquaculture
AUC	Automotive Customizing Tech	ARA	Arabic
AUT	Automotive	ART	Art
AVI	Aviation Maintenance	ASL	American Sign Language
BIO	Biology	AST	Astronomy
BMS	Boat Manufacture & Service	AUM	Automotive Management
BMT	Biomedical Equipment	BAF	Banking and Finance
BPA	Baking and Pastry Arts	BAR	Barbering
BPM	Bioprocess Manufactur	BAS	Business Analytics
BTB	Boat Building	BPR	Blueprint Reading
BTC	Biotechnology	BPT	Broadcast Production
CAB	Cabinetmaking	BUS	Business
CAR	Carpentry	CCT	Cyber Crime Technology
CAT	Computed Tomography	CHI	Chinese
CET	Comp Engineer Tech	CIS	Information Systems
CHM	Chemistry	CJC	Criminal Justice
CIM	Cancer Information Management	COE	Cooperative Education
CIT	Cardiovascular/Vascular Interv	COM	Communication
CIV	Civil Engineer Tech	COS	Cosmetology
CMT	Construction Mgt.	CRT	Court Reporting
CPT	Chemical Process Technology	CSV	Customer Service
CSC	Computer Science	DAN	Dance
CST	Construction	DBA	Database Management Technology
CTC	Chemical Technology	DDT	Developmental Disabilities
CTI	Computer Technology Integration	DES	Design: Creative
CTR	Clinical Trials Research	DMA	Developmental Math
CTS	Computer Information Technology	DRA	Drama/Theatre
CUL	Culinary	ECM	Electronic Commerce
CVS	Cardiovascular Sonography	ECO	Economics
CYT	Cytotechnology	EDU	Education
DDF	Design Drafting	EFL	English As A Foreign Language
DEA	Digital Effects & Animation	EHS	Environmental Health And Safety
DEN	Dental	ENG	English
DET	Dietetic Technician	ENT	Entertainment Technologies
DFT	Drafting	EPT	Emergency Preparedness Technology
DIA	Dialysis Technology	EQU	Equine
DLT	Dental Laboratory Technology	ETR	Entrepreneurship
DME	Digital Media	FBG	Fiberglass and Moldmaking
DOS	Medical Dosimetry	FIP	Fire Protection
EDT	Electroneurodiagnostic Tech	FLI	Foreign Language Interpreter
EGR	Engineering	FLO	Floral Design
ELC	Electricity	FMW	Facility Maintenance
ELN	Electronics	FOR	Forest Management

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CURRICULUM COURSE PREFIXES BY FUNDING TIERS: FY 2012-13
(02/17/12)

TIER 1 - Health, Tech Ed, Science (Lab-based) Prefixes		TIER 2 - All Other Curriculum Prefixes	
Prefix	Subject Area	Prefix	Subject Area
ELT	Electric Lineman	FPR	Food Processing
EMS	Emergency Medical Science	FRE	French
ENV	Environmental Science	FSD	Fire Sprinkler Design
EPP	Electrical Power Prod	FSE	Funeral Service
EUS	Electric Utility Substation	FST	Food Service Technology
FUR	Furniture	FVP	Film and Video Production
GIS	Geographic Info Syst	FWL	Fish and Wildlife
HBI	Healthcare Business Infomatics	GAM	Gaming Management
HEO	Heavy Equip Oper	GCM	Golf Course Management
HET	Heavy Equipment Maintenance	GEL	Geology
HIT	Health Information Technology	GEO	Geography
HPC	High performance Computing	GER	German
HPT	Historical Preservation	GRA	Graphic Arts
HTO	Histotechnology	GRD	Graphic Design
HYD	Hydraulics & Pneumatics	GRO	Gerontology
ICT	Invasive Cardiovascular Tech	GSM	Gunsmithing
ICV	Interventional Cardiac & Vascu	HCT	Health Care Technology
IMG	Imaging	HEA	Health
ISC	Industrial Science	HIS	History
LBT	Laboratory Technology	HMT	Healthcare Management
LEO	Lasers and Optics	HOR	Horticulture
LID	Low Impact Development	HRM	Hotel and Restaurant Management
MAC	Machining	HSC	Health Sciences
MAS	Masonry	HSE	Human Services
MCM	Motorcycle Mechanics	HUC	Health Unit Coordinator
MEC	Mechanical	HUM	Humanities
MED	Medical Assisting	ILT	Industrial Laboratory Technology
MLT	Medical Laboratory Technology	IMS	Integrated Math/Science
MNT	Maintenance	INS	Insurance
MPS	Marine Propulsion Systems	INT	International Business
MRI	Magnetic Resonance Imaging	IPP	Interpreter Preparation Program
MSC	Marine Science	ITA	Italian
MSM	Motorsports Mgt	ITN	Internet Technologies
MTH	Massage Therapy	IVS	Invasive Species Management
NAN	Nanotechnology	JOU	Journalism
NAS	Nursing Assistant	JPN	Japanese
NCT	Non-Invasive Cardiovascular Te	LAR	Landscape Architecture
NDE	Nondestru Exam Tech	LAT	Latin
NET	Networking Technology	LEX	Legal Education
NMT	Nuclear Medicine	LIB	Library Resources
NOS	Network Operating Systems	LOG	Logistics Management
NUC	Nuclear Maintenance	LSG	Landscape Gardening
NUR	Nursing	MAT	Mathematics
OPH	Opticianry	MEG	Metal Engraving
OTA	Occupational Therapy Assistant	MHA	Mental Health
PBT	Phlebotomy	MIT	Media Integration
PCI	Process Control Instrum	MKT	Marketing and Retailing
PET	Positron Emission Tomography	MLG	Metallurgical Science
PFT	Pipe Fitting	MSI	Military Science
PHM	Pharmacy	MUS	Music
PHY	Physics	NPO	Nonprofit Leadership and Mgt

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CURRICULUM COURSE PREFIXES BY FUNDING TIERS: FY 2012-13
(02/17/12)

TIER 1 - Health, Tech Ed, Science (Lab-based) Prefixes

Prefix	Subject Area
PLA	Plastics
PLU	Plumbing
PME	Power Mechanics
PPM	Poultry Proc Mach Tech
PPT	Pulp & Paper Tech
PSG	Polysomnography
PTA	Physical Therapist Assistant
PTC	Pharmaceutical Tech
RAD	Radiography
RCP	Respiratory Care
RCT	Race Car Technology
REF	Refrigeration
REH	Rehabilitation Assistant
RTT	Radiation Therapy Technology
RVM	Recreational Vehicle Maint
SEC	Information Systems Security
SGD	Simulation & Game Development
SGR	Scientific Graphics
SLP	Speech-Language Pathology Asst
SON	Medical Sonography
SRV	Surveying
SST	Sustainability
STP	Central Sterile Processing
SUR	Surgical Technology
TCT	Telecommunication Tech
TEL	Telecom Install & Maint
TNE	Telecom & Ntwk Engin Te
UPH	Upholstery
VEN	Viticulture/Enology
VET	Veterinary Medical Technology
WAT	Water & Wastewater Trt
WLD	Welding
WPP	Wood Products

TIER 2 - All Other Curriculum Prefixes

Prefix	Subject Area
NUT	Nutrition
ODL	Outdoor Leadership
OMT	Operations Management
OSS	Operating Systems
OST	Office Systems Technology
PAD	Public Administration
PCC	Professional Crafts: Clay
PCD	Professional Crafts: Design
PCF	Professional Crafts: Fiber
PCJ	Professional Crafts: Jewelry
PCR	Professional Crafts
PCS	Professional Crafts: Sculpture
PCW	Professional Crafts: Wood
PED	Physical Education
PFN	Photofinishing
PHI	Philosophy
PHO	Photography
PHS	Physical Science
PKG	Packaging
PMT	Project Management Technology
POL	Political Science
POR	Portuguese
POS	Postal Service
PRN	Printing
PSF	Physical Fitness Technology
PSY	Psychology
REA	Real Estate Appraisal
REC	Recreation
RED	Reading
REL	Religion
RLS	Real Estate
RSM	Resort and Spa Management
RUS	Russian
SAB	Substance Abuse
SCI	Science
SOC	Sociology
SPA	Spanish
SPI	Spanish Interpreter
SSM	Shooting and Hunting Sports Management
SSS	Shared Record
SWK	Social Work
TAT	Travel and Tourism
TRE	Therapeutic Recreation
TRF	Turfgrass Management
TRP	Truck Driver Training
TXY	Taxidermy
VWR	Voice Writing Realtime Reporting
WEB	Web Technologies
WOL	Wheels of Learning
WWK	Woodworking
ZAS	Zoo and Aquarium Science Technology